

SOLANO COMMUNITY COLLEGE DISTRICT

Incident



Response



Plan

June 13, 2009

Solano Community College Safety Committee
Solano Community College Police Department
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INTRODUCTION

This Incident Response Plan (IRP) is designed to assist employees, students, and visitors during an emergency on District properties; Fairfield Main Campus, Vacaville Center, and the Vallejo Center. It is important you read this Plan now, before an emergency occurs, to familiarize yourself with the actions which may be necessary during an emergency on District properties.

Please review this Plan often.

INCIDENT COMMAND CENTER (ICC)

The District recognizes a major disaster or emergency may strike at any time which may result in injuries to people and damage to the District's property. Recognizing emergency planning is the only way to effectively respond to a disaster and to mitigate its effects, the District has established an Emergency Operations Plan (EOP). This Plan is a stand alone guide to assist those called upon to directly function in the ICC. The EOP complies with relevant laws and regulations of the United States and the State of California. In the event of a declared disaster, the Superintendent-President or designee is responsible for activating and implementing an Incident Command Center (ICC).

EMERGENCY PHONE NUMBERS

POLICE / FIRE / MEDICAL EMERGENCIES

911

From all District Properties

From a cell phone: **Fairfield Campus** **707-421-7090**

This number is a direct line to the Solano County Communications Center. The Communications Center is the direct dispatcher for the Solano Community College Police Department.

Vacaville Center **707-449-5200**

This is a direct line to the Vacaville Police and Fire Communications Center.

Vallejo Center **707-552-3285**

This is a direct line to the Vallejo Police and Fire Communications Center.

On-Duty Police Officer cell phone **707-580-6526**

This is a non-emergency contact number for the on-duty Police Officer of the Solano Community College Police Department. Use this number for services other than an emergency.

Business Line **707-864-7131**

This is the business line for the Solano Community College Police Department. Use this number for business or administrative related issues. This is not the number to call in an emergency or when you need to speak directly with a Police Officer. Messages left on this line may not be returned until the following business day.

Power Failure / Utility Failure / Buildings / Grounds **707-864-7196**

Use this number during business hours for items related to urgent maintenance issues. Should there be no answer at this number for matters needing immediate attention, call the on-duty Police Officer at **707-580-6526**.

EVACUATION MAPS

The following pages contain Evacuation Maps for the:

