

EMERGENCY GUIDELINES HANDBOOK



CALLING FOR HELP ON CAMPUS
Fire, Medical Aid, Crime in Progress: 911
Police Dispatch: (415) 485-9696 or ext 7696

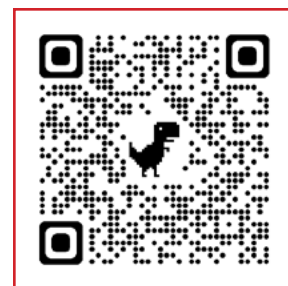




The Emergency Guidelines Handbook is designed to provide a quick reference for campus staff following a sudden crisis requiring immediate actions and medical treatment.

The guide provides emergency contact telephone numbers for campus and local emergency responders, and outlines certain procedures to be taken in the event of life threatening events.

Please review the Handbook to become familiar with its contents. As a staff member of the Marin Community College District and as a designated government "Disaster Service Worker" (California Government Code Section 3100-3109), you have the responsibility to be prepared to provide emergency assistance in support of the students and your fellow employees.



Access printable PDF online:
police.marin.edu/emergency-preparedness
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TABLE OF CONTENTS

Introduction	5
Sign Up for Emergency Alerts with COM Connect	6
Alertus	7
Emergency Operations Plan (EOP)	8
Emergency Operations Center (EOC).....	8
Emergency Information	8
Definitions of an Emergency	9
Reporting Emergencies	10
Violent Crime in Progress	11
Suspicious Person	11
Psychological Crisis / Disruptive Behavior	12
Workplace Violence	12
Active Shooter or Active Killer	13
Fire	14
Earthquake	14
Tsunamis	15
Bomb or Toxic Chemical Threat	16
Bomb or Toxic Chemical Threat Checklist	17
Explosion or Similar Incident.....	18
Hazardous Material Release	18
Civil Disturbance or Demonstration.....	18
Immigration Enforcement Activity	19
Know Your Rights!	19
Utility Problem/Failure	20
Evacuation Procedures	21
Evacuation of Persons with Disabilities	22
Evacuation/Staging Areas	24
Emergency Provision Cabinets	25
Automated External Defibrillators (AED)	25
Calling for Help	28

INTRODUCTION

Disasters and major emergencies can occur without warning and create serious risk for the College of Marin community. The purpose of this handbook is to provide information on how the college plans to respond to a disaster or major emergency, as well as information on how to respond to other emergencies you may encounter while working.

This handbook is only a guide, and while it covers a number of specific emergency procedures, it is impossible to predict all emergencies.

When confronted with an emergency, remember these general guidelines:

- Remain as calm as possible. Take a few deep breaths, look around and evaluate.
- If there is a life or death emergency, crime in progress, or urgent police assistance needed call 911
- If you are instructed to evacuate a building:
 - Cooperate with emergency personnel.
 - Move at least 100 feet away from the building or as far away as possible.
 - Keep streets, parking lots, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
 - DO NOT re-enter evacuated buildings until those in charge of the evacuation say it is safe to do so.
- If requested, assist emergency personnel.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- The college may become isolated from outside help for 72 hours or longer.
- You should keep emergency supplies in your car and office. Information on how to make an emergency supply kit is on page 24.

IMPORTANT NOTE

Throughout this handbook you will find action flags , which identify important actions that should be taken during an emergency.

SIGN UP FOR EMERGENCY ALERTS WITH COM CONNECT

COM Connect—the College of Marin Emergency Notification System

You can be notified immediately by text message of campus closures and emergencies by signing up for COM Connect, the college’s emergency notification system. Marin Community College District Police Department uses this emergency SMS messaging platform to communicate during crisis situations.

COM Connect allows Campus Police to broadcast critical information, in real time, to the mobile devices (cell phones, etc.) of all employees and students enrolled in the service. This is particularly important for those who may be in, or near a crisis zone.

Some areas of the College campuses and facilities do not have cellular reception. In those areas, be aware of campus phones and use them in an emergency.

To sign up:

College of Marin Credit and Noncredit Students

Current students are enrolled in COM Connect emergency alerts. Ensure your contact information is up-to-date by logging in to the MyCOM Portal and clicking on “Settings.”

