

**EVACUATE**

... whenever conditions outside are safer than inside.

If safe, bring your phone.  
Leave everything else behind.

Do not use elevators.

Be alert and move far away from danger and buildings.

Do not return to building until given an "all clear" by emergency responders.

Do not try to leave in a vehicle unless instructed. Gridlock could create more risk. If necessary, leave campus on foot and go to a safer location.



**SHELTER**

... to protect occupants in this room from external gas or chemical release.

Close all windows and doors.  
Seal the gaps under doors with jackets or clothing.  
If possible turn off HVAC and ventilators.  
Monitor phone for updates.

**EARTHQUAKE**

If outside stay outside. If inside:  
**Stop** - It is dangerous to run while the earth is moving.  
**Drop** - Make sure your head is not the tallest thing in the room.  
**Cover and Hold** - Get under something, the more substantial the better, and hold on to it.  
When the shaking stops, evacuate to a safe location.



**LOCKDOWN**

... to protect occupants from danger in the building or outside.

If it is not safe to exit, lock the doors.  
Turn out lights. Move out of sight. Find cover.  
Sit or lay down.

If the threat is a violent aggressor and you cannot lock the door or find another way out, put as much equipment and furniture in front of the doors as possible to barricade.

Prepare to defend yourself with any means necessary.

Let no one in. Emergency responders have keys.

Put phone on silent but monitor for updates if safe to do so.

To learn more about responding to emergencies refer to your CampusShield mobile app or visit [www.contracosta.edu/safety](http://www.contracosta.edu/safety).

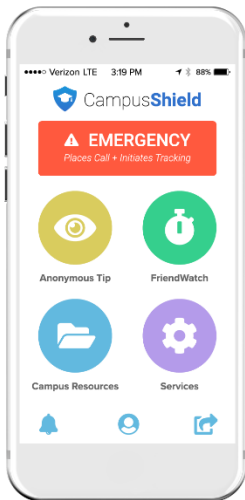
**EMERGENCY PROCEDURES**

**CCC CAMPUS POLICE - (510) 215-4858 OR DIAL 9-1-1**  
**CCC MAINTENANCE & OPERATIONS - (510) 215-4853**

# OUR CAMPUS IS NOW PROTECTED BY



CampusShield  
Smartphone App



**Anonymously report  
safety concerns**

while attaching  
photos / videos

**Contact campus  
safety forces quickly  
and directly in  
emergency situations**

COMPLETELY  
**FREE**

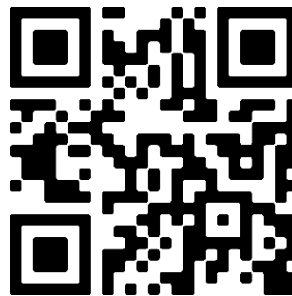


**ALLOW LOCATION SERVICES &  
CONNECT TO Wi-Fi FOR BEST RESULTS**

Apple



Google



## About this flipchart

Disasters can happen at any time, in any place, and under any circumstances. From a major earthquake to a flooding incident, it is a fact of life that we will experience emergencies and disasters. In the event of a major disaster, the College's services and programs could be interrupted, stopped completely, or operate at reduced capacity for an extended period of time.

That is why it is important to take action now to prepare for any kind of emergency. Visit the College website for Emergency Preparedness or the [Take Action: Emergency Planning](#) section of this guide for tips on how to be prepared for the unexpected.

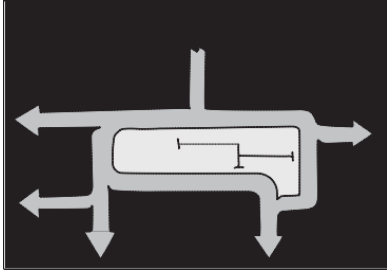
By reading this flip chart, you are taking the first step in preparing yourself for a disaster. Hang this flip chart in your office and regularly review the topics individually, with your coworkers, or at a staff meeting. Remember that preparedness is a personal process just as much as an institutional responsibility.

Each topic is broken up into three sections, Before, During, and After, with graphics to help illustrate appropriate emergency response steps.

