

EMERGENCY

EMERGENCY PLANNING AND PROCEDURES MANUAL



BAKERSFIELD COLLEGE

STATEMENT OF PURPOSE

Bakersfield College (BC) and the Kern Community College District (KCCD) and are committed to the safety and protection of its most important asset – You. Recognizing any organization is vulnerable to life-threatening events, the following Emergency Procedures Manual is developed. This plan is also developed to conform to:

Education Code Section 67380(a)(4);
Cal/OSHA: Labor Code §§ 6300 et seq;
8 Cal. Code Regs. § 3203;
Cal Gov. Code 8607 et seq.

This requires the development of a Standardized Emergency Management System (SEMS) see the ***Emergency Action Plan*** which provides for organized procedures to follow in the event of an emergency.

THIS PROCEDURE IS A “TWO PART” EMERGENCY MANAGEMENT SYSTEM.

1. The Emergency Plan and Procedures Manual is intended as a reference, guidelines, and an orientation outline for Bakersfield College “First Responders and “Second Responders.” This Emergency Plan and Procedures Manual is distributed throughout Bakersfield College and is enclosed in each red bag issued. The Emergency Plan and Procedures Manual is the base operational plan for the immediate steps regarding significant safety issues which may occur on our campus.
2. The Emergency Action Plan is the extended operational guide / protocol to ensure the short or long term emergency management process and is operated from the Incident Command Center (ICC) and is at the direction of the Bakersfield College President or designee. The Emergency Action Plan is intended to ensure you safety and provides organized procedures to follow in the event of an emergency and steps that can be taken to lessen the consequences of such an emergency. The plan is designed to be flexible. This process is the Master Action Plan

Individual emergency plans will be activated if an emergency is confined to a specific area. When an incident reaches proportions *that cannot be handled by routine measures*, the Chancellor/ President or designated representative may declare a state of emergency and implement the *Emergency Action Plan*, which is the incident command system procedure. After taking steps to assure the safety of people, this plan was also developed to achieve the following objectives:

1. Protect lives
2. Protect property
3. Improve the Emergency Management Process
4. Maintain business continuity

To ensure the safety of people, protection of property, and the resumption of normal business activities, all Bakersfield College employees should be familiar with the *Emergency Plan and Procedures Manual*, know their duties and responsibilities, and participate in training and drills.

EVACUATION PRIORITIES

On Bakersfield College Campuses, the order of evacuation, in the event of an Emergency Evacuation or disaster (including an unexpected power outage where evacuation is appropriate), will be as follows:

MAIN CAMPUS

Priority #1	Child Care / Child Development
Priority #2	Students and Staff with Disabilities
Priority #3	Students
Priority #4	All Bakersfield College Staff

In the event of an imminent blackout, second story persons using wheelchairs may be evacuated while power is still available.

When elevators are not functioning, Bakersfield College Staff, including Public Safety Officers, will not remove individuals in wheelchairs from second story locations. The removal must be handled by the Fire Department to insure the safety of both persons with disabilities and staff members.

Call Public Safety Security at 395- 4555 to report a malfunctioning elevator or stranded person with a disability.

Please note: When calling 9-1-1, using a cell phone, the call will be connected to Dispatch of the California Highway Patrol. Using a hard line calling 9-1-1, the call will be answered within the jurisdiction dialed.

Evacuation Checklist

During federal, state, or local emergencies public school employees may be pressed into service as Disaster Service Workers by their superiors, and asked to do jobs other than their usual duties. The following outlines what should be done if there is an evacuation due to fire, earthquake, chemical spill, gas leak, bomb threat, or for other reasons. The fire alarm will be activated in all of these cases except for gas leak in the building.

In some cases of non-specific bomb threats a cursory search of the campus may be done before a decision is made concerning evacuation.

FACULTY

If sufficient light exists for safety and instruction, classes should continue. Otherwise, students are to be assisted from the building.

- A faculty member will designate a responsible person to stay with any students with physical disabilities until assistance arrives. Do not leave students with disabilities alone in the classroom.