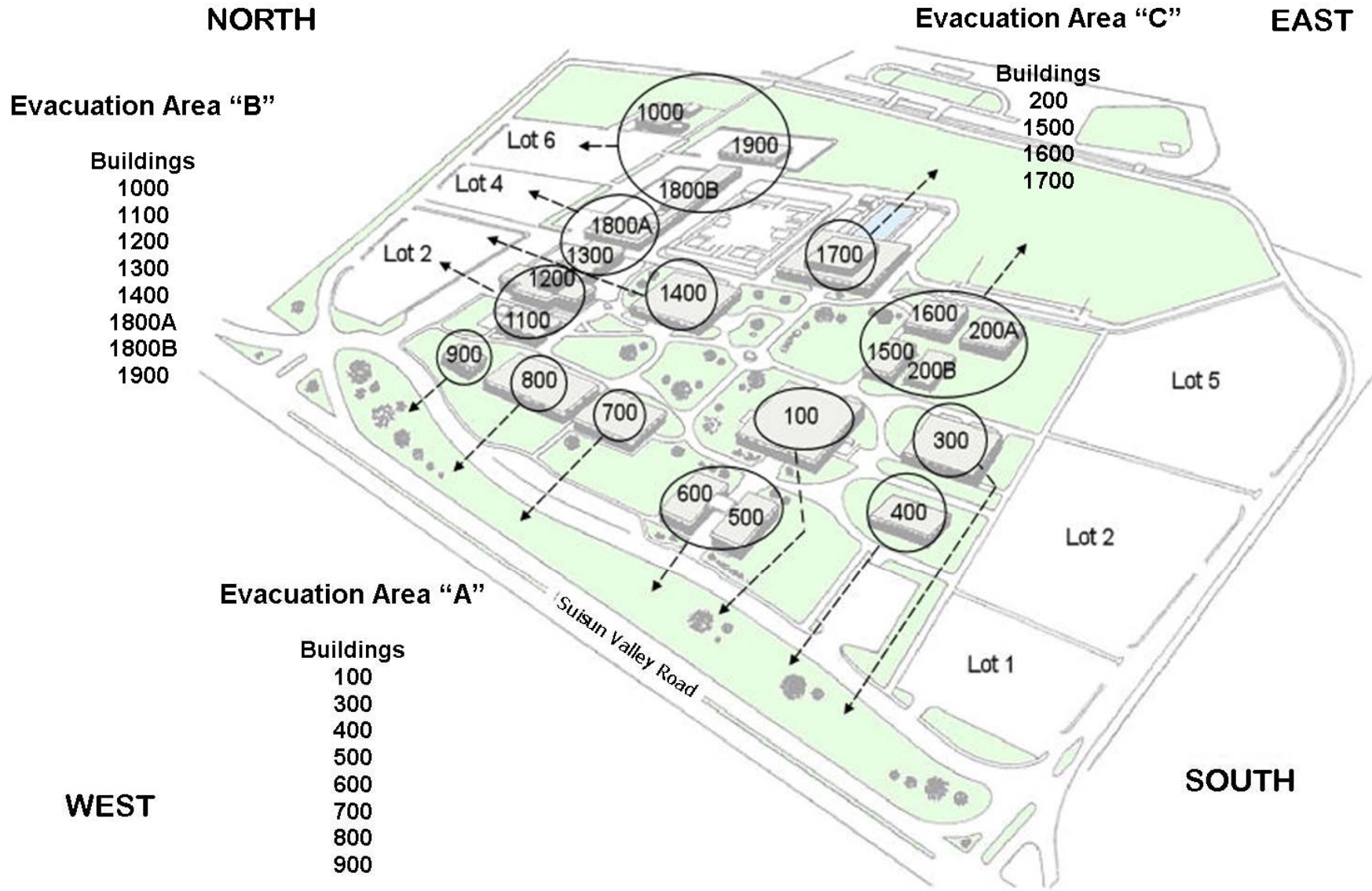
Fairfield Main Campus

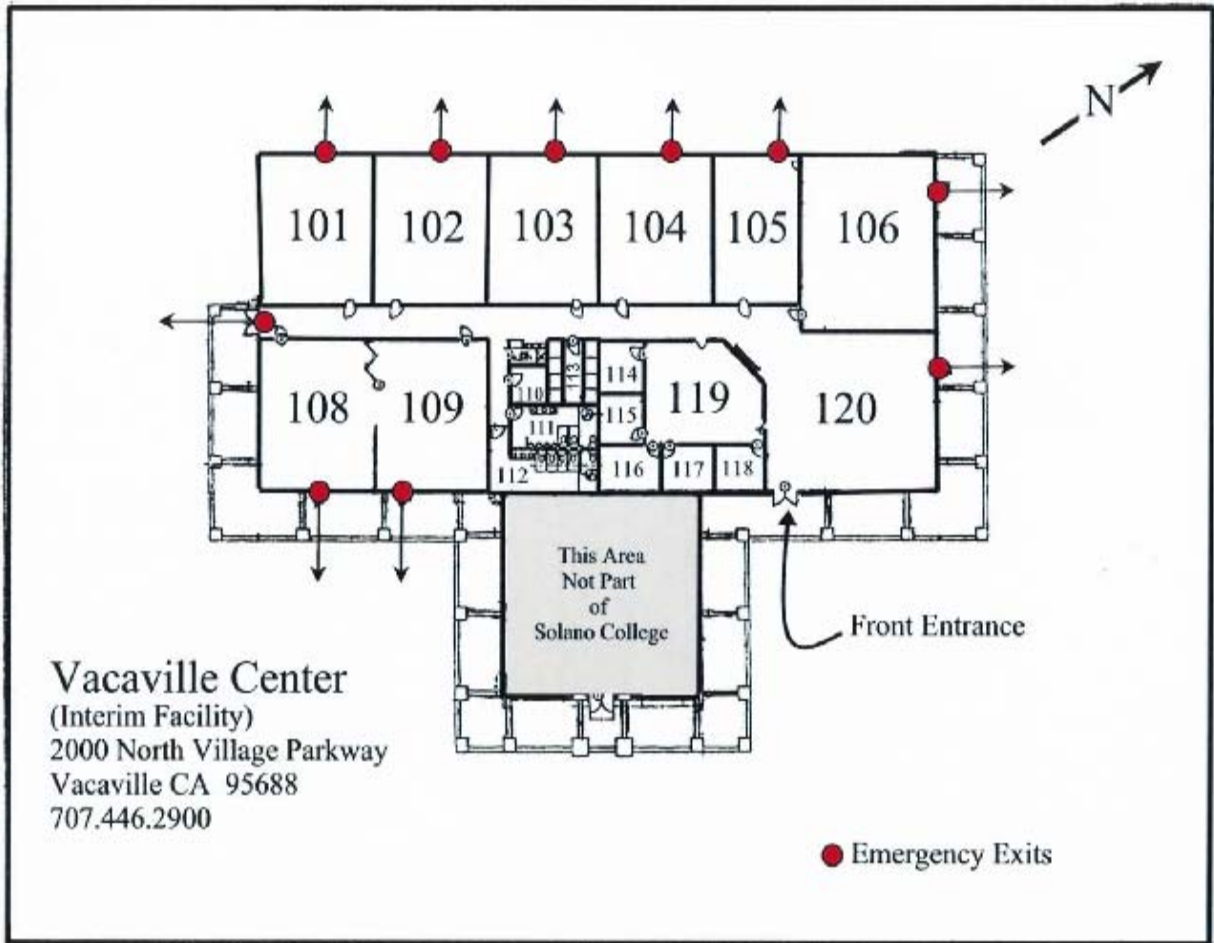
Vacaville Center

Vallejo Center

CAMPUS EVACUATION AREA MAP

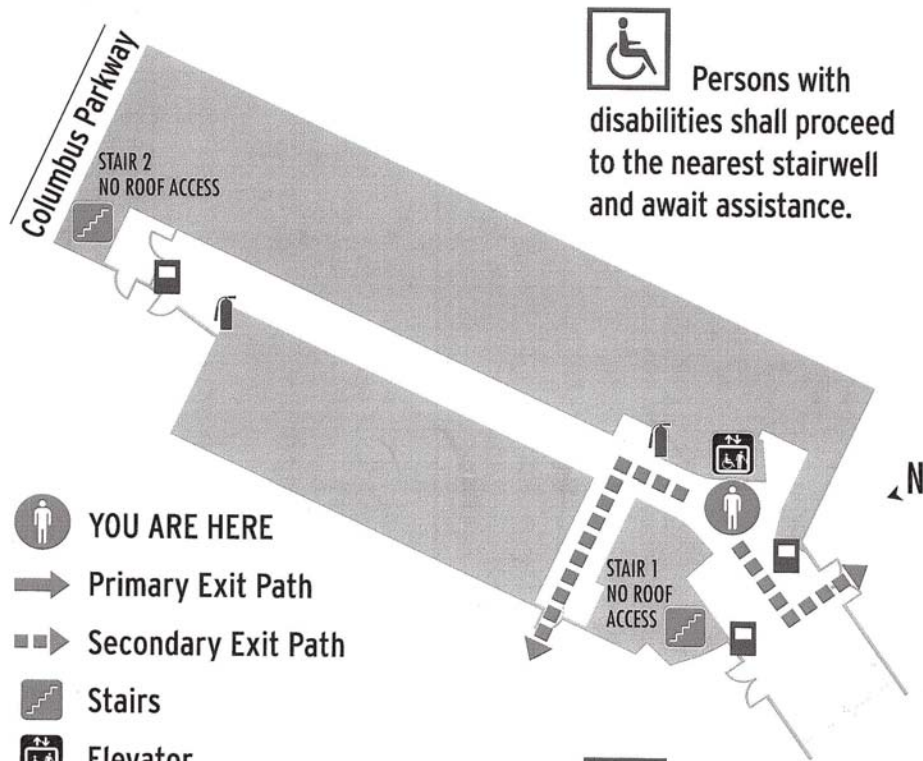
In the event of a campus emergency that requires a mandatory evacuation of the buildings on campus, students, faculty, and staff will proceed to the evacuation areas designated on this map. Note: Evacuation routes are to the NORTH, EAST, and WEST of campus.





EMERGENCY EVACUATION MAP

Level 1 · 525 Columbus Parkway



Persons with disabilities shall proceed to the nearest stairwell and await assistance.



