

Important Contacts

Call 911 to report any emergency

Public Safety

- (925) 631-4282

Facilities Services

- Monday through Friday
7:30AM - 4:30PM (925)
631-4286
- After 4:30PM, Weekends &
Holidays (925) 631-4282
(Public Safety)

Health and Wellness Center

- Ground Floor Augustine Hall
(925) 631-4254

College Communications

- (925) 631-4278

Emergency Preparedness and Response Plan

Saint Mary's College

September, 2019



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Introduction and Purpose

Since events during an emergency or disaster are not predictable, this Emergency Preparedness and Response Plan will serve as a guide only. Your on-scene judgment based on actual circumstances must be the final guide for protecting lives, property, and the environment.

Saint Mary's College of California (SMC, or College) operations may be impacted by emergencies or other disruptive incidents at any time and often without warning. In order to ensure that our students, faculty, and staff are protected and safe, while minimizing potential disruptions, the entire SMC community must take the necessary steps to prepare itself for any such event. This Emergency Preparedness and Response Plan addresses the College's response to emergencies by taking an all-hazards approach. This approach encourages and promotes effective and consistent response to any emergency, no matter the cause. Although this plan is a fundamental component in the College's preparedness process, it is important that individuals and various departments must make reasonable efforts to prepare for emergencies as well.

Each division, department, and office should familiarize themselves with the information in this plan. Additionally, individuals should familiarize themselves with the disaster preparedness resources from the Department of Public Safety.

The purpose of Saint Mary's College of California Emergency Preparedness and Response Plan is to describe the authority, responsibility, functions, and operations of the College as related to emergency mitigation, training, preparedness, response, and recovery. This plan is designed using an all-hazards approach with the intention of providing the basis to efficiently and effectively meet the needs of the College during any type of incident. It is intended to be a "living" document that will be constantly updated to reflect the ever-changing environment at SMC. The primary objectives of this plan is to:

- Contribute to the protection of life, property, and the environment
- Contribute to the safety of students, faculty, staff, and visitors
- Minimize the disruption of the College operations and activities
- Effectively manage the response operations to an emergency which affects the College
- Effectively work with internal stakeholders and external partners during emergency operations
- Restore the College to normal operations as quickly as possible

Applicability and Scope

The Emergency Operations Plan applies to all College personnel and all buildings, grounds, and properties owned and operated by the College at its two campuses in Moraga. This plan addresses coordination and management of emergency preparedness, response, recovery, and mitigation operations and various emergency functions carried out by identified divisions, departments, and offices.

The concepts in this plan may be applied to any incident on campus that impacts the health, safety, or security of students, faculty, staff, or visitors. As SMC is vulnerable to a variety of both natural and man-made hazards, this plan takes an all-hazards approach.

The College celebrates and embraces the diversity and individual differences of the members of the College community – to include students, faculty, staff, and visitors. Some members of the community have functional and access needs which may require certain accommodations and assistance in the event of an incident on campus. The College, including individual divisions, departments, and offices, will plan for individuals with access and functional needs in terms of emergency mitigation, preparedness, response, and recovery operations.

Responsibility

This Emergency Preparedness and Response Plan was developed by the Office of Public Safety and Transportation in collaboration with key College stakeholders and representatives, such as the Incident Management Team (IMT) and the office of Environmental Health & Safety. All stakeholders identified the importance of training and exercising to the Plan to maintain the campus community's overall readiness and capabilities. Training and exercising the Plan also helps to validate the plans and procedures and identify strengths and any areas for improvement and to prepare the community to respond to any real-world incidents. The Office of Public Safety and Transportation and the IMT will be responsible for conducting training and exercising on a regular basis and will ensure that this training reaches a wide ranging audience of the SMC community.

Preparedness activities consist of any pre-emergency action that will improve the safety or effectiveness of emergency response. These activities possess the potential to save lives, reduce property damage, and enhances individual and community ability to respond to an emergency. Training students, faculty, and staff; conducting exercises; and maintaining emergency supplies are all examples of preparedness activities of which SMC actively engages.