If you believe you are not signed up, go to:

<https://collegeofmarin.portal.finalsiteconnect.com>
and follow instructions (need student ID/M00#)

Community Education Students

Go to: <https://collegeofmarinopenportal.portal.finalsiteconnect.com> and follow instructions



College of Marin Employees

Current employees are enrolled in COM Connect emergency alerts. Ensure your contact information is up-to-date by logging in to the MyCOM Portal and clicking on “Settings.”

ALERTUS

The College of Marin has partnered with Alertus Technologies to help provide a diversified emergency alert system throughout the campus properties. Alertus provides a customizable mass notification system that uses a variety of methods to rapidly get critical information to the campus community and advises on how to respond. Examples of alert methods can include:

- Wall-mounted message beacons: An audible-visual signaling device that sounds and flashes to capture attention that also displays messages.
- Computer screen banners: Full-screen alerts appear on any networked campus computer screens, which get attention and can also produce sounds.
- Televisions: Mounted on buildings and in common areas such as computer labs, registration areas, etc., can also be used to display alerts.
- Public address speakers: Mounted on buildings, speakers can broadcast sirens, pre-recorded messages, or speech-to-text announcements.

ALERT MARIN AND PUBLIC EMERGENCY PORTAL

AlertMarin is the primary emergency notification system used by agencies across Marin County to issue critical information and potentially life-saving instructions. AlertMarin may send alerts during emergencies like flooding, wildfires, or evacuations, when action is needed at a specific address or location. AlertMarin notifications can be a phone call, text message, or email. sign up at: <https://emergency.marincounty.gov/sign-alertmarin>

The Marin County Office of Emergency Management hosts a public portal with up-to-date information. For more information, visit: <https://emergency.marincounty.gov>

EMERGENCY OPERATIONS PLAN (EOP)

The Emergency Operations Plan (EOP) is the college's plan for handling major emergencies and disasters. This plan is based on a realistic approach to the problems likely to be encountered and is based upon the following assumptions:

- A major emergency or disaster may occur at any time of the day or night, weekends or holidays, with little or no warning.
- Since events in a major emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification in order to meet the requirements of the emergency.
- Major emergencies or disasters may affect widespread areas; therefore, city, county, and federal emergency services may not be available. The college may expect a delay of 72 hours or longer in receiving off-campus emergency help.

The goals of the plan are to protect lives and property and to restore instruction as soon as possible after a major emergency or disaster.

EMERGENCY OPERATIONS CENTER (EOC)

In the event of a disaster or major campus-wide emergency requiring coordinated response by multiple departments, Campus Police staff will activate an Emergency Operations Center (EOC):

Kentfield Campus: Science, Math, Nursing Building (SMN) Room 137

Indian Valley Campus: Main Building (Building 27) Room 116/118 or alternate room

Rooms selected in a particular emergency may differ depending on the situation.

EMERGENCY INFORMATION

Immediately after a major emergency or disaster (such as an earthquake), there is often a great deal of confusion and anxiety. You should remain as calm as possible and remember the following:

- The college is committed to providing official emergency information as quickly as possible.
- In the first few minutes after an emergency, official information likely will not be available. Avoid spreading rumors or unverified information.
- The phone system, if it is working, may be overwhelmed and should only be used for emergency calls.
- Information about what has happened, what to do, and where to go will be available at the emergency assembly areas as quickly as possible. **The location of the emergency evacuation areas can be found on the campus maps located on the last 2 pages of this handbook.**

DEFINITIONS OF AN EMERGENCY

The following definitions of an emergency are provided as guidelines to assist staff in determining the appropriate response:

Sensitive Incident

Any College incident or situation with the potential for negative media coverage.

Who handles the incident?

- 24 hours/7 days a week: Campus Police Urgent Dispatch (415) 485-9696
- Daytime: President's Office, ext. 7400

Minor Emergency (Level I)

A potential or actual incident that does not seriously affect overall operations of the college (Utility failure - power, plumbing, etc.).

Who handles the emergency?

- Maintenance and Operations, ext. 7451
- Campus Police, Dispatch (415) 485-9696

How is the emergency handled?

- Specific procedures vary based on the circumstances.