SUPPORT STAFF

- If the power outage occurs during the day, staff should stay in place and take instruction from their supervisors
- Remain in your office area until an administrator or Public Safety Security dismisses you
- Turn off office equipment/light switches
- Shut off computer systems (CPU, monitor and printer) according to established procedures

Check List for Classified Staff -- (With Student responsibilities)

- Assess situation and remain calm
- As soon as safe to do so, evacuate the assigned area
 - Take Roll Book
 - Have students and other occupants take back packs, and purses, and other personal belongings with them
 - Use safest route, be alert for hazards
 - Leave classroom door closed but unlocked for Section Responder/police/fire/search & rescue access
 - Outside of building security and other employees will direct you to the evacuation area
- At Evacuation area
 - Keep students in a group and take roll
 - Supervise and reassure students
 - Persuade students not to leave until dismissed and not to return to the evacuation area
 - If you have concerns about students or others who may be in the building, send a runner to the Command Post
 - Unless it is a general evacuation of the campus, dismiss your students at the end of your class period

Check List for Classified Staff -- (Without Student Responsibilities)

- Evacuate the building when alarm is activated
- Move at least 300 feet from the building
- Look for security, responders with vests or other people in authority
- As requested help with crowd control, establishing perimeter, etc.
- If not needed at perimeter, move to Levinson Hall or other designated assembly point for other assignments
- You will be dismissed as soon as possible

BEFORE THE EMERGENCY

1. Receive overall emergency response training.
2. Develop and maintain a current, viable Emergency Action Plan (EAP).
3. Review and authorize all EAP revisions.
4. Communicate with Bakersfield College's emergency response commitment to all Bakersfield

5. Know the Bakersfield College's emergency response procedures.
6. Know how to activate the Emergency Action Plan (EAP) and Incident Command Center (ICC).
7. Know how to operate emergency communication equipment and be thoroughly familiar with emergency communications procedures. (Communication sources include handheld radios, megaphones, and emergency paging telephone.)
8. Attend applicable disaster planning conferences, workshops and seminars.
9. Request financial expenditures pertinent to disaster preparedness and emergency response training.
10. Plan and participate in drills.
11. Oversee the maintenance and testing of emergency communications equipment.

DURING THE EMERGENCY

1. Act as information resource for Incident Commander
2. Individual members have specified duties herein described.

AFTER THE EMERGENCY

1. Assess, respond and evaluate each response to emergencies.
2. Redefine duties and responsibilities as indicated.

DISASTER RESPONSE PLAN

This document describes procedures to be followed and identifies college staff that will carry out these procedures in even of a serious disaster such as an earthquake.

The plan can be "**self activating**" or activated by the college president, vice-president, a dean or designee.

Self activating means that if disaster occurs (e.g. and earthquake severe enough to crack windows, knock objects form walls or shelves, or move furniture), the responders identified in this plan **will immediately report to the designated response areas** and initiate the activities outlined in this plan.

The major focus of this disaster response plan is to prepare a large number of college staff to quickly:

1. assess injuries and damage
2. provide immediate assistance for injured
3. Maintain order and leadership
4. Control hazardous conditions
5. Provide for orderly evacuation and shutdown
6. Secure damaged areas
7. Provide and manage citizen relocation center s per SEMS
8. Prepare for resumption of normal services as soon as possible
9. Provide information to media as to situations on campus resulting from the incident

The disaster response plan addresses the Bakersfield College Main Campus, (day, evening and off hours), the Downtown Center / Weill Institute, and Delano Campuses. If a disaster occurs, all personnel on the BC main campus can expect to be contacted by someone from the Incident Command Center.

Refer to the evacuation list (see back) for specific details, relevant personnel, area, and responsibilities.

COMMAND CENTER PROCEDURES

President's Office – 395-4211

Central collection point for information relating to conditions resulting from an incident. Coordinates and assigns response forces and coordinates efforts with local public response agencies.

1. Establish Incident Command Center
2. Establish contact with Bakersfield Fire Department and give initial status report (update as significant changes occur).
3. Provide information and direct to public responders who may be available to respond. Prepare information to release to media; handle inquiries.
4. Establish communication with the Health Center (staff members with radio). Solicit volunteers to help with first aid, evacuation, site security, crowd control, ect. (Give volunteers specific assignments).
5. Post campus and building maps for plotting reports reported problems.
6. Organize security, maintenance, and custodial staff for assignments (Log assessments as given) and coordinate and assign responders to specific areas needed assistance.
7. Coordination in-house rescue and remediation efforts identify staff in immediate that may be able to assist in specific locations when called upon.
8. Initiate and maintain an accurate log of events as they are reported, record specific responses activities and prepare to receive and react to reports from security mobile units, selection, responders other.
9. Gather information from section responders relevant to personal inquires, fatalities, buildings conditions, utility problems, ect.
10. Make decisions regarding students, staff, and buildings. Classes and operations from information obtained.
11. Coordinates response to first aid needs from in house or outside providers as available.
12. Plan for site evacuation, shut down, security, ect.

EVACUATION PROCEDURES

BUILDING EVACUATION

Evacuate a building when the building alarm sounds, when you smell or see fire or smoke, or when instructed to do so.