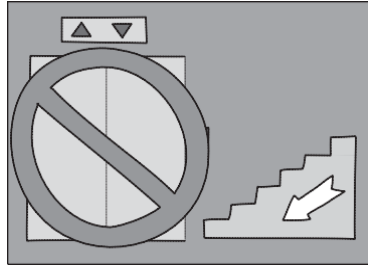
- The Before section is a planning and preparedness guide.
- The During section identifies appropriate emergency response actions.
- The After section outlines what to do in the immediate aftermath of an emergency such as who needs to be notified, where to go, what to do.

All of the information contained in this flip chart, plus additional planning and preparation resources, can also be found on the [College Emergency Preparedness website](#) or on the CampusShield App.

## Stay or go? Evacuate



Identify evacuation routes and secure-in-place locations.



When evacuating, avoid using elevators.



After evacuating, go to safest location or assembly area.

### Before

1. Identify at least two evacuation routes from the building or spaces where you spend time.
2. Practice evacuating using both routes.
3. Identify a location where you can secure or shelter-in-place.
4. If you anticipate needing special assistance with evacuation, contact the Office of Disability Support Services (510) 215-3969.
5. Plan with members of your department who will take a head count after evacuation to ensure everyone is safely evacuated.

### During

1. Determine the quickest and safest route out.
2. Leave the building immediately when signaled by fire alarm, Emergency Communication system (via text message, e-mail, classroom notification system, digital display), or instructions from emergency personnel.

### During (continued)

3. Do not take any noncritical items while evacuating.
4. Walk as calmly as possible.
5. Use only stairs and fire escapes during evacuations; avoid elevators.
6. Evacuate to a safe area or a designation evacuation point if designated.
7. Alert emergency personnel if anyone is trapped inside or needs additional assistance.

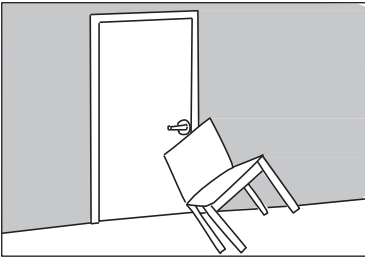
### *Evacuation for persons with disabilities*

If you are not able to evacuate, call police services (510) 215-4858 and provide your location. Emergency personnel will respond.

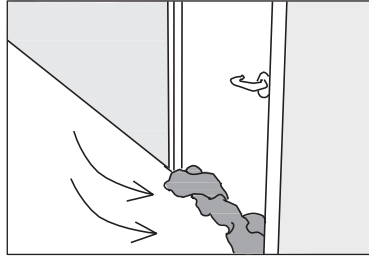
### After

1. Stay where you are until cleared to reenter the building by emergency personnel.
2. If conditions remain unstable, you may need to leave campus by foot to avoid gridlock on roads.

## Stay or Go? Shelter or Lockdown



When ordered to lockdown, move to an interior room (with no windows) and lock or barricade the door.



To shelter-in-place, close windows and doors and seal gaps under and around them with duct tape, plastic, or towels.



To seek shelter, go inside to the nearest building and move to an interior room.

In rare instances, immediate evacuation may not be the safest option. Examples could include security incidents in which individuals would be safest remaining in place or situations in which hazardous materials were released into the environment.

### Lockdown

1. If outside, move to a safe area. It may be prudent to leave campus on foot.
2. If inside, move away from danger and if necessary, locate an interior room and lock the door.
3. If the door cannot be locked, barricade the door.
4. Turn off lights, close blinds and windows, and silence phones to minimize light and noise.
5. Move away from doors and windows.
6. Stay secured in place until given all clear by emergency communication system or emergency personnel.

### Shelter-in-Place (e.g., hazardous material in the environment)

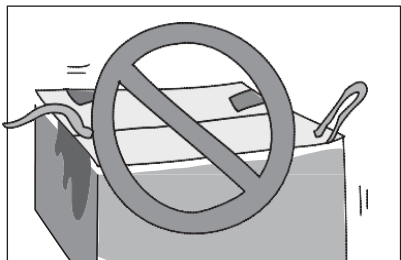
1. Close windows and doors.
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.

3. Turn off local ventilation systems (if possible).  
Do not turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Stay sheltered-in-place until given an all-clear notice by emergency communication system or emergency personnel.