The College's Public Safety Office will coordinate mitigation and preparedness efforts with local jurisdictional and external partners as necessary. This will include, but is not limited to, the development and maintenance of Memorandums of Agreement / Memorandums of Understanding (MOAs / MOUs) with community partners.

The Department of Public Safety and Transportation administers a variety of programs designed to help educate the College community on emergency preparedness. Personal preparedness information is distributed to students, faculty, and staff electronically and at a variety of campus events, fairs, and orientations. Additional information is available on the Department of Public Safety website.

Preparedness is important at all levels of the College. In addition to overall campus preparedness, each division, department, and office should take the following preparedness actions:

- Regularly review emergency preparedness information with faculty and staff
- Train faculty and staff on internal emergency plans
- Routinely backup critical data and important documents for business continuity
- Develop and maintain internal contact sheets that may be used to reach faculty and staff within a department

The Emergency Preparedness and Response Plan is the responsibility of Public Safety and Transportation which will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Mark Nagel, Executive Director of Public Safety and Transportation.

Incident Management Team Activation

The College divisions, departments, and offices will respond to emergencies by using pre-established standard operating procedures developed within each organization with assistance, as needed, from the Office of Public Safety and Transportation and the IMT. In the event that incidents grow too large for each individual organization to sufficiently respond, additional resources and coordination may be required on a campus-wide scale to assist in response and recovery operations.

SMC's operations are guided by the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS). NIMS, a nationwide template developed by the Federal Emergency Management Agency (FEMA), is a template which enables federal, state, local, and private sector non-governmental organizations to work together effectively and efficiently to mitigate, prepare, respond, and recover from incidents regardless of size, complexity, or cause. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. This system unifies all elements of the emergency management structure within California into a single system which incorporates use of the Incident Command System (ICS), the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. In order to be eligible for state reimbursement funds, the College is required to use SEMS.

Levels of Emergency

The California Governor's Office of Emergency Services has established three levels of Emergency Operations Center (EOC) activation based on emergencies. These levels are based on the severity and duration of the event and the impact on local and regional response resources. The College uses these levels of activation as a guideline for its own activation and are as follows:

LEVEL 1 - MINOR TO MODERATE

An event that occurs on campus and is responded to in a routine manner. The event can be handled within existing College resources or with limited outside help with little or no impact on College operations. The Emergency Operations Center (EOC) is usually not activated and a Campus State of Emergency is not proclaimed.

LEVEL II – MODERATE TO SEVERE

An event or events that cannot be handled with existing College resources and requires considerable outside assistance. Depending on the severity and duration of the event, and its impact to College operations, the EOC may be activated and a Campus State of Emergency may be proclaimed.

LEVEL III – MAJOR

An area-wide catastrophic event with College resources being overwhelmed. Outside local resources are overwhelmed and may not be available to the College for a prolonged period of time. All normal campus activities are shut down. With this event, the EOC is activated and a Campus State of Emergency is proclaimed.

Activation of the Emergency Operations Center

The Emergency Operations Center (EOC) is where emergency management activities take place. The role of the EOC is to manage resources and communications in the support of College staff and others responding to incidents on campus. The EOC is officially activated when the President, or his designee, proclaims a Campus State of Emergency. The EOC will be automatically activated to a staffing level appropriate to the scope of the emergency when:

- There is the existence or threatened existence of a Level II or III emergency that affects the College; or
- When the City and County declares a State of Emergency; or
- When the Governor has proclaimed a State of Emergency for an area that include the College; or
- When the President of the United States declares a National Emergency for an area that includes the College.