Leave by the nearest marked exit and alert others to do the same.

Assist persons with disabilities to exit the building. Check bathrooms or other isolated areas if time permits.

Do not use the elevators at all in cases of fire and/or earthquake.

Once outside, proceed to your building's assigned evacuation assembly area (see map) so that department evacuation coordinators can make sure that everyone has been safely evacuated.

Avoid trees, signs, buildings, electrical poles and wires. If the assigned assembly area cannot be used, proceed to a clear area that is at least 500 feet away from the affected building and **do not leave campus until you have checked in with department personnel.**

Faculty will account for all students in class at the time of the evacuation and maintain records of this as well. This will prevent emergency personnel from entering dangerous buildings to rescue people who are already outside. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building until an official in charge of the evacuation says it is safe to do so.

CAMPUS EVACUATION

Subject to approval of Incident Commander, Public Safety Security or Emergency Response Team will announce a general evacuation of all or part of the campus when necessary. At that time, all persons (students and staff) will vacate the designated area immediately and move to another area as directed. Neither staff nor students should leave campus until they have checked in with departmental evacuation coordinators/instructors. Vehicles leaving campus will use normal exits unless otherwise instructed. (See evacuation routes.)

INDIVIDUALS WITH DISABILITIES

EVACUATION PROCEDURES

The evacuation procedures for individuals with disabilities are as follows:

- 1) When the alarm sounds (or notification to evacuate is given) it is important to determine the nature of the emergency and act accordingly.
- 2) Elevators are not to be considered as an exit option unless clearance from Public Safety Security is given.
- 3) Individuals who walk with assistive devices may need assistance.
- 4) Individuals who are blind or partially sighted may have to depend on others to lead them, as well as their dogs, to safety during a disaster (a guide dog could become confused or disoriented in a disaster). A service animal's safety is secondary to ensuring the safe evacuation of people.
- 5) Wheelchair users who are on the main level of a building and can exit directly to the outdoors should do so as quickly as possible.
- 6) If disaster is clearly present and it becomes necessary to evacuate, it is the responsibility of the individual with the disability to request assistance. In general these individuals must not be carried, except in an extreme emergency, due to risk of potential injury. It is preferable that one understands the proper way to transfer a person with a disability or to move someone with a physical disability and what exit routes from the building are best. The individual knows best how he or she should be carried and should direct volunteers accordingly. **Note:** If a person with a disability cannot get out of a building the best thing to do is to stay in a classroom or office with the door closed and let someone know of their location so they can notify the proper authorities.

BOMB THREAT PROCEDURE

1. If you observe a suspicious object or potential bomb on campus.
DO NOT HANDLE THE OBJECT. Clear the area and immediately call Campus Security at 395 - 4554. Refer to steps 6-12 below for further instructions.
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
 - A. When is the bomb going to explode?
 - B. Where is the bomb located?
 - C. What kind of bomb is it?
 - D. What does it look like?
 - E. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - A. Time of the call
 - B. Age and sex of the caller
 - C. Speech pattern, accent
 - D. Emotional state
 - E. Background noises
4. Immediately notify Public Safety Security at 4555. Supply them with the information outlined above and your location. Stay where you are. An officer will come to interview you. Your information outlined is critical.
5. If the bomb threat is received by mail, do not further handle the letter, envelope or package. Vacate the area at once, report to your supervisor, and call Public Safety Security at 395-4555.
6. Public Safety Security will immediately notify the Bakersfield Police Dept. (911 or 327-7111). Public Safety Security will next notify the Incident Commander who will, in consultation with ICC Staff, determine what evacuation is necessary.
7. When evacuation is required, trained staff will activate the fire alarm system in each building affected. Evacuation will be immediate.
8. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety Security. **DO NOT TOUCH THE OBJECT.**
9. Student and staff should remove personal belongings from classrooms and laboratories.
10. Direct disabled persons to elevator lobbies when those persons are on floors above or below ground level. They should wait for further direction by campus personnel. Assist the disabled in exiting the building when on ground level floors.
11. Flash lights on and off to alert deaf or hearing impaired student. Write notes to explain what is happening
12. Classified staff with immediate student responsibility (that is, a class in session or a group being tutored, etc.) should stay with their class/group.
13. Classified staff in evacuated building without immediate student responsibility should move to the perimeter and assist with crowd control.
14. Once outside, proceed to a clear area that is at least 200 feet away from the affected building. Keep walkways clear for emergency vehicles. Have all people turn their backs to the buildings.
15. To the best of your ability, and without reentering the building, assist in insuring that everyone has evacuated safely.
16. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO.**

FIRE

In all cases of fire, call Public Safety Security 395.4555

Note: Know the location of fire extinguishers, fire exits, and building alarm systems in your area and know how to use them.