Major Emergency (Level II)

A potential or actual incident that affects an entire building, disrupts the overall operations of the college, and may require emergency help from outside the college.

Who handles the emergency?

- Campus Police, 911 or (415) 485-9696
- President's Office, ext. 7400
- Maintenance and Operations, ext. 7451
- Other departments as required

How is the emergency handled?

- Possible implementation of the Emergency Operations Plan (EOP)
- Specific procedures developed by Campus Police or Maintenance and Operations.

Disaster (Level III)

An actual incident or disaster which seriously impairs or halts operations of the college, causes numerous casualties and severe property damage, and requires coordinated effort of all campus resources and outside emergency services.

NOTE: In a disaster it is possible that the college will be without immediate help and could be isolated from help for up to 72 hours. For information on how to prepare a personal or office disaster plan, call Campus Police at ext. 7455 or online at <http://police.marin.edu>

Who handles the emergency?

- Campus Police, 911 or (415) 485-9696
- Maintenance and Operations, ext. 7451
- All other college departments

How is the emergency handled?

- The Emergency Operations Plan (EOP) will be implemented.
- The Emergency Operations Center will be activated.

REPORTING EMERGENCIES

The Problem	What Number to Call									
<p>Life-threatening medical emergency</p> <ul style="list-style-type: none"> • Severe chest pain • Respiratory distress or cessation of breathing • Severe burns • Uncontrolled bleeding • Unconsciousness (except for seizures) <p>Any fire</p> <p>Violent incidents – involving weapons, bodily injuries, physical attacks, etc</p>	<p>911</p> <p><i>Please note:</i> The college's phone system does not require you to dial a "9" for an outside line before calling 911.</p> <p>When calling 911, remain calm and carefully explain the problem and location to the dispatcher. DO NOT hang up until told to do so.</p>									
<p>A hazardous material release with low potential for fire or injury</p> <p>Psychological crisis, civil disturbance, criminal incident</p> <p>Any other major or minor emergency or incident</p>	<p>Campus Police</p> <table> <tr> <td></td> <td><i>On Campus</i></td> <td><i>Off Campus</i></td> </tr> <tr> <td>Emergency</td> <td>911</td> <td>(415) 485-9696</td> </tr> <tr> <td>Business</td> <td>ext. 7455</td> <td>(415) 485-9455</td> </tr> </table> <p>When calling, remain calm and carefully explain the problem and location to the dispatcher or police staff. DO NOT hang up until told to do so.</p>		<i>On Campus</i>	<i>Off Campus</i>	Emergency	911	(415) 485-9696	Business	ext. 7455	(415) 485-9455
	<i>On Campus</i>	<i>Off Campus</i>								
Emergency	911	(415) 485-9696								
Business	ext. 7455	(415) 485-9455								
<p>Utility failure – power, plumbing, etc.</p>	<p>Maintenance and Operations ext. 7451</p> <p>If no answer, call Campus Police at (415) 485-9696 or ext. 7696.</p>									

VIOLENT CRIME IN PROGRESS

If you are the victim of a violent crime, such as assault, robbery, theft, or sexual assault, call 911 as soon as possible. Supply the following information:

- What happened? (*Nature of the incident*)
- Who did it? (*Description of people involved*)
- Where did it happen? (*Location of incident*)
- What property was involved, if any?

Do not take unnecessary chances.

 **If you see someone with a weapon, or exhibiting dangerous behavior and you can safely do so, get away from the area and go to a safe location. If you can't get away, hide and be quiet. Lock or barricade doors; turn off lights.**

SUSPICIOUS PERSON

If you witness a criminal act or notice a person acting suspiciously on campus, immediately call Campus Police at 911 or ext. 7696 on campus; call (415) 485-9696 from a mobile phone. Supply the following information:

- What they are doing?
- What do they look like?
- Where are they?

PSYCHOLOGICAL CRISIS / DISRUPTIVE BEHAVIOR

The College of Marin Behavioral Intervention Team is made up of individuals from the Campus Police, Student Services, and Counseling Departments who have specific training in how to respond to disruptive situations.

Campus Police is the designated first responder for campus Behavioral Intervention and should be called to the scene whenever a disruption or crisis occurs.