The EOC can be activated in whole or in part, as the needs of the situation dictates. In the event that the President is not present, or is disabled, authority and responsibility to proclaim a State of Emergency and activate the Emergency Operations Center may follow this chain of succession:

1. College President
2. Provost or designated Vice Provost Student Life
3. Vice President for Finance, Chief Financial Officer
4. Assistant Associate Vice President, Facilities Management
5. Executive Director, Public Safety and Transportation

6. Dean of Students

Emergency Management Structure

The College's Incident Management Team is responsible for overseeing the College's strategic and tactical-level activities during an event's response and recovery efforts. The emergency management structure follows both the Standardized Emergency Management Systems (SEMS) and the Incident Command System and has pre-established roles and responsibilities. The following can be scaled up or down depending on the situation and not all of these roles may be activated.

1. *President's Cabinet*

The SMC President's Cabinet is responsible for directing strategic response to an incident. This group will oversee long term, strategic continuity response rather than the detailed response operations.

2. *Command Staff*

The Command Staff is responsible for assisting the Emergency Operations Director when needed at the time of the emergency. This group is responsible for the tactical control of the incident rather than the strategic response.

3. *Planning Section*

The Planning Section is responsible for overall emergency policy as well as coordination of response efforts. The Planning Section Staff is responsible for providing advice on policy matters. Staff will also assist in the development of overall strategy and formulation of relevant rules, regulations, policies, data and information.

4. *Operations Section*

The Operations Section's primary responsibility is to manage the operations of various response elements that are related to an emergency response. These elements will be designated at the time of the activation:

5. *Logistics Section*

The Logistic Section ensures the acquisition and mobilization of resources to support the response effort. This section is responsible for providing communication services, acquiring equipment and supplies as well as arranging for food, lodging, and other support services as required.

6. *Finance / Administration Section*

The Finance / Administration Section is responsible for providing financial and cost analysis services. This section supervises negotiation and administration of vendor contracts. It starts special payroll services and maintains records for insurance, State, and Federal reimbursement.

Response and Recovery

INITIAL RESPONSE

This section of the Plan addresses the initial response by field responders to events, allowing for transition from routine emergencies to a disaster. Experience has shown that the outcome of many emergencies may be greatly mitigated by effective initial response actions. At SMC, the Incident Command System (ICS) will be used on all incidents. Campus emergency responders will organize the field response using ICS.

In order for ICS to be used at all incidents, the first emergency responder on scene will always take the following basic actions:

- Establish the Incident Command Post (ICP)
- Determine the size and scope of the incident
- Determine the ICS organizational elements required
- Request additional resources necessary to mitigate the incident
- Delegate authority within the ICS organizational structure
- Develop the Incident Action Plan, incorporating the incident objectives and strategies

FIELD RESPONSE

In the event of a disaster that requires EOC activation, the senior Public Safety Officer will become the **Field Incident Commander (FIC)** and establish an Incident Command Post to direct field operations.

The College has multiple, redundant means of communication to assist in the response. At the College's disposal are Public Safety radios, Facilities Radios, cell phones, LiveSafe notifications, or by message forms and runners if all other forms of communication are down. FICs will communicate and coordinate directly with the College EOC's Operations Section Chief, if the position has been established, or with the EOC Director.

The Field IC will establish a field response organization using ICS positions to manage the event. This field response organization should include Command, Operations, Planning, and Logistics as well as the supporting units as needed. Finance and Administration issues will be addressed and managed at the EOC level.

Emergency Communications

During an emergency, the Incident Management Team (IMT) will use the following means and methods of communication.

LiveSafe – A communications platform that enables two-way communications between students, employees, faculty and staff with IMT.

Nixle – Text alerts originating from local municipalities.

Community Warning System – Contra Costa County Emergency Alert System.

E-Mail Notifications

Facility Radio System

Cell Phones

HAM Radios

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by College Communications. The Office of Communications will be consulted in releasing any information to the media. At any time the media can simply be referred to College Communications.

Emergency Protocols

Fire and Evacuation

In the Event of a Fire:

If you discover a fire on campus, pull the Fire Alarm and Call 911. You can also contact Public Safety at (925) 631-4282 from any campus phone:

1. Use the Blue Light call boxes located throughout campus, just press the RED button.
2. Remain calm; give your name, location and telephone number, nature and type of emergency. If possible stay on the phone with the officer until directed.