IF YOU DISCOVER A FIRE OR SMELL SMOKE

1. Stay calm!
2. Call Public Safety Security at 395- 4555.
 - a. Describe the exact location of the fire and its extent
 - b. Describe what is burning – be specific
3. Pull the nearest fire alarm box.
4. Alert all others in the immediate vicinity.
5. Do not place yourself in jeopardy.
6. Quickly make sure no one is left in the immediate area of the fire and close all doors and windows.
7. If the fire is small, and you have been properly trained, use a fire extinguisher to extinguish or control the fire until the Fire Department arrives. Make sure you have an exit behind you as you face the fire. **DO NOT FIGHT A FIRE THAT APPEARS TO BE OUT OF CONTROL.**
8. If the fire is large, very smoky, rapid spreading, or uncontrollable, evacuate the building immediately, *closing all doors as you go. Do not lock doors! If the alarm stops, continue to evacuate. Warn others who may try to enter the building after the alarm stops.*
9. Never enter a smoke-filled room.
10. Use caution when opening doors. Touch doors with the back of your hand before opening. If the door is warm, do not open the door. There may be a fire behind the door and will spread if the door is opened. If the door is cool, open the door carefully, a little at a time, to prevent injury and the spread of smoke.
11. Use stairway exits. Do not use elevators. Help persons with disabilities to leave the building (see Evacuation Procedures for Persons with Disabilities).
12. Evacuate to evacuation assembly area and stay out of the way of emergency personnel; check in with department evacuation coordinator. Do not return to the building until the Fire Department indicates it is safe to do so.
13. If you suspect someone may be trapped inside the building, notify either police or fire fighters on the scene.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the lowest portion of the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do Not Panic.

EARTHQUAKE

DURING THE EARTHQUAKE: - STAY CALM

If indoors, stay there. Get under a desk or table, or stand in a corner or doorway. Stay away from glass, shelves, and heavy equipment.

If outdoors, get into an open area away from trees, buildings, walls, and power lines.

CAUTION: Always avoid utility lines as they may be energized. If driving, pull over to the side of the road and stop in the safest place available. Avoid overpasses, power lines and trees. Stay in the vehicle for the shelter it offers until the shaking is over.

AFTER THE INITIAL SHOCK:

Evaluate the situation. Call 395.4555 to report serious injuries and hazards. Provide first aid, following the procedures on the emergency flip chart. Protect yourself at all times and be prepared for aftershocks. Report damaged facilities to Facilities Operations 395-4221 or Public Safety Security at 395-4555. Gas leaks and power failures create special hazards. *Do not* use telephone, light switches or any electrical equipment if you smell gas. (Call Facility Operations from a phone in another area.) ***Do not use elevators.***

Follow procedures for fire and hazardous materials if necessary.

In the event of major damage. Assist persons with disabilities to exit the buildings. Do not use elevators. Keep calm.

If instructed to evacuate, go to the designated assembly area (avoid trees, signs, buildings, electrical poles and wires). Check in with the designated department evacuation coordinator. Stay clear of buildings, trees, and power lines. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so. Do not leave campus until you have checked in with department personnel at the assembly area.

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

Life threatening explosions may result from falling aircraft, leaking gas, faulty boilers or chemical accidents.

IF THERE IS DANGER OF AN EXPLOSION

1. Follow instructions to take cover under a desk or evacuate the building.
2. Stay clear of windows or glass.
3. Do not light matches or cigarette lighters.
4. Do not turn switches on or off; leave them in the position they are in.
5. If directed to evacuate, do not use elevators at all in case of fire or earthquake, assist persons with disabilities to exit the building (See Evacuation Procedures for Persons with Disabilities).
6. Go immediately to a designated evacuation assembly area (see map), keeping streets and walkways clear for emergency vehicles. Keep calm. Check in with departmental evacuation coordinator. Do not return to an evacuated building until the official in charge

IF THERE IS AN EXPLOSION INSIDE THE BUILDING

1. Contact Public Safety Security at 395-4555 and report explosion. Give your name, location and extension number and describe the location and the nature of the emergency. If there are injuries, call 395.4555 first.
2. Follow instructions to evacuate the building.
3. Move crosswind to avoid toxic fumes. NEVER go downwind.
4. Do not take time to gather personal belongings.
5. Do not use elevators in case of fire or earthquake, but assist persons with disabilities to exit the building (see Evacuation Procedures for Persons with Disabilities).
6. Go immediately to a designated evacuation assembly area (see map), keeping streets and walkways clear for emergency vehicles.
7. Keep calm. Check in with departmental evacuation coordinator for head count.
8. Do not return to an evacuated building until the official in charge of the evacuation says it is safe to do so.