YOU ARE HERE



Primary Exit Path



Secondary Exit Path



Stairs



Elevator



Fire Extinguisher



Fire Alarm

Fire alarm pull stations are small red boxes with the word "FIRE" in raised white lettering. In case of fire activate alarm and an electric horn will sound and strobe lights will flash.



IN CASE OF FIRE USE STAIRWAY FOR EXIT, DO NOT USE ELEVATOR.

CALL 911 FOR FIRE/POLICE/MEDICAL

EMERGENCY EVACUATION MAP

Level 2 · 525 Columbus Parkway



Persons with disabilities shall proceed to the nearest stairwell and await assistance.



**IN CASE OF
FIRE USE STAIRWAY
FOR EXIT, DO NOT
USE ELEVATOR.**



YOU ARE HERE



Primary Exit Path



Secondary Exit Path



Stairs



Elevator

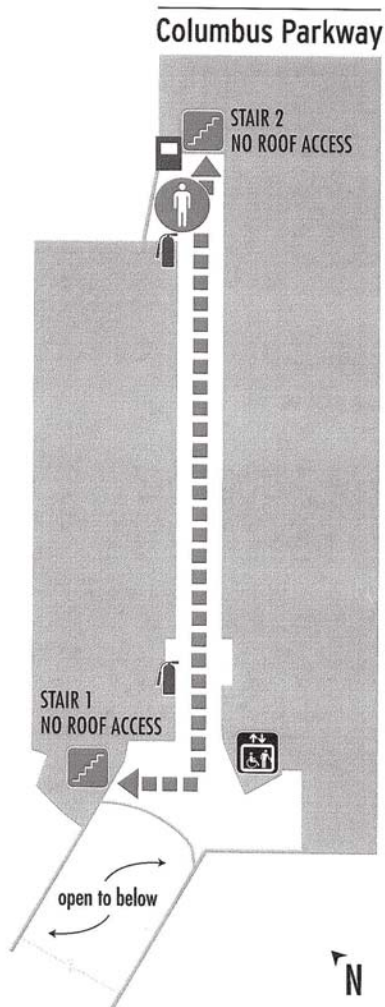


Fire Extinguisher



Fire Alarm

Fire alarm pull stations are small red boxes with the word "FIRE" in raised white lettering. In case of fire activate alarm and an electric horn will sound and strobe lights will flash.



CALL 911 FOR FIRE/POLICE/MEDICAL

BUILDING COORDINATORS' RESPONSIBILITIES

During Emergency Only

Communicate with Incident Command Center (ICC) if activated during an emergency.

Coordinate evacuation (if needed) with other employees, ensure the building is cleared/secured/marked prior to leaving.

Routine Issues

Maintain current Incident Response Plan (IRP) and Emergency Operations Plan (EOP).

Know area evacuation routes.

Ensure postings of evacuation routes.

Maintain disaster kits.

Ensure each room/office has emergency guidelines (flipchart) posted.

Informs instructors to make classes aware of guidelines.

Attend training as offered (along with back-up coordinator).

Holder of communications device.

Maintain flashlights.

Know location/operation of fire extinguishers.

Coordinate evacuations as needed.

ACTIVE SHOOTER

Call **911**

Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

NOTE: An individual must use their own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

IF OUTSIDE WHEN A SHOOTING OCCURS

Drop to the ground immediately, face down as flat as possible. If close to a safe place or cover, duck and run to it.

Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.

When you reach a place of relative safety, stay down and do not move.

Wait and listen for directions from Public Safety and/or public agency personnel.

ACTIVE SHOOTER (Continued)

IF SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE

Stay inside the classroom/office.

If possible, close and lock the outside door to the room.

Close the blinds, turn off the lights, remain quiet and move behind available cover.

Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.

If possible and safe to do so, report the location of the assailant.

IF SUSPECT IS IN CLOSE PROXIMITY

Lie motionless and pretend to be unconscious.

Do not attempt to apprehend or interfere with the suspect except for self-protection.

An individual must use his/her own discretion about when he or she must engage a shooter for survival.

BOMB OR SUSPICIOUS ITEM

BOMB THREATS

Any person receiving a bomb threat by telephone or email should ask the caller: (use this page for notes or a checklist)

When is the bomb going to explode?

Where is the bomb(s) located?