If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)
- **Report** the fire by dialing 911

Use a Fire Extinguisher only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have

- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

How to use a Fire Extinguisher

Immediate readiness to evacuate is essential. Fire extinguisher should only be used on very small fires and if you feel comfortable using one. Never enter a room that is smoke filled. Never enter a room containing a fire or if the door is warm to the touch.

P - Pull the pin located in the extinguisher's handle.

A - Aim the nozzle, horn, or hose at the base of the fire.

S - Squeeze or press the handles together.

S - Sweep from side to side at the base of the fire until it is out.

After the fire has been completely extinguished, notify Public Safety at (925) 631-4282.

Small Fire (Wastebasket Size)

Pull the fire alarm and call Public Safety at ext. 4282. Alert people in the area to begin evacuation. Assist those with disabilities. If you have been trained to use a fire extinguisher, while keeping an exit path available behind you, bring the extinguisher within six feet of the fire.

Large Fire

In the event of a large fire, do not attempt to put out the fire using a fire extinguisher.

Pull the fire alarm and call Public Safety at ext. 4282. Alert people in the area to begin evacuation. Assist those with disabilities.

Close doors to confine the fire.

Move to an outside area away and upwind from the building. Your department may designate an assembly area where everyone can meet.

Have persons knowledgeable about the incident and location assist emergency personnel if asked.

If Trapped in a Room

Place cloth material around/under door to prevent smoke from entering the room.

Close as many doors as possible between you and the fire.

DO NOT open or break windows unless necessary to escape.

Be prepared to signal your location through a window.

If Caught in Smoke

Drop to hands and knees and crawl; hold breath as much as possible; breathe through a filter (blouse, shirt, jacket, etc) and through your nose.

Advancing through Flames

If forced to advance through flame, hold your breath; move quickly; cover head and hair; keep head down and keep eyes closed as much as possible.

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. (Appendix A) If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators

Always ASK someone with a disability how you can help BEFORE attempting to provide assistance. Ask how he or she can best be assisted and whether they are any special considerations or items that need to come with that person. Never lift or pick up a mobility impaired person from their wheelchair or assisting device without obtaining a prior permission from the person to do so. Only trained caretakers or emergency responders may lift or pick up mobility disabled persons.

Individuals who are blind or have a Visual Impairment

- Ask the person who is blind if s/he would like assistance or guidance in leading her/him out of the building to the Emergency Evacuation Meeting Location.
- Give verbal instructions to the person who is blind regarding the safest exit route by using compass directions, estimated distances, and directional terms. (i.e. "from where we're standing, the exit door leading to the main floor of the dorm 10- 20 feet down the hall on the right. There is a stairwell leading to the side exit.
- Do not walk up and grasp the arm of a visually-impaired person and attempt to lead her/him out of the building. First ask if s/he would like to hold onto your arm as you exit, especially if there is debris in the area or you need to exit through a crowd.
- Give other relevant verbal instructions or information (e.g., "elevators cannot be used", "door handle is on the left and the door opens outward", etc.).

Individuals who are Deaf or Hard of Hearing

- Get the attention of a person with a hearing disability by either touch or by making eye contact.
- Clearly state the situation and reason for evacuation. Have a pen and paper handy to write a brief statement if the person does not seem to understand.
- Offer visual instructions by pointing toward exits or evacuation maps showing the safest exit routes.
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Public Safety at 925-631-4282 to report location and number of people needing assistance
- If you are unable to evacuate, call Public Safety at 925-631-4282 and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of Public Safety or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Mobility Impaired, restricted or partially impaired

It may be necessary to help clear the exit route of debris (if possible) so that the mobility impaired person can move to a safer area. If people with mobility impairments cannot exit, they should move to a safer area, such as an enclosed and fire-rated stairwell, or an office with a door shut which is a good distance from the hazard (and away from falling debris in the case of earthquake).

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique or, if available, an evacuation chair. Notify police or fire personnel immediately about any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators.