INCIDENTS INVOLVING CHEMICALS OR HAZARDOUS MATERIALS

Call: Public Safety Security 395- 4555 - Facility Operations 395- 4221

Hazardous Material – IS -- Anything Flammable, Toxic, Corrosive, Reactive, Oxygenic, Cryogenic, or Radioactive

If the spill of hazardous material may cause injury, explode, or start a fire, call Public Safety Security at 395- 4555, and report the spill to your supervisor.

Report any other hazardous spill that cannot be controlled and cleaned up using the employee's normal personal protective equipment (safety goggles, gloves, apron, etc.) with equipment and spill materials readily at hand, to Public Safety Security at 395- 4555 and to your supervisor.

Report suspected gas leaks or suspicious odors to Facility Operations 395- 4221 or Public Safety Security at 395-4555

Provide the following information:

- **Exact location** of spill, including room number if inside a building
- **Name** of spilled material
- **Quantity** of material spilled
- **Appearance** - solid, liquid, odor, color, etc.
- **Nature and extent of injuries** or physical effects to those who have been exposed, if any
- **Area of contamination, hazards to humans** or the environment inside or outside the facility (e.g. possibility of contamination of groundwater or creeks)
- **Time of release**
- **Your name**, department, and the phone extension you are calling from

Clear the affected area at once and seal it off to prevent further contamination of other areas until Public Safety Security personnel arrive. Appropriate supervisory personnel (including

instructors) should determine if adjacent areas should be evacuated as well.

Public Safety Security will contact the necessary specialized authorities and medical personnel, as outlined in the Bakersfield College / KCCD Hazardous Materials Business Plan.

If you are contaminated by the spill, avoid contact with others. Remain in the vicinity, but at a safe distance. Give your name to Public Safety Security. Obtain required first aid and cleanup by specialized authorities at once.

If instructed to do so, follow evacuation procedures.

CHEMICAL OR BIO-TERRORISM

The covert release of a chemical or biological agent will almost certainly go initially undetected in most areas of the country. Infected persons will begin to present at doctors' offices, managed care clinics and hospital emergency rooms days, and perhaps weeks, after the release of the chemical or biological agent. In an overt release, officials will have advanced notice of the outbreak, but most local public health systems will be overwhelmed by community requests for information and treatment as soon as the threat is made public.

Campus response to confirmed incidents of this nature will probably be limited to the following possibilities, depending on circumstances:

- Act as an information source, passing on information from Center for Disease Control (CDC), and other government agencies, to students and staff via existing information channels. Information might include infection control precautions and treatment facilities, etc.
- Potential evacuation and closure of facilities
- Cooperate with the use of college facilities, if requested, by local agencies
- Use of universal precautions in the handling of victims to prevent further infection or contamination of students and staff

SUSPICIOUS MAIL

See Appendix IV for US Postal Service recommendations for recognizing a suspicious letter or package.

If a letter/parcel is open and/or a threat is identified:

<u>For Radiological:</u>	<u>For Biological or Chemical:</u>
Limit Exposure – Don't Handle	Isolate – Don't Handle
Evacuate Area	Evacuate Immediate Area
Shield Yourself From Object	Wash Your Hands With Soap and Warm Water
Contact Public Safety at 395-4555	Contact Public Safety at 395- 4555
<u>Public Safety will:</u>	<u>Public Safety will:</u>
Call Police	Call Police
Contact Postal Inspectors	Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit	Call Local Fire Department/HAZMAT Unit

VIOLENT OR DISRUPTIVE BEHAVIOR

CRIME IN PROGRESS

For a *Crime in Progress* call 395-4555.

Whenever you dial 395.4555, follow-up with a call to Public Safety Security. An Officer will respond to your location to render assistance while waiting for police to arrive. Report all criminal acts and suspicious situations or persons to Public Safety Security at 395- 4555 as soon as possible.

Give: Your name, location, and phone extension
Include: Nature of the incident
Location of the incident
Description of person(s) involved
Description of property involved

- Assist the Officers when they arrive by supplying them with additional information and ask others to cooperate.
- Avoid risks.
- In the event of gunfire or discharged explosives, leave the area immediately using any concealment available. Safely Shelter In-Place, Seek emergency first aid if necessary after the disturbance.