Campus Police will transport the person to get help if need be and the Behavioral Intervention Team will be notified.

When dealing with a person who is having a psychological crisis:

- Avoid invading their personal space (within arm's reach).
- Do not get hooked into defending your credibility.
- Do not allow your buttons to be pushed.
- Do not threaten or ridicule the person.
- Do not get into an argument with the person.
- Do not raise your voice; use a calm and clear voice.

WORKPLACE VIOLENCE

Most acts of workplace violence do not occur in a vacuum or without warning; there are generally warning signs that precede the event. The risk of workplace violence can be minimized by careful observation and documentation of an individual's behavior, such as:

- **Boundary crossing**, which includes pushing the limits of acceptable workplace behavior and continual testing of established rules.
- **Chemical dependence** upon alcohol and/or drugs, which may create paranoia and aggressive behavior.
- **History of violence**, which is the best predictor of violent behavior.
- **Inconsistent work patterns and attendance problems**, including periods of very high and very low work productivity, frequent accidents, as well as unexplained or improbable excuses for absences.
- **Pathological blaming**, by people who cannot take responsibility for their own actions, will not admit wrongdoing, and always blame others, the college, or the system.
- **Unusual/changed behavior**, including verbal outbursts, inappropriate remarks, and threats such as, "they'll regret this."

Workplace violence situations are often very complex, and you are not expected to handle the situation without assistance. If you think a workplace violence situation is developing, call Campus Police at 911 or (415) 485-9696. You can also make a report using the Workplace Violence Reporting link on the police.marin.edu website.

ACTIVE SHOOTER OR ACTIVE KILLER

Person(s) whose activity is immediately causing serious bodily injury or death. The activity is not contained and there is immediate risk of continuing injury to potential victims.

Actions for active shooter:


- If you hear what sound like gun shots, treat them as gun shots until you know otherwise.
- If you see someone with a weapon, or exhibiting dangerous behavior and you can safely do so, get away from the area and go to a safe location.
- If you can't get away, hide and be quiet. Lock or barricade doors; turn off lights.
- Give first aid to the injured. Only call 911 if it is safe for you to do so.
- Follow instructions of responding law enforcement; show your empty hands. Lay on the floor if told to do so.
- Law enforcement may go past the injured to find a shooter.

In most cases, those who become Active shooters have given some sort of clues prior to the event. Report to Campus Police persons making threats, or who talk about using weapons to "get even" or similar actions. If you see suspicious persons with weapons on campus, call 911 or (415) 485-9696.

FIRE

Actions to take if you discover a fire:

- Safeguard life and isolate the fire by closing all doors (lock only if safe to do so) on your way out of the room. Get out quickly.
- Report fire or smoke by activating the nearest fire alarm.
- Call the fire department by dialing 911 from the nearest telephone.
- Clearly state, "I want to report a fire." Give your location (campus, building, floor, room number).
- Do not attempt to fight a fire alone; report it immediately to 911. Fire fighting should be delegated to trained firefighters, with the possible exception of a minor fire that could be quickly and easily extinguished by a portable fire extinguisher.
- Keep fire lanes and sidewalks clear for emergency personnel.
- Be aware of hazardous materials in your area and any special fire fighting precautions that should be observed.
- When the building evacuation/fire alarm is sounded or when you are told to leave by Campus Police or emergency personnel, walk quickly to the nearest marked exit and alert others to do the same.
- Assist those persons who are disabled in exiting the building. Do not use elevators during a fire. Evacuation chairs are available in each building.
- Notify emergency personnel if you suspect someone may be trapped inside the building.

 **Since smoke is the greatest danger in a fire, stay near the floor where the air will be more breathable. If you are trapped in a building during a fire, if a window is available, open or break the window and place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.**

Before A Fire

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available from Campus Police, ext. 7455.

EARTHQUAKE



During An Earthquake

- **If indoors**, seek cover under a desk or table, duck and hold. Stay away from glass windows, shelves, and heavy equipment. After shaking stops, leave the building.
- **If outdoors**, move quickly away from buildings, utility poles, and other structures. Always avoid downed power or utility lines because they may be energized.
- **If in an automobile**, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.