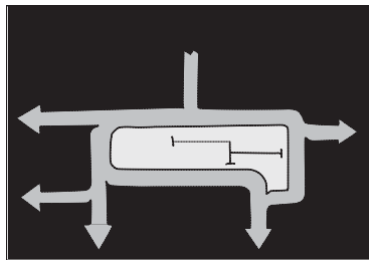
### Seek Shelter (e.g., if you are outside)

1. If you are outside and have been advised to seek shelter, find the nearest unlocked building and enter it.
2. Find an interior room without exterior doors or windows and close the interior doors.
3. Stay sheltered until advised by emergency personnel.
4. Alert emergency personnel if anyone needs additional assistance or is trapped outside.

## Suspicious Package, Envelope, or Object



Do not move or open the object.



Evacuate the area around the object and keep others away.



Call Police Services. Refrain from using radio or cell phone around item.

### Before

Regularly train staff members who are in contact with mail to be aware of suspicious signs:

- Rigid, bulky, or lopsided package,
- Misspelled or poorly written names, titles, addresses, or labels.
- Strange appearance (e.g., excessive tape, tied with string, strange odors, leaks, stains, protruding wires, discoloration, crystallization, or powdery substances on or in the item).
- No postage, uncanceled or excessive postage.
- Handwritten or restrictive notes such as “To be opened in the privacy of,” “Confidential,” “Your lucky day is here” or “Prize enclosed.”
- Hand-delivered or “dropped off for a friend” packages or letters.
- No return or nonsensical return address.
- Mailed from a foreign country.
- Letters or packages arriving before or after suspicious calls.

### During

1. If you have any doubt about a suspicious package, envelope or object, do not take any chances.
2. Call Police Services (510)215-4858. Notify your supervisor.
3. Leave the package or envelope where it is discovered; do not move it or touch it.
4. If the package was delivered at home, do not bring it to campus; call 911.
5. Leave the area of the package and keep others from approaching it.

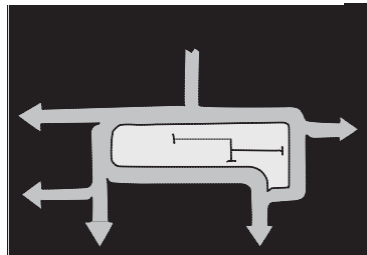
### After

1. Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
2. Make a list of everyone who had contact with the object, including their contact information.

## Explosion



Take cover behind or under sturdy furniture. Shield your eyes and head.



Evacuate to a safe distance away from the building. Do not use elevators.



Call 9-1-1 or use College emergency notification device.

### Before

1. Secure heavy, large objects to avoid flying debris.
2. Identify areas that would be safe in case of an explosion.
3. Ensure chemicals and other potentially dangerous substances are properly secured.

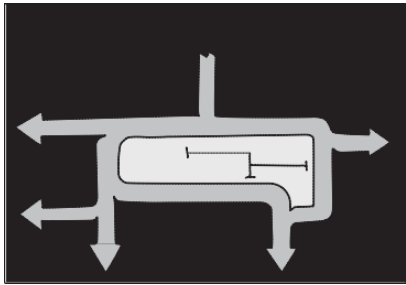
### During

1. Immediately take cover under sturdy furniture, covering neck and head with your hands and close your eyes.
2. Once you feel it is reasonably safe, follow safe evacuation procedures.
3. Call 911 and Police Services (510) 215-4858.

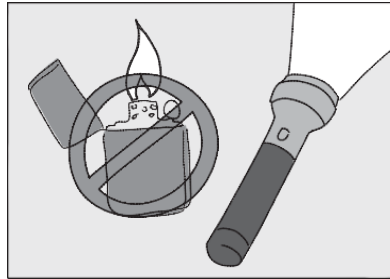
### After

1. Evacuate the building using only fire escapes and stairs.
2. Move to a safe distance away from the building or any other potential hazards.
3. Do not enter any building until it has been declared safe by emergency responders.

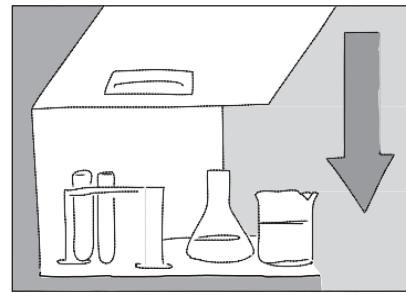
## Power Outage



Evacuate. Do not use elevators.



Do not use an open flame for light.



In laboratory, close fume hoods, secure experiments, and evacuate.

### Before

1. Ensure you have access to flashlights and batteries in your work areas.
2. Know evacuation routes and practice using them.

### During

1. In the event of a power outage, remain calm and take steps to ensure your safety and the safety of those around you.
2. Monitor your cell phones and emergency communication systems for updates and follow instructions given.
3. If in doubt about the safety of an area, evacuate immediately. In areas of poor ambient light, evacuate immediately.
4. Do not use elevators.
5. Do not use candles or open flames as a light source. The light emitted from your mobile phone screen can be a good substitute.

### After

1. For minor localized power outage contact Maintenance (510) 215-4853 or notify Police Services (510) 215-4858.
2. If evacuated, do not return to a building until advised by emergency personnel.

### Special Note

#### *People trapped in elevators*

1. Attempt to keep passengers calm and tell them you are getting help.
2. Notify Police Services (510) 215-4858 or press the call button in the elevator.

#### *Laboratory procedures*

Close the sashes on all chemical fume hoods as quickly as possible. If safe to do so, secure all experiments, chemicals, and critical equipment prior to evacuating. If chemical odors persist, you may open doors and exterior windows to improve ventilation. Otherwise, evacuate the laboratory until power is restored.

#### *Evacuation for persons with disabilities*

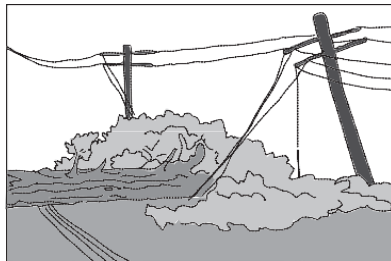
If you are not able to evacuate, call police services (510) 215-4858 and provide your location. Emergency personnel will respond.



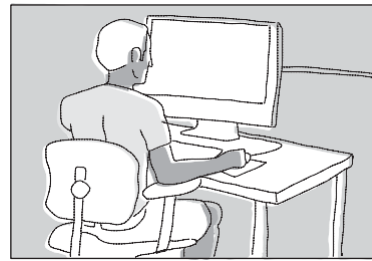
## Severe Weather



Sign up for local emergency communications systems to receive updates via text message.



When outdoors, avoid hazardous areas such as debris.



Check alerts for campus information.

**Announcements about campus delays or closures will be made on the college homepage and by emergency communication alerts.**

### **Before**

1. Be aware of developing weather risks by monitoring the National Weather Service or local news media.
2. Sign up for local emergency communication systems to receive updates.
3. Routinely monitor notification systems.

### **During High winds**

1. Remain inside away from windows and doors when possible.
2. Avoid areas with tall trees to safeguard against falling limbs.
3. Stay clear of sagging or downed power lines.

### **Heavy rains and flooding**

1. While outside, avoid walking, biking, driving, or traveling through moving water.
2. If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
3. Be aware that flash flooding may occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods may occur in these areas with or without typical warnings such as rain clouds or heavy rain.

### **After**

1. Notify Police Services (510) 215-4858 for hazards that pose an immediate threat.
2. Notify Maintenance (510) 215-4853 of any damage or other hazards from 7:30 am to 4:30 pm Monday – Friday or complete an on-line work request.

# MEDICAL EMERGENCIES

## **Unconscious adult**

1. Call Police Services (510)215-4858, 911 or use an emergency notification device.
2. Attempt to wake individual.
3. Check for breathing.
4. If there are no signs of breathing, begin chest compressions or administer CPR. Send a bystander to retrieve an AED. Follow instructions from the 911 operator.
5. If the individual is breathing, maintain an open airway and monitor for changes in condition.
6. Check for bleeding or trauma.
7. Stay with the individual until emergency personnel arrive.

## **Uncontrolled external bleeding**

1. Call Police Services (510) 215-4858, 911 or use an emergency notification device.
2. Check for responsiveness of the injured person.
3. Have the person lie down. If the bleeding is in the arms or legs, raise the injured area above heart level.
4. Locate a Stop the Bleed Kit in the nearby AED box. Follow instructions inside kit.
5. Use universal precautions to prevent cross contamination of blood borne pathogens.
6. If possible, cover the wound with a sterile dressing.
7. Apply direct, firm, steady pressure until the bleeding stops; if the individual is conscious have them apply the pressure themselves. Do not remove the bandage to check bleeding.  
If it bleeds through the first bandage, apply a second one over the first and continue to apply additional pressure.
8. Stay with the person until emergency personnel arrive.

## **Stroke**

1. Call Police Services (510)215-4858, 911 or use an emergency notification device immediately if you see any signs of a stroke.
2. Warning signs: Think FAST—
  - a. Face: Ask the person to smile. Does one side of the face droop?
  - b. Arm: Ask the person to raise both arms. Does one arm drift downward?
  - c. Speech: Ask the person to repeat a simple sentence. Is the speech slurred? Can the person repeat the sentence correctly?
  - d. Time: Call 911 immediately if you see any signs of a stroke. Try to determine the time when signals first appeared. Note the time of onset of the signal and report it to the 911 operator or emergency response personnel.

## **Burns**

1. Call Police Services (510)215-4858, 911 or use an emergency notification device.
2. Remove the source of the burn.
3. Cool the burn with cool running water at least until pain is relieved.
4. Cover loosely with sterile dressing.
5. Care for shock.
6. Seek immediate medical attention if the burns involve the eyes, hands, feet, face, groin, or buttocks or if pain or burning persist after flushing with cool water.

## **Seizures (Convulsing)**

1. Call Police Services (510) 215-4858, 911 or use an emergency notification device.
2. Move away objects that may injure the person.
3. If possible and safe, gently roll the person onto his or her side and offer support.
4. Do not restrain the person in any way.
5. Do not place anything in their mouth.
6. Stay with the person until emergency personnel arrives.

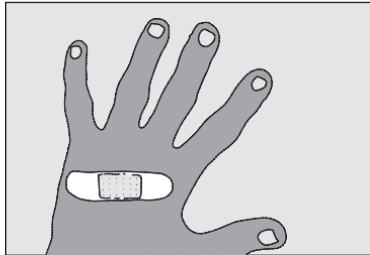
## **Allergic reaction**

1. Call Police Services (510) 215-4858, 911 or use an emergency notification device.
2. Calm and reassure the person.
3. If the allergic reaction is from a bee sting, scrape the stinger off the skin with something firm (such as a fingernail or plastic credit card). Do not use tweezers—squeezing the stinger will release more venom.
4. If the person has emergency allergy medication on hand, help the person take or inject the medication. Avoid oral medication if the person is having difficulty breathing.
5. Take steps to prevent shock. Have the person lie flat, raise the person's feet about twelve inches, and cover him or her with a coat or blanket. Do not place the person in this position if a head, neck, back, or leg injury is suspected or if it causes discomfort.

# Medical Emergencies



Call Police Services or 911. Use a campus emergency notification device.



Help others, as you are able.



Report incidents to your supervisor and/or Police Services.

You may be the first on scene to help in a medical emergency. Being prepared might save a life.

### Before

1. Identify the location of the nearest automated external defibrillator (AED), Bleed Control Kit, and first-aid kit in your work areas.
2. Learn CPR, AED, and first-aid training.

### During

1. Are you or the victim risking further harm? Do not rush into a situation where you could end up as a victim also.
2. Call for help: Police Services (510) 215-4858, 911 or use an emergency notification device.
3. Provide care according to training and personal comfort.
4. Check for responsiveness of the injured person. Trouble breathing? Pulse?
5. Check for a medical alert bracelet or tag that may identify a specific condition.
6. Reassure them that help is on the way. Try to keep them calm, comfortable, and warm, if necessary.

Take Precautions. Always use appropriate personal protective equipment (gloves, mask) when dealing with bodily fluids.

### After

#### *Body fluid exposure*

Report all exposure to bodily fluids to Police Services (510) 215-4858 and Human Resources (510) 215-3845 immediately.

#### *Work-related injury*

Report all work-related injuries to your supervisor, police services (510) 215-4858 and Company Nurse Hotline at (888) 375-9779.

### Special Note

If a **CARDIAC ARREST** is suspected, AED's are strategically located in all College Buildings. Retrieve and activate this device. Follow audible instructions on device.

In the case of severe bleeding, "STOP THE BLEED" trauma kits are stored inside each wall mounted AED case. Retrieve trauma kit and follow enclosed instructions.

**CCC CAMPUS POLICE - (510)215-4858 OR DIAL 9-1-1**

# Behavioral Assessment & Intervention Chart

The **BAIT** Team of Contra Costa College has the goal of supporting faculty, staff, and administrators in linking students of concern to campus and community resources. This includes assisting in extreme, moderate and mild risk situations involving anyone on campus. If there is an extreme risk, call for immediate help. We understand that situations may also present as conduct related. Don't worry if you are not sure. **When in doubt, err on the side of making that call.** The following are examples of situations:

High Risk	Moderate Risk	Mild Risk
Examples		Examples
Threatening behavior or gestures	Emotional reactivity, anger outbursts, defiant, hysterics	Pronounced and sudden changes in attendance patterns
Escalation of plausible threats with either raised voice or detached behavior	Withdrawn behavior of increasing concern: vacant stare, crying or deep sadness	Change in behavior: Withdrawn, irritable, confrontational
Threats to harm self or others directly or indirectly	Visible agitation, physical tension	Deterioration in physical hygiene, weight change
Threats of Suicide	Negative/hostile attention-seeking behavior	Negative change in attitude
Under the Influence of alcohol or drugs	Acting out behaviors in classroom	Absences from class by a typically engaged student
What to do / Who To Call:	What to do / Who To Call:	What to do / Who To Call:
Call Campus Police  CCC Emergency Ext.: 44858 (510) 215-4858  <b>OR Dial 911</b>	<b>Submit BAIT or Conduct report</b>  <b>Contact Campus Police</b> Ext. 44858 for police  <b>Refer to Wellness Counseling</b> <a href="https://app.timelycare.com/auth/login">https://app.timelycare.com/auth/login</a>  <b>Consult with Dean, Manager, or Dept. Chair</b>	<b>Refer to Wellness Counseling</b>  <b>Dean of Student Services</b> <b>Email:</b> wellness@contracosta.edu <b>Phone:</b> (510) 215-3960

# Psychological Crisis and Suicide Concerns

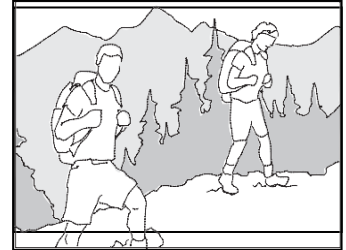


Be alert for signs someone may be in crisis.



If you suspect someone may be in crisis, talk with them or visit the CCC BAIT website.

<https://www.contracosta.edu/student-services/>



Practice Self-care strategies.

## Before

Participate in training and workshops related to mental health. Review the Employee BAIT handbook available on the CCC website.

Be familiar with campus resources such as:

1. Office of Wellness Counseling:  
[wellness@contracosta.edu](mailto:wellness@contracosta.edu)
2. Police Services at (510) 215-4858.
3. Human Resources Employee Assistance.
4. Employee and student health services: (800) 227-1060.
5. Call or text 2-1-1. Crisis help line and on-line help at [www.crisis-center.org](http://www.crisis-center.org) 24/7.

## During

Be alert for signs of suicide or distress, such as:

1. Talking about killing oneself, ending everything, or being unusually preoccupied with death.
2. Giving away personal possessions or tying up loose ends.
3. Expressing hopelessness or worthlessness.
4. Sudden changes in behavior, personality, or self-image.
5. Talking about getting access to means of suicide.

## If you intervene:

Express your concerns to the person, share what you are noticing that causes you to be concerned, and offer to listen to what they have to say. Encourage them to seek professional help and offer to help them do so. If you believe the person might be considering suicide, ask them directly if they are thinking about killing themselves.

## Who to call:

1. If someone else is at imminent risk of injuring or killing himself or herself, call 911 and Police Services (510) 215-4858 immediately. Do not try to physically stop them.
2. If the risk is not immediate, encourage the student to call the Wellness Center at (510) 215-3960 or a family practitioner.
3. If the person in crisis is a faculty or staff member, refer them to the Employee Assistance Program, HR (510) 215-3845 or supervisor.
4. Anyone can be encouraged to call the crisis center at 2-1-1 / (800) 833-2900.

## After

1. If the person is a student, notify the Office of Student Services or Police Services (510) 215-4858.
2. If the person is an employee, notify HR or your supervisor.
3. After assisting someone else with a crisis, take time to help yourself by relaxing and talking with friends or family about what you experienced.

If you are personally dealing with suicidal thoughts or any other crisis, tell someone or call:

- Student Confidential Assistance Program at (800) 227-1060,
- Employee Assistance Program or,
- Police Services at (510) 215-4858 or 911,
- Call or text 2-1-1 (24/7 help line).

## FBI BOMB THREAT CALL CHECKLIST

This checklist is intended to help employees respond to a bomb threat call by recommending the questions to ask the caller. Try to listen carefully for voice inflection and background noise that might help in identifying the caller and potential risks to the College. Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, remain calm and collect as much information as possible from the list below.

### Questions to Ask

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

### Exact Wording of the Threat:

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Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

### BOMB THREAT QUESTIONNAIRE:

#### CALLER'S VOICE:

_____ Calm	_____ Laughing	_____ Lisp	_____ Disguised
_____ Angry	_____ Crying	_____ Raspy	_____ Accent
_____ Excited	_____ Normal	_____ Deep	_____ Familiar
_____ Slow	_____ Distinct	_____ Ragged	_____ If voice is familiar
_____ Rapid	_____ Slurred	_____ Clearing throat	_____ who did it sound like?
_____ Soft	_____ Nasal	_____ Deep breathing	_____
_____ Loud	_____ Stutter	_____ Cracking voice	_____

#### BACKGROUND SOUNDS:

_____ Street noises	_____ House noises	_____ Factory	_____ Local
_____ Crockery	_____ Motor	_____ Machinery	_____ Long distance
_____ Voices	_____ Office Machinery	_____ Clear	_____ Animal Noises
_____ Booth	_____ PA System	_____ Static	_____ Music
Other _____	_____		

#### THREAT LANGUAGE:

_____ Well spoken (educated)	_____ Foul	_____ Incoherent
_____ Irrational	_____ Taped	_____ Message read by threat maker

REPORT ANY THREAT IMMEDIATELY TO  
POLICE SERVICES (510) 215-4858 OR 9-1-1

# Bomb Threat



Keep caller on the phone, stay calm.



Use the checklist to record as much information about the threat as possible.



Call Police Services or 911. Use a campus emergency notification device.

A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If you receive a threat via phone, e-mail, mail, or voicemail, follow the protocol below to minimize disruption, potential injuries, and damage to the college.

## Before

1. Ensure that staff and faculty members who regularly receive phone calls are familiar with the bomb threat checklist included in this flipchart.
2. Remember that all threats are to be taken seriously until proven otherwise.

## During

1. If received by phone, remain calm and keep caller on the phone for as long as possible. **DO NOT HANG UP THE PHONE EVEN IF THE CALLER DOES.**
2. Assume that the threat is real and take the caller seriously.
3. Listen carefully. Be polite and show interest. Keep the caller talking to learn more information.
4. Ask questions using the bomb checklist as a guide. Write down all of the information you notice about the call and the caller. Try to recall exact words.
5. If the phone has a display, copy the number or information displayed on the screen.
6. Alert a co-worker to call Police Services (510) 215-4858, or call yourself if the caller hangs up. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.

## After

1. Notify Police Services (510) 215-4858.
2. If the threat is received by letter or in a note, avoid handling the letter or note to protect possible evidence.

### Special Note

- If the bomb threat is a letter, hand written note, voicemail, or email, call Police Services (510) 215-4858 immediately.
- If a threat is received by letter or handwritten note, refrain from handling any potential evidence.
- If a threat is received by email, do not delete the message.

**DO NOT** use cell phones, two-way radios, and other wireless communication devices in the area of a possible device. Radio signals have the potential to detonate a bomb. **DO NOT Touch** or move a suspicious package.

# ACTIVE SHOOTER

**Be Prepared.** Taking a few steps now can help you react quickly when seconds count.

**See Something – Say Something.** The more quickly there is intervention the less likelihood of violence.

**Learn first aid skills.** Know how to “STOP THE BLEED” you can help yourself and others.

**Know where to run.** Know the exits. Know where to hide. Be mentally prepared to defend.

**Work together.** Talk to your area co-workers and supervisor(s). Plan and practice the team’s response.

**When seconds count: Assess quickly, Act decisively and Alert 9-1-1.**

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

### 1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. Hide

- Hide in an area out of the active shooter’s view.
- Block entry to your hiding place and lock the doors

### 3. Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT  
IS SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers’ instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

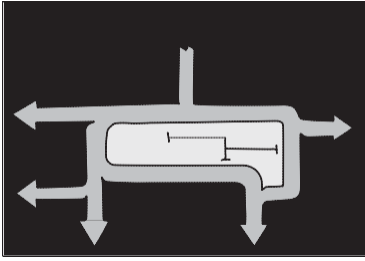
## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



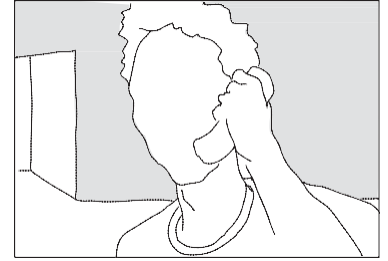
# Threatening, Violent, or Disruptive Behavior



Practice securing-in-place and alternate evacuation routes.



If threat is imminent or on-going, call Police Services, 911 or use an emergency notification device.



Alert co-workers or supervisor, if assistance is needed. Document the incident.

## Before

1. Determine the situation is: **Threatening or Violent Disruptive Behavior** call Police Services (510) 215-4858 call Dean of Students Services (510) 215-3960
2. Be certain you are registered to receive emergency information via text message.
3. Be familiar with various College notifications systems. Have Police Services numbers easily accessible in your mobile device.
4. Identify primary and alternate evacuation routes. Practice using them.

## During

1. If you find yourself dealing with threatening, violent, or disruptive behavior:
  - a. Stay calm, listen attentively, and maintain eye contact. Be courteous, patient, and respectful.
  - b. Avoid being argumentative or confrontational.
  - c. If safe, alert a co-worker that you may need assistance.
  - d. If appropriate, call Police Services at (510) 215-4858 or call 911. Use notification system or mobile app.
2. If you see or hear a co-worker in a potential threatening, violent, or disruptive situation:
  - a. If safe to do so, stand in a visible location (but at a safe distance) to make your presence known to both parties.
  - b. Remaining at a safe distance, call to both parties to ask if they are okay or need assistance.
  - c. If safe to do so, intervene, saying you have an unrelated question for your co-worker to give them a chance to exit the encounter.
  - d. If you believe a threat is on-going or danger is imminent call Police Services (510) 215-4858 or call 911.
  - e. If the threat isn't immediate, document the situation and contact the appropriate office:
    - i. Students: notify your dean or Police Services (510) 215-4858.
    - ii. Staff: notify your supervisor or human resources.
3. Most importantly, tell someone.

## Special Issues

### Active Shooter or Imminent Threat

#### Before

1. Practice "What If" exercises and use alternate exit routes. Preparation is the best prevention.
2. Identify locations or rooms where you can feasibly secure-in-place. Ideal locations have few windows or doors and can be locked or barricaded. Consider bathrooms and storage closets.
3. Be familiar and practice ways to lockdown and securing-in-place your work space(s).
4. Take violence prevention training through Human Resources (510) 215-3845 and have your department supervisor schedule on-site preparedness training through Police Services.

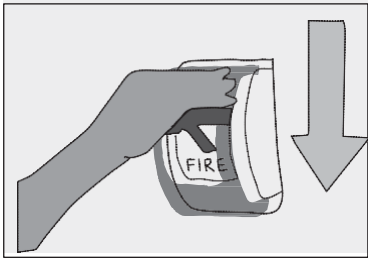
#### During

1. Trust your instincts. Quickly assess and act.
2. If you think you hear gunshots, respond immediately.
3. Get out. If it is safe to do so, leave the area now.
4. Find alternate ways out. If exit route is not safe, look for other ways out. Consider windows.
5. Lockdown and barricade. If you have no way to leave, lockdown & secure-in-place: lock doors, turn off lights, silence radios or phones, and move out of sight of the door. If the door does not lock, barricade by using furniture or other items in the room to help block the door.
6. If you stay, be prepared to defend yourself by any means possible.
7. When safe contact 9-1-1. Give them your location and follow instructions from emergency personnel.