What kind of bomb is it and what does it look like?

Why did you place the bomb?

Keep the caller talking as long as possible and record the following: (use this page for notes or as a checklist)

Time of the call.

Estimate age and gender of the caller.

Speech pattern, accent, vocal characteristics, and emotional state of the caller.

Background noise.

After the call:

Do not open drawers or cabinets, or turn lights off or on.

NOTE: Turn off any portable electronic communication device. This includes District provided emergency cell phones. DO NOT TRANSMIT UNDER ANY CIRCUMSTANCE; THIS MAY ACTIVATE A BOMB.

Call **911** using a landline/hard line phone.

BOMB OR SUSPICIOUS ITEM (Continued)

Do not disconnect from the dispatcher until told to do so.

Do not activate fire alarms.

Evacuate or assist in evacuation when instructed to do so by public safety or District officials.

Do not return to an evacuated building until told to do so by public safety or District officials.

SUSPICIOUS PACKAGE

If you observe a suspicious package do not handle it.

If you receive a suspicious package, gently place it in a stationary location near where you first picked it up, secure and leave the area.

NOTE: Turn off any portable electronic communication device. This includes District provided emergency cell phones. DO NOT TRANSMIT UNDER ANY CIRCUMSTANCE; THIS MAY ACTIVATE A BOMB.

Call **911** using a landline/hard line phone

Do not disconnect from the dispatcher until told to do so.

Do not activate fire alarms.

Evacuate or assist in evacuation when instructed to do so by public safety or District officials.

Refer Evacuation Map if needed.

Do not return to an evacuated building until told to do so by public safety or District officials.

BRUSH FIRES

Call **911**.

Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.

If you are outdoors, seek shelter in a safe nearby building.

If you are indoors, close all windows and doors; open all curtains and blinds.

Relocate all combustibles away from windows.

If time permits, back up important files from your computer hard drive to a disk that you can take with you.

Turn off and unplug all electrical equipment.

Because of road closures, traffic congestion, and the possibility that the fire may outrun you, be prepared to “shelter-in-place.”

If instructed to relocate, do not return to the vacated location until instructed to do so by public safety or public agency personnel.

CRIME IN PROGRESS / CIVIL DISTURBANCE

CALL **911**.

Give your name, location, and telephone number.

Do not hang up until the dispatcher tells you to do so.

Advise the dispatcher of the situation and remain where you are until contacted by an officer unless you deem your location unsafe.

If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked.

Turn off lights, remain quiet, keep low to the ground and hide behind a desk or other furniture

Do not attempt to apprehend or interfere with the suspect except for self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the investigating officers.

In the event of civil disturbance, continue inasmuch as possible with your normal routine.

If the disturbance is outside, stay away from doors and windows.

Do not interfere with those persons creating the disturbance or with authorities on the scene.

DISABLED PERSONS

NOTE: It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing co-workers or fellow students on how to assist in an emergency.

In the event of an emergency, individuals who use wheelchairs, other individuals with mobility impairments, and individuals with disabilities that can affect response to emergencies, should observe the following procedures:

During an emergency, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help.

NEVER USE AN ELEVATOR IN THE CASE OF FIRE, EARTHQUAKE OR POWER OUTAGE.

If assistance is not immediately available, continue to call for help until rescued.

Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

Rescue personnel, Public Safety, Emergency Response Teams, Fire and Police Departments should first check all exit corridors and exit stairwells for trapped persons.

EARTHQUAKE INFORMATION

If indoors, stay there. Get under a desk or table and hold on, or stand in a corner or doorway that does not have doors on it (do not go in a doorway with doors; they can swing back and forth violently). Protect your head, neck, and face.

If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in the vehicle until the shaking is over.

If on a second floor or higher of a building, stay away from windows and outside walls. Get under a desk or table and hold on. Do not attempt to use elevators.

If in a crowded public place, do not rush for the doors. Move away from windows and shelves containing objects that could fall.

After the shaking subsides, turn off computers; unplug electrical equipment; replace telephone handsets; go outdoors; and stay clear of buildings, walls, power lines, and trees.

Follow the procedures in this plan for Fire, Hazardous Materials, and Medical Emergencies as necessary.

Identify and assist the injured.

Keep phone lines clear except when necessary to report serious hazards or injuries.