After the Initial Shaking Stops

Evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for aftershocks. Stay off phones unless calling for help. In a major quake, expect the phones will not work.

If the building evacuation/fire alarm is sounding or if you are told to leave by Campus Police or emergency personnel, walk quickly to the nearest marked exit and alert others to do the same.

Once outside, move to a clear area at least 100 feet away from the building. Keep streets, parking lots, and walkways clear for emergency vehicles and personnel. Listen for instructions from Campus Police and emergency personnel. If it is necessary, you will be instructed to go to an emergency evacuation area where you will receive further information about local conditions and exit routes from campus.

Be alert for hazards such as building damage, gas leaks, fires, broken utility lines, spilled chemicals, and other potentially harmful materials.

IMPORTANT:

- Do not return to an evacuated building unless directed to do so by Campus Police or emergency personnel.
- Do not use the telephone, except for emergency calls.
- Do not use matches or other open flames until you are certain there are no dangerous fumes present.
- Do not operate electrical equipment if gas leaks are suspected.
- Do not touch downed power lines.

Before An Earthquake

Faculty and supervisors should inform students and staff of how to protect themselves before an earthquake. Information is available from Campus Police, ext. 7455.

TSUNAMIS

A tsunami is a series of large, strong waves caused by earthquakes, underwater landslides, or volcanic eruptions or asteroids. A tsunami can kill or injure people and damage or destroy buildings and infrastructure as waves come into land and go back out. Tsunamis can:

- Travel 20-30 miles per hour with waves 10-100 feet high.
- Cause flooding and disrupt transportation, power, communications, and the water supply.
- Happen anywhere along the Marin Pacific or bay coasts, as well as up creeks and valleys that lead to the coast.
- Learn the signs of a potential tsunami. A long-lasting, strong earthquake, a loud roar from the ocean, or unusual ocean behavior, such as a sudden rise or wall of water or sudden draining of water showing the ocean or bay floor, could all be signs of a tsunami.
- Stay Informed. Sign up for AlertMarin, Marin County's alert and warning system. The AlertMarin system is how authorities will communicate with you about the need to evacuate to higher ground.
- When the shaking from an earthquake stops, if there are natural signs or official warnings of a tsunami, move immediately to a safe place as high and as far inland as possible.

- Stay Away from the Water. Never go to the bayshore, coastline, creeks, harbors, piers or near water to watch the tsunami waves. Even small tsunami waves can have a dangerous and powerful current and they can arrive suddenly.
- Stay Informed. Check the Marin County Public Emergency Portal for local up-to-date information. Listen to the radio for important information and instructions. Aftershocks, which often follow large earthquakes, can cause damage as well.

BOMB OR TOXIC CHEMICAL THREAT

Bomb or toxic chemical threats usually occur by telephone. If you receive such a threat, remain calm and attempt to obtain as much information as possible from the caller by using the bomb threat checklist on the next page.

If you cannot use the checklist, immediately write down the following information after the call:

- Time of call
- Age and gender of caller
- Speech pattern, accent, or other traits
- Emotional state
- Background noise

If you receive a bomb threat over the phone, immediately call Campus Police at 911 or (415) 485-9696.

Suspicious Object

If you observe a suspicious object or potential bomb:

- Do not handle or move the object.
- Do not use cellular phones near the object.
- Do not turn lights or any electrical switch on or off.
- Leave the area immediately and call Campus Police at 911 or (415) 485-9696.

If you are instructed to evacuate a building:

- Move a least 100 feet away from the building.
- Keep streets, fire lanes, parking lots, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews, if requested.
- Do not re-enter an evacuated building until those in charge of the evacuation say it is safe to do so.

Chemical Bombs (bottle bombs, dry ice bombs, etc)

If you see a suspicious bottle (plastic or glass) with what appears like smoke or steam inside (plastic bottles may expand), do not go near or touch the bottle. It may have been filled with reactive chemicals or dry ice that will cause the bottle to expand rapidly. This object may explode and cause injuries. Call 911 and warn others to stay clear of the bottle.

BOMB OR TOXIC CHEMICAL THREAT CHECKLIST

When the person is on the phone ask

When is the bomb going to explode?