Mobility Disable

Evacuating a disabled person yourself is the LAST resort. Consider your options and risks of injuring yourself and others in an evacuation attempt. DO NOT make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people may have conditions that can be aggravated or triggered if they are moved incorrectly. Or, they may be attached to other life-supporting devices that may need to be either disconnected or moved by trained caretakers or emergency responders. Remember that environmental conditions (smoke, debris, loss of electricity) may also complicate evacuation efforts. The following guidelines are general and may not apply in every circumstance:

- If people with mobility disabilities cannot exit, they should be moved to a safer area, such as an enclosed and fire-rated stairwell, or an office with a door shut which is a good distance from the hazard (and away from falling debris in the case of earthquake) to wait for assistance. It may be necessary to help clear the exit route of debris (if possible) so that the mobility disabled person can be moved.

- If people with mobility disabilities are in immediate danger and cannot be moved to a safer area, it may be necessary to evacuate them using a carry technique or, if available, an evacuation chair. College personnel, however, may not be trained in the carry technique or in the use of evacuation chairs, therefore, College personnel or Building Coordinators must notify police, fire personnel or other emergency responders immediately of any people remaining in the building and their locations. Trained responders (or personal assistants or caretakers, if any) can then transfer the people with mobility disabilities to evacuation chairs and evacuate them with assistance from College personnel or decide to keep them safe where they are. The Fire Department may determine that it is safe to override the rule against using elevators. Building Coordinators can facilitate the availability of evacuation chairs and assist in deploying them. Evacuation chairs are located in the stairwells of the following buildings:
 - St. Albert Library – third floor
 - Garaventa Hall – second Floor
 - Galileo Hall – third floor
 - Dante Hall – third floor
 - Brousseau Hall – third floor

- Two or more trained persons, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs - evacuate the person NOT the wheelchair. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK people with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending at the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs.

Campus Evacuations

Saint Mary's College is part of the City of Moraga evacuation map. The city is divided into a number of pre-determined zones allowing for faster notifications to residents when the need for evacuation is necessary. These zones are pre-loaded to the Contra Costa County Community Warning System (CWS). In the event the Moraga Orinda Fire District determines a campus wide evacuation is necessary, that recommendation is given to the Moraga Chief of Police to order evacuations of all or selected zones. The authority to order evacuations for the community lies with the Moraga Chief of Police and that decision is made in concert with incident commanders.

Once the zone to be evacuated is identified, CWS will give alerts to those zones with instructions on where to go and the best evacuation route. Multiple methods of notifications to the Saint Mary's campus will be utilized including Livesafe, Nixle alerts, emails, cellphone and audible announcements.

Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if s/he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

Hostile Intruder/Active Shooter

CALL 9-1-1 WHEN IT IS SAFE TO DO SO

Saint Mary's College subscribes to the "Run, Hide, Fight" theory of active shooter response. This is the same theory practiced by all Contra Costa County first responders. By teaching and training in the same theory, students, faculty and staff will understand first responder tactics and can react faster to potential threats. The Run, Hide, Fight theory is meant to be a system that allows flexibility depending on the circumstances presented by the threat. It is not meant to be a step by step response, but rather suggested responses depending on the nature of the threat.

If a hostile intruder/active shooter is outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Public Safety Officer.

If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
 - a. Your name

- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. DO NOT answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

If a hostile intruder/active shooter enters your office or classroom:

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or

d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **only you can decide if this is something you should do**

e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Public Safety Officer.

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying

4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures. SMC has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify Public Safety at 925-631-4282
- If the building must be evacuated, follow the instructions on Appendix A
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
 - Remain calm
 - Do not try to climb out or exit the elevator without assistance

Public Safety Power Shutoff

The classification of power outages depends on several factors (expected duration of outage, time of day, time of year, etc.). In general, unplanned power outages can be broken down in terms of severity and probable emergency actions as follows:

LEVEL 1 OUTAGE

- Involve minor impacts to individual rooms or small buildings, for periods usually not exceeding one day.
- Emergency actions typically include the temporary relocation of directly affected students (as necessary) until repairs can be made by Facilities.
- If students rely on the impacted facility for cooking purposes, Residential Experience will work with the students to seek alternative measures.