CIVIL DISTURBANCE

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible during a demonstration. Avoid provoking or obstructing the demonstrators. No action is necessary unless:

- Demonstration interferes with the normal operations of the College
- Demonstrators prevent access to buildings or other College facilities
- Demonstration/demonstrators threaten physical harm to persons or damage to College facilities

If any of these conditions exist notify Public Safety Security at 395- 4555

REMAIN CALM!

1. Stay in your work area. Continue to perform your work duties until instructed otherwise.
2. Do not leave building or structure until Law Enforcement or Fire Department instructs you to do so.
3. If participants enter your office:
 - a. Be courteous and do not provoke an incident
 - b. Notify your supervisor
 - c. Avoid using the telephone unless there is an emergency
 - d. Do not become a spectator. Leave or avoid the area to prevent injury or arrest
 - e. Do not argue or debate with a participant

4. Avoid all window areas.
5. Close drapes.
6. Lock doors only if it does not jeopardize evacuation in case of fire.

MEDICAL AND FIRST AID

Life-Threatening Emergencies - 395.4555 - Public Safety Security

For Medical Emergencies, you have *three choices* of what to do:

1. In the following or other **life-threatening** emergencies,
 - Call Public Safety Security - 395.4555 (**always**)

Some Examples of Life-Threatening Medical Emergencies:

- Severe chest pains
- Respiratory distress or cessation of breathing
- Shock
- Severe burns
- Uncontrolled bleeding
- Unconsciousness (except for seizures)
- Choking
- Poisoning
- Overdose
- Suspected fracture of back, neck or spine

2. If serious injury or illness occurs on campus, call Public Safety Security at 395- 4555. Give your name; describe the nature and severity of the medical problem and campus location of the incident.
3. In case of **minor injury or illness**, provide first aid following instructions found in the Emergency Procedures Flip Chart, posted on walls in classrooms and offices. Contact Public Safety Security for follow-up care and documentation at 395-4555.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to him / herself or others, and/or is out of touch with reality due to severe drug reactions or a psychotic breakdown. Either of these may be manifested by hallucinations, bizarre behavior, or an inability to care for oneself.

If a psychological crisis occurs, you have *three choices*:

1. In an *extreme emergency*, dial 395.4555. *Never try to handle a situation you feel is dangerous on your own.* Protect yourself first. Running away and then calling for help may be the best solution.
2. Notify Public Safety Security at 395- 4555 of the situation. Clearly state that you need immediate assistance, give your name, your exact location, and briefly describe the situation.

3. If you do not feel the situation is dangerous but need an immediate response, contact the Health Center 395-4336. Briefly describe the situation (e.g. student expressing suicidal intent), give your name and location.
4. Remember the person who is in distress is asking for help from you in the only way possible for them at the time. You are not betraying the person by providing this help. It is best to have the person hospitalized if necessary. It is important to know that the person can *only* be hospitalized in two ways: a) by choice, or b) by the police if he/she is dangerous to self or others.

UTILITY FAILURES

Public Safety Security: 395- 4555

Facilities Operations: 395-4221

If utility failure occurs during regular hours, Monday through Friday, 8 AM to 4:30 PM, notify Facility Operations 395- 4221 or Public Safety Security at 395-4555

Always notify Public Safety Security - 395- 4555 if there is potential danger or if failure occurs after hours.

➤ **PLUMBING FAILURE / FLOODING**

Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Facility Operations 395- 4221 or Public Safety Security at 395-4555

➤ **SERIOUS GAS LEAK**

Stop all operations. Do not use phone, light switches, or ANY electrical equipment. Get out of the building. Electrical arcing can trigger an explosion! Call Facility Operations 395- 4221 or Public Safety Security at 395-4555

➤ **VENTILATION PROBLEM**

If smoke odors come from the ventilation system, notify Facility Operations 395- 4221 or Public Safety Security at 395-4555 as instructed above. If necessary, vacate the area. If visible smoke comes through, Call 395.4555 and Public Safety at 395- 4555.

➤ **ELEVATOR FAILURE**

If you are trapped in the elevator, notify Public Safety at 395-4555 using the Emergency Call Box located on the front panel, which will signal for help.

➤ **HOT WATER LINE FAILURE**

Immediately notify Facility Operations at 395- 4221 or Public Safety Security at 395-4555. If necessary, vacate the area.

➤ **ELECTRICAL/LIGHT FAILURE**

Campus building lighting may not provide sufficient illumination for safe exiting. Keep flashlight and portable radio available for emergencies. Immediately notify Facility Operations at 395- 4221 or Public Safety Security at 395-4555. If necessary, vacate the area.