Where is the bomb/ chemical now?

What does it look like?

What kind of bomb/ chemical is it?

What will cause it to explode or react?

Did you place the item? YES NO Why?

What is your name?

Where do you live?

After the call (Check as many as apply.)

Background Sounds

Office machinery Animal noises Music in background Phone booth

Factory machinery Static Local call Cellular phone

Street noises Voices in background Long-distance call

Other:

Caller's Voice

Calm Slow Loud Disguised/distinct

Nasal Raspy Crying Clearing throat

Angry Rapid Normal Deep breathing

Stutter Deep Accent Cracking voice

Excited Soft Slurred Laughing voice

Lisp Ragged Familiar

Threat Language

Well spoken/educated Irrational language Incoherent message

Foul language Taped message Message read by threat maker

Remarks:

Other information

Time of call: AM/PM Number called:

Did the caller ask for anyone specific? YES NO Who?

EXPLOSION OR SIMILAR INCIDENT

In the case of an explosion or similar incident on campus, take the following actions:

- Immediately take cover under tables, desks, and other such objects, which will protect against falling glass or debris.
- After the effects of the explosion have subsided, call 911. Give your name and describe the location and nature of the emergency.
- If necessary, activate a fire alarm.

When the building fire alarm is sounded or you are told to leave by Campus Police or emergency personnel, walk quickly to the nearest marked exit and alert others to do the same.

HAZARDOUS MATERIAL RELEASE

Call Campus Police immediately at 911 to report accidents that involve chemical spills or leaks or other dangerous substances. The local fire department will respond and take control.

- When reporting, be specific about the nature of the material involved and the location. Campus Police will contact the necessary specialized authorities and medical personnel.
- The instructor or supervisor should evacuate the area at once and seal it off to prevent further contamination until emergency personnel arrive.
- Anyone who may have been contaminated should stop and remain in the vicinity. Make sure that each person's name and location is given to a Campus Police officer or emergency responder.

If necessary or if directed to do so by emergency personnel, activate the building fire alarm.

CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations will be peaceful. Attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators. No action is necessary unless one of the following conditions exists:

- Interference with the normal operations of the college
- Prevention of access to offices, building, or other facilities
- Threat of physical harm to persons or damage to facilities

If any of these conditions exist, call Campus Police at 911 or ext. 7696 on campus; call (415) 485-9696 from a mobile phone.

Campus Police will be responsible for contacting and informing the chief of police, president, and other senior administrators.

IMMIGRATION ENFORCEMENT ACTIVITY

If a student is approached by a federal immigration officer on campus, alert the nearest employee.

If an employee is approached by a federal immigration officer on campus, the employee should:

- Ask officer for name, identification number, and agency affiliation.
- Ask for a copy of any warrant, subpoena, or court order to provide to the Office of the President.
- Say: I am not obstructing your process but need to consult now with the Office of the President. I cannot authorize access to the space or accept service of legal documents and need to contact the Office of the President. Your request will be addressed in a timely manner.
- Immediately contact Office of the President. Say you have an urgent immigration situation, and a federal officer is present:
Phone (anytime): Call (628) 234-7500 or extension 7500.
In-Person (standard business hours): KTD Academic Center (AC), second floor lobby.
- If you are unable to reach someone through the means above, you may choose to contact COM Police at (415) 485-9696 or extension 7696.
- Never physically impede an officer. If officer enters without consent, make detailed record of contact.

The Office of the President will respond appropriately.

KNOW YOUR RIGHTS!

- **DO NOT OPEN THE DOOR** if an immigration agent is knocking on the door.
- **DO NOT ANSWER ANY QUESTIONS** from an immigration agent if they try to talk to you. You have the right to remain silent.
- **DO NOT SIGN ANYTHING** without first speaking to a lawyer. You have the right to speak with a lawyer.
- If you are outside of your home, ask the agent if you are free to leave and if they say yes, leave calmly.

You may say: I do not wish to speak with you, answer your questions, or sign or hand you any documents based on my 5th Amendment rights under the United States Constitution. I do not give you permission to enter my home based on my 4th Amendment rights under the United States Constitution unless you have a warrant to enter, signed by a judge or magistrate with my name on it that you slide under the door. I do not give you permission to search any of my belongings based on my 4th Amendment rights. I choose to exercise my constitutional rights.