LEVEL 2 OUTAGE

- Involves impacts to larger buildings or a small number of buildings for periods exceeding one day, or where the outage impairs life safety or heating system needs.
- Assuming the needs of displaced or impacted students, staff and/or faculty can be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other on-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by Facilities or the utility supply vendor.

LEVEL 3 OUTAGE

- Involves multi-day or multi-building impacts, where the outage impairs life safety or heating system needs.
- Assuming the needs of displaced or impacted students cannot be met on campus, emergency actions typically include the temporary relocation of students in affected buildings to other off-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by B&G or the utility supply vendor.

The campus is outfitted with some generators; including evacuation path lighting and other critical infrastructure. However, computers, printers, and other electronic devices most likely will not be able to be used until power is restored.

During a power outage, areas that do not have sufficient natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are still on. Emergency lighting is temporary and is not meant to allow for continued building operations.

Aside from the general classification of unplanned power outages from above, there are some other general issues to keep in mind:

1. If you experience an incidental unplanned power outage, consider the following:

- Notify Public Safety at 925-631-4282
 - Cease any “hazardous” tasks you (or the students you are teaching or employees you are supervising) were engaged in that cannot otherwise be performed safely without power.
 - **Do not approach or touch any wires** on the ground or detached from a building or piece of equipment. Immediately notify Public Safety.
2. In situations where the outage results in a disruption of life safety systems on campus (i.e. fire detection and suppression systems no longer function), Public Safety is charged with making a determination as to whether or not affected facilities may remain occupied.
3. If you are trapped in an elevator, follow these guidelines:
- Use a cellular telephone to notify Public Safety at 925-631-4282. Utilize the alarm button in the unlikely event you cannot reach Public Safety using a phone.
 - Remain calm and wait for assistance to arrive. If the elevator is between floors, **do not attempt to exit the elevator by climbing out.**
 - Notify Public Safety at 925-631-4282 if you discover people trapped in an elevator. Talk to those inside the elevator, advise them you have called for assistance and attempt to keep them calm until Public Safety arrives.
4. While it is highly unlikely that building evacuations (as traditionally defined) would occur following unplanned power outages that are less than Level 2 in severity, it is critical for all employees/students to stay informed as such an event unfolds. SMC officials will disseminate the critical information as it becomes necessary and available to safeguard the greater HWS community.
- If a building evacuation is ordered, assist special needs individuals in exiting the building and proceed to the building evacuation meeting point.
 - Remain calm and do not panic.
 - If the emergency is impacting your building evacuation meeting point, or if you are instructed to do so by the Colleges’ authorities or first responders, proceed to the alternate primary or secondary assembly area and wait for directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. During the evacuation process, you will be instructed where these are located by officials.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized officials.

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The Incident Management monitors emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Public Safety 925-631-4282
- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory experiments
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from Public Safety
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel

Earthquakes

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Public Safety at 925-631-4282

- If it is safe to do so, remain at your location and await further instructions from College personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass
 - If the power is out use a flashlight. Do not light a match or candle.
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems contact Public Safety at 925-631-4282
 - Give or seek first aid. Assist any disabled persons in finding a safe place
 - Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators
 - Unplug small electrical appliances
 - Bring keys, purses, wallets, warm clothing
 - Be prepared for aftershocks
 - Cooperate with emergency personnel, keep informed, and remain calm

Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It is helpful to identify these locations within your department ahead of time and to ensure employees and students are familiar.

It may be necessary to shelter in place following the intentional or accidental release of chemical agents, or an approaching wildfire. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by the college:

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.

- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

DO NOT leave the room until directed to do so by a public safety official.

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. Call Public Safety at 925-631-4282.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.

- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.