Do not return to an evacuated building unless directed to do so by Public Safety or public agency personnel.

It is possible that roads will be blocked and impassable. Be prepared to stay where you are for a few hours or for several days depending upon your location. Please review the section on Personal Preparation.

FLOODING / WATER DAMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

Call Facilities at **707-864-7196** during business hours. If there is no answer or it is after business hours call the on-duty Police Officer at **707-580-6526**.

Advise of the location and severity of the leak. Indicate whether any valuables, art collections, or books are involved, or are in imminent danger.

If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.

If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.

Be prepared to assist, as directed, in protecting property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: carefully move small or light objects out of the emergency area.

HAZARDOUS MATERIALS

In accordance of California Health and Safety Code Section 25503.3, the Solano Community College District has created and maintains a Hazardous Materials Business Plan.

Under this Plan the Mechanic of the District's Facilities Department is the Coordinator and primary contact.

If a hazardous material spill occurs:

Imminent danger to life call: **911**

Primary spill contact call the District Mechanic: **707-580-6403** (24/7)

Secondary spill contact call on-duty Police Officer: **707-580-6526**

If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.

If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.

If possible, notify your supervisor of the extent and location of the spill.

If there is any possible danger, evacuate your area immediately.

If a chemical fire occurs:

Call **911** and sound the building fire alarm.

Remain calm.

If time permits, close windows in the room where the fire is located.

HAZARDOUS MATERIALS (Continued)

Close the door behind you as you leave.

If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.

If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops.

ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.

When fire alarms sound, do not use the elevators. An elevator may become a trap. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.

Relocate to your designated assembly area (see evacuation maps), which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety or public agency personnel.

Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.

Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

LOCKDOWN or SHELTER IN PLACE

There are a number of situations where evacuation is not prudent. At times and for your safety you may need to decide to lock down or shelter in place. Either self activated out of urgency or when directed by public safety or other District personnel; use the following guide.

Lockdown:

Do not expose yourself to the direct threat to lockdown.

Lock or barricade exterior doors, if able.

Turn off lights.

Instruct everyone to remain quiet and stay out of view.

Crouch down and conceal yourself as much as possible.

If the fire alarm sounds during a lock down, do not evacuate unless you are in imminent danger.

If you are in a hallway or open lobby, seek cover and concealment.

If you are outdoors, seek the nearest cover.

Shelter in place:

Stay inside or go indoors quickly as possible.

Close windows and doors to defend against vapors, smoke, or fumes.

Turn off HVAC if possible.

Stay sheltered until public safety advises you to move.

MEDICAL EMERGENCIES

Do not move a seriously injured person unless there is a life threatening situation.

Call **911**.

Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.

Do not hang up until directed to do so by the emergency operator.

Return to the victim, administer first aid if you are trained, and keep the victim as calm and comfortable as possible.

Do not crowd the injured. Encourage people to move back. Only **ONE** person should talk to the injured.

Remain with the victim until emergency personnel arrive.

PERSONAL PREPARATION

A disaster can occur anytime and anywhere. Prior personal preparation for you and your family will give you more assurance for their care in the event you are separated.

Find out where the nearest two or three shelters are likely to be located near your home.

Discuss your planning with friends/roommates/local family members.

Identify alternate meeting places in case of separation.

Establish a contact person from outside California.

Make sure all family members carry the telephone number of the contact person and understand the importance of checking with that person if the family is separated during a disaster.

Alert family members outside the area of your plans.

Make arrangements for special needs.

Store sufficient personal survival supplies (see suggested list below).

Store supplies to sustain you during relocation (see suggested list below).

Suggested Personal Survival Supplies for your home, vehicle, and office.

Food and water for up to three days

Blankets

First Aid Kit

Flashlight and batteries

PERSONAL PREPARATION (Continued)

A change of clothes

Comfortable walking shoes

Medications

Rx Glasses

Valuable papers

Telephone lists

Photo I.D. with home address

Personal hygiene supplies (e.g., toothbrush, soap, contact lens solution, sunscreen)

Pens and Paper

Additional suggested items for relocation:

Bedding

Games, books

Special dietary foods

Treasured photographs

PERSONAL PREPARATION (Continued)

Do NOT Bring to Relocation Shelter

Candles

Heating devices

Beds or furniture

After a Disaster:

Locate any missing friend/roommate/family member.