UTILITY PROBLEM/FAILURE

Plumbing Failure/Flooding

- Cease using all electrical equipment.
- Notify Maintenance and Operations at ext. 7451. If no answer call Campus Police at ext. 7696.

Gas Leak

- Cease all operations.
- Do not switch lights on or off.
- Evacuate the area.
- Call Campus Police at 911 or ext. 7696 on campus; call (415) 485-9696 from a mobile phone.

Ventilation Problem

- If necessary in an extreme situation, cease all operations and evacuate the area.
- Notify Maintenance and Operations at ext. 7451. If no answer call Campus Police at ext. 7696.

Elevator Failure

- If you are trapped in the elevator, use the emergency phone to call for help.
- Turn on the emergency alarm located on the front panel, which will signal for help.

Power Failure/Blackout

If a blackout or power failure occurs during daylight, the college will remain open. Most rooms on campus will have enough ambient light to continue activities.

If a blackout or power outage occurs at night, classes may be excused after 15 minutes. When the lights go out, please remain calm, use whatever light sources you have, and wait in your room or area. Wait for 15 minutes. If the lights have not come back on, you should have your students or staff should make their way to their cars and leave the campus. Please remind people to:

- Walk to their cars in groups and use caution.
- Look out for other people walking to their cars and bus stops when driving out of the parking lots.
- Treat any intersection without working signal lights as a four-way stop.

EVACUATION PROCEDURES

In a disaster or major emergency, evacuation of a specific building may be necessary. Classes, departments, and offices in every building should agree in advance on an outdoor meeting place away from the building. A building evacuation will occur when a fire alarm sounds or upon notification by Campus Police or emergency personnel.

- Evacuate immediately when alarms sound or when directed by emergency personnel.
- Be aware of all marked exits from your area and building. Know the routes from your work area.
- If necessary or if directed to do so by Campus Police or emergency personnel, activate the building fire alarm.
CAUTION: Building fire alarms may stop ringing; even if they stop, continue the evacuation.
- When the evacuation/fire alarm sounds or when told to leave by a Campus Police or emergency personnel, walk quickly to the nearest marked exit and ask others to do the same. Do not use elevators unless directed.
- Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate the disabled only after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, crutches, etc.) with the person, if possible.
- Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist emergency personnel.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
- Do not return to an evacuated building unless directed to do so by Campus Police or emergency personnel.

If an extended evacuation is necessary, you should go to the college's emergency assembly areas, where information and assistance will be provided. **The location of the emergency evacuation areas can be found on the campus maps located on the last 2 pages of this handbook.**

In the event of a nighttime evacuation you should assemble in a safe lawn area away from roads and parking lots.

If buildings are damaged in an earthquake or other emergency, they will be inspected as soon as possible and posted with a **CLOSED** or **OPEN** sign. Do not re-enter a building that has not been inspected or does not display an open sign.

EVACUATION OF PERSONS WITH DISABILITIES

The following guidelines should be considered in evacuating persons with disabilities:

1. Communicate the nature of the emergency to the person.
2. Ask the person how you can assist. Make sure you have their consent before touching or moving them.
3. If possible, evacuate mobility aids with the person (i.e. crutches, wheelchairs).

Evacuation chairs are available in the following locations:

Kentfield Campus

- [Fusselman Hall](#) - Second Floor Stairwell Landing
- [Fine Arts](#) - Third Floor Stairwell Landing
- [Science, Math & Nursing](#) - Third Floor Central Stairwell Landing
- [Academic Center](#) - Third Floor East Stairwell Landing
- [Center for Student Success](#) - Third Floor North Stairwell Landing
- [Welcome Center](#) - Second Floor Stairwell Landing

Indian Valley Campus

- [Building 11](#) - Second Floor Interior Stairwell Landing
- [Building 27](#) - Second Floor Exterior Central Stairwell Landing

Use the designated evacuation chair. Only trained personnel should assist with transfer and operation. Do not carry individuals unless there is imminent, life-threatening danger.

Visual Impairments

Describe the nature of the emergency and offer to guide the person to the nearest emergency exit. If the person agrees to your assistance, have the person take your elbow and escort them, advising of any obstacles, such as stairs, narrow passageways, or overhanging objects. Verbally communicate direction of travel, obstacles, hazards and when approaching stairs, doors or changes in elevation. When you have reached safety, orient the person to where you are and ask if further assistance is needed.

Hearing Impairments

Gain attention using visual signs or light touch, use gestures, written communication, or mobile devices if needed. Buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists. Communicate with the person by writing a note or using simple hand gestures.

Persons Using Wheelchairs

Keep the individual in their wheelchair whenever possible. If transfer is required explain the process before proceeding, secure mobility equipment if it must be left behind. Ask the person what method of assistance he/she prefers. Some people have minimal ability to move, and lifting or otherwise moving them may be dangerous to them. Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately. If the disabled person wants to be moved in their wheelchair, keep the following considerations in mind:

With Their Wheelchair

- Do not attempt to move a person in a wheelchair by yourself; seek help.
- If a seat belt is available, use it.
- Ask if they want to move forward or backward down stairs.
- Wheelchairs have many movable or weak parts.
- Some persons have no upper trunk or neck strength.
- Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later.

Without Their Wheelchair

- Ask how to remove them from the wheelchair.
- Ask whether to move their limbs/extremities or not.
- Ask whether they want to be moved down the stairs forward or backward.
- Ask whether the seat cushion or pad should be brought.
- Ask what is necessary for after-care.

EVACUATION/STAGING AREAS

Use common sense, but in most situations go to a large lawn area at least 100 feet from buildings, power lines, and other hazards.

At the Kentfield Campus: This will normally be the lawn area in front of Deedy Hall. This is above flood stage and away from where emergency vehicles will normally travel. An alternate would be the lawns in front of the Academic Center, in addition to the athletic fields by Physical Education.

At the Indian Valley Campus: Go to the open landscape area next to Main Building or open area next to the Miwok Aquatic and Fitness Center. An alternate location would be west onto the softball fields.

Teachers, supervisors, and managers should take a head count of their students or staff. This will help avoid wasting resources looking for a lost person.

Recommended Items to Include in a Basic Emergency Supply Kit

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food and can opener if needed
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Cell phone with chargers, inverter or solar charger
- Other items you think you should have

Additional Items to Consider Adding to an Emergency Supply Kit

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your service animal or pet
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, etc
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long-sleeved shirt, long pants, and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper. When diluted nine parts water to one part bleach, it can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items and other items you may need

EMERGENCY PROVISION CABINETS

In the event of a major disaster, you might need to shelter in place for several days and need to survive on your own resources until you can evacuate, or are rescued. COM purchased emergency provision cabinets to assist in sheltering in place. They contain emergency supplies such as food water, lighting, first aid, and other equipment. They may be accessed by breaking the entry glass in an emergency.

The cabinets are placed in the following locations throughout both campuses:

- Deedy Hall cafeteria area
- Science, Math, Nursing (SMN) building second floor lobby
- Academic Center north hall by President's Office
- Performing Arts
- Miwok Aquatic and Fitness Center
- Child Study Center
- Main Building
- Bill and Adele Jonas Center

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Sudden cardiac emergencies can happen without warning and AEDs can be the difference between life and death. There are over 60 units deployed throughout campus and are mounted on walls in highly visible boxes. Upon opening a device, it will begin to speak to the user.

Here are the steps to deploy an AED when you become aware of a possible need for one.

1. Is the patient responsive? Check to see if they respond to you.
2. Call 911 Immediately, direct someone else to do this if they are available.
3. Get the AED from the cabinet, the alarm will sound.
4. Take the AED out of the case and open the lid.
5. Remove clothing to expose skin on the chest. (The attached red pouch contains several medical items including scissors)
6. Attach the pads as directed
7. Do not touch the patient
8. If required, the AED will deliver a shock automatically
9. If directed, place the CPR pad in the center of the chest
10. Follow CPR audio prompts, which may require chest compressions. These are timed and audible feedback is given
11. If instructed give breaths, you may use the CPR pocket resuscitator mask included in the red kit