➤ **POWER OUTAGE**

Communication on campus closure will be communicated via Bakersfield College Emergency Phones and Public Safety Security

ALL STAFF

- Stay calm
- **Safety is of primary concern:** remind students that conditions could be dangerous
- Wait for instructions from the Senior College Administrator or Public Safety Security
- Once you have exited the building, do not re-enter the building unless instructed to do so
- We anticipate the power outage will be short in duration. We will resume normal operations ASAP

GUIDELINES FOR BAKERSFIELD COLEGE CAMPUS CLOSURE IN THE EVENING

- If there is a power outage between 4-5 pm, staff may be sent home. Classes will be cancelled until 6:00 pm
- If the power outage continues beyond 6:00 PM, the senior administrator will cancel classes for the evening
- If the power outage occurs during evening classes, the evening administrator will cancel classes for the evening. Public Safety Security will be notified. Power outage procedures will be followed
- Public Safety Security will assist in ensuring safety for students, faculty and staff. See Procedures for Evacuating Persons with Disabilities.

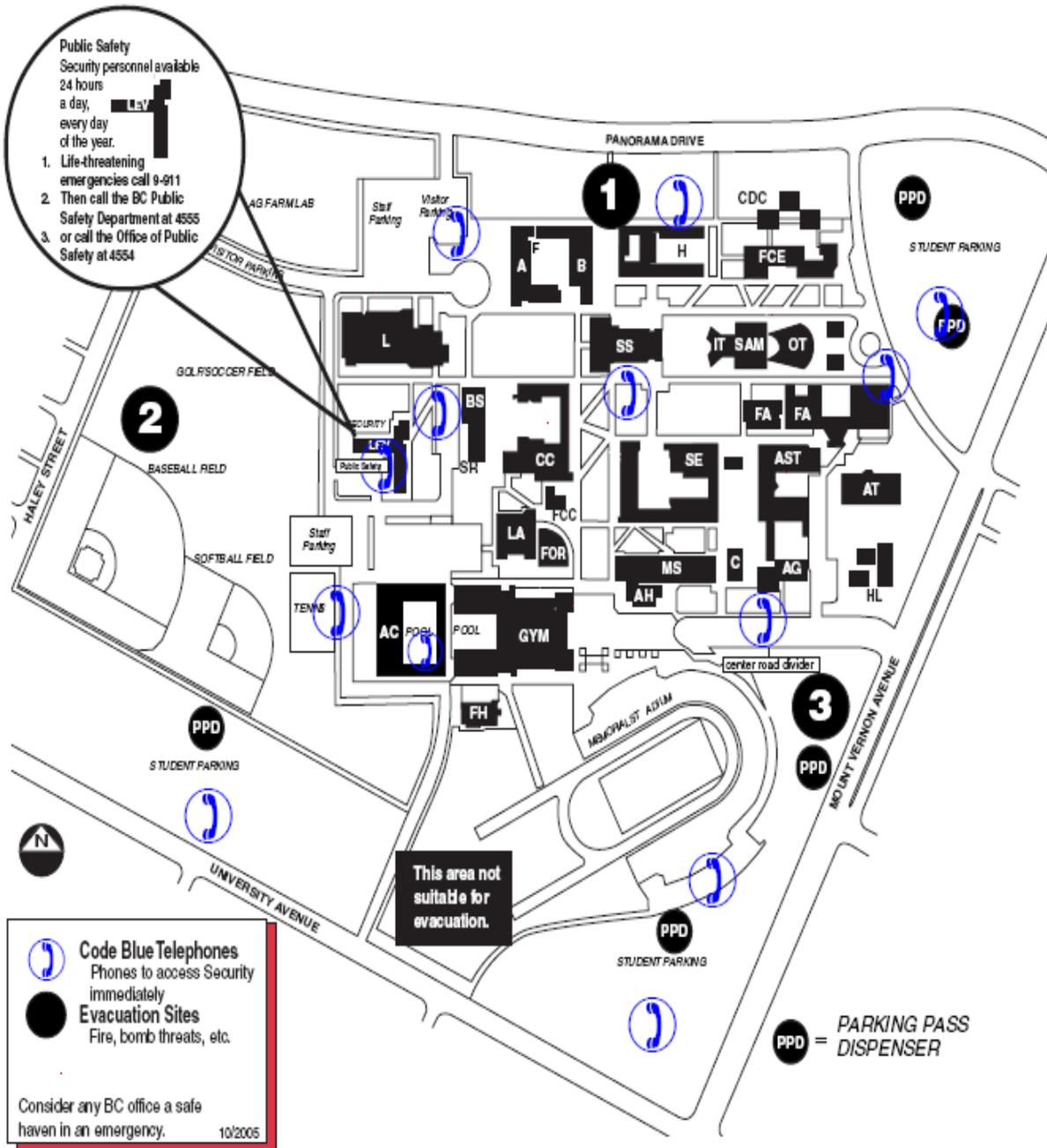
RESPONSIBILITY FUNCTIONS CHART

FUNCTIONAL RESPONSIBILITIES OF CAMPUS UNITS

Campus Units*	Alerting and Warning	Communications	Situation Analysis	Management	Public Information	Mental Health	Fire	Traffic Control	Law Enforcement	Disaster Medical	Public Health & Safety	Coroner	Movement	Rescue	Construction & Supply Procurement	Personnel/Volunteers	Transportation	Utilities	Financial Services	Space Utilization	
<i>Chancellor/President</i>					■																■
<i>Emergency Response Team</i>	■		■		■																
<i>Incident Commander</i>	■				■																
<i>Public Safety</i>	■	■	■	■			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
<i>District Safety Officer</i>			■	■							■										
<i>Facilities Operations</i>	■	■	■	■			■	■					■	■	■	■			■		■
<i>Allied Health</i>	■		■	■		■				■	■	■									
<i>Purchasing</i>	■		■	■									■	■	■	■	■				
<i>Fiscal Services</i>	■		■	■											■	■				■	
<i>Public Relations</i>	■	■	■	■	■																
<i>Transportation</i>	■		■	■														■			
<i>Human Resources</i>	■		■	■													■				
<i>Student Services</i>			■	■													■				
<i>Counseling</i>		■	■	■	■	■					■	■									
<i>Information Systems</i>			■	■																	
<i>Media Services</i>		■	■	■																	

■ = Denotes principal
 ■ = Denotes supporting

General Evacuation Map



In case of an emergency requiring the evacuation of buildings and/or other facilities, the following plan should be utilized:

Area	Location	Index	Evacuate To
1	Administration Foundation Business Education FACE Humanities Indoor/Outdoor Theater Student Services Center	A F B FCE H IT/OT/SAM SS	Lawn area north of Administration, Humanities
2	Business Office Bookstore Campus Center Library Public Safety	BS BS CC L LEV	Soccer field/golf field
3	Agriculture Allied Health Applied Science & Tech. Custodial/Grounds Fieldhouse Fine Arts Finlinson Conference Ctr. Forums Gym Horticulture Lab Language Arts Math Science Science & Engineering Stadium	AG AH AST C FH FA FCC FOR GYM HL LA MS SE	Center road divider south of the Agriculture and Horticulture Buildings; spill over into southeast parking lot if necessary
	Weill Institute	Downtown Bakersfield	Vacant lot northeast of Weill
	Delano Campus		Lawn area east of child care center

REPORTING EMERGENCIES

For most emergencies on campus, you will need to call either 395.4554 / Public Safety Security at 395.4555. The chart below will help you decide which action is appropriate.

Action	Incident
<p>Call 395.4555 – PUBLIC SAFETY SECURITY - NOTIFY THEM THAT YOU HAVE CALLED 9-1-1</p>	<ul style="list-style-type: none"> • DISASTER (<i>A disaster seriously impairs or halts operations of the college...causes numerous casualties and severe property damage...requires coordinated effort of all campus resources...and outside emergency services are essential.</i>) • LIFE-THREATENING MEDICAL EMERGENCIES (<i>includes severe chest pains, respiratory distress or cessation of breathing, shock, severe burns, uncontrolled bleeding, unconsciousness from seizures, choking, poisoning, overdose, suspected fracture of back, neck or spine.</i>) • ANY FIRE • HAZARDOUS MATERIAL RELEASE IF it has high potential to injure someone or cause a fire.
<p>Call Public Safety at 395- 4555</p> <p>Public Safety is available 24 hours/day, 365 days/year</p>	<ul style="list-style-type: none"> • Any other serious medical emergency • A hazardous material release with low potential for fire or injury • Psychological crisis, civil disturbance, crime or violent incident • Any other major or minor emergency or incident
<p>Call Facilities Operations 395- 4221</p>	<ul style="list-style-type: none"> • Utility failures
<p>Call President's Office 395- 4211 (Daytime)</p> <p>Call Public Safety at 395- 4555 (Evenings & Weekends)</p>	<ul style="list-style-type: none"> • SENSITIVE INCIDENT (<i>Any incident with potential for adverse publicity to the college.</i>)
<p>Call Public Safety at Ext: 4555</p>	<ul style="list-style-type: none"> • Student or faculty issue during evening hours