Advise out-of-area contact person of your status.

Use safety glasses, leather gloves, etc., when working.

Exercise extreme caution when entering damaged buildings.

Exercise extreme care with fire.

Do not ignite matches or candles if gas leak may be possible.

Avoid electrical appliances where there is water.

Stay away from power lines.

Check water and food before consumption.

Monitor and obey directives from Public Safety Personnel.

If you have telephone service, use it only for emergencies.

POWER OUTAGES / UTILITY FAILURE

If a failure occurs:

Remain calm.

Call Facilities at: **707-864-7196**

Call the on-duty Police Officer at: **707-580-6526**

POLICE / FIRE / MEDICAL EMERGENCIES call **911**

Give your name, location, and telephone number. Advise of the situation and of any additional known locations that are experiencing the failure.

Provide assistance to other individuals in your immediate area.

Secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.

If you are in an unlit area, proceed cautiously to an area that has emergency lights.

If you are trapped in an elevator, remain calm. Use the intercom, emergency telephone, or emergency call button. Public Safety Officers or the fire department will be dispatched to your location for assistance.

Stand by for instruction from District or Public Safety personnel.

REPORTING THREATS

Imminent Danger call **911**.

See to your own safety first.

Untrained individuals are not encouraged to intervene in an in-progress violent incident.

All other threats or for advice on threatening behavior call the on-duty Police Officer directly at **707-580-6526**.

SEVERE WINDS

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.

At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down.

Close windows and doors.

The best protection in severe winds is in permanent buildings. Evacuation is generally not recommended.

Time permitting, people in temporary structures will be moved to a permanent structure.

Immediately after the cessation of severe winds, staff from the Facilities Department will inspect structures and assess damage.

STRUCTURE FIRES

NOTE: It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing co-workers or fellow students on how to assist in an emergency.

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.

Call **911**.

Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.

If the fire is small, you may wish to fight it with a fire extinguisher or building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.

If the fire is large, very smoky, or spreading rapidly, evacuate the building (see evacuation map section).

Inform others in the building who may not have responded to the alarm to leave immediately.

Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building.

ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.

DO NOT USE ELEVATORS

If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.

STRUCTURE FIRES (Continued)

If you have a mobility impairment, request assistance from those nearest you.

If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help.

Assist (help carry, if necessary) all disabled persons in using the stairs.

If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.

If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.

TERRORIST INCIDENTS

There is usually little or no warning for a terrorist incident.

NOTE: An individual must use his/her own discretion during a terrorist incident as to how to respond. However, best practices for a terrorist incident are listed below:

Call **911** soon as safe to do so.

At all times:

Be aware of your surroundings.

Note suspicious items, packages, or vehicles that seem out of place and report them to the appropriate authorities.

Note suspicious activities or behaviors and report them to the appropriate authorities.

Types of terrorist attacks

Explosive devices cause detonations which throw debris into the air and start fires. Explosive devices can be left in place and detonated remotely or carried by a vehicle or even an individual. Explosive devices are used in most terrorist attacks. Secondary and a third devices are becoming common.

Biological agents such as bacteria, viruses, and toxins typically make people sick.

Chemical agents are toxic to people, plants, or animals, and are found in the form of solids, liquids, vapors, or aerosols.

Radioactive attacks include nuclear explosions and “dirty bombs.” A “dirty bomb” is designed to spread radioactive material over a region.

TERRORIST INCIDENTS (Continued)

Protective measures to implement following a terrorist incident:

Distance yourself from the location of the incident and seek shelter as soon as possible.

Follow instructions from public safety personnel.

If exposed to a chemical agent or if you have trouble breathing, use your clothing as a simple filter by covering your face and breathing through your clothing.

If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible.

Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent.

For additional information see the Federal Emergency Management Agency's (FEMA) website on terrorism at:

<http://www.fema.gov/hazard/terrorism/index.shtm>.

TRAFFIC ACCIDENTS

Injury, fire involved or eminent danger call **911**.

Non- injury, call the on-duty Police Officer directly **707-580-6526**.

Do not stand in the roadway or in traffic flow.

Remove vehicles from roadway / traffic flow if possible.

Have driver's license, vehicle registration, and proof of insurance ready to provide to the responding Police Officer.

ACKNOWLEDGEMENTS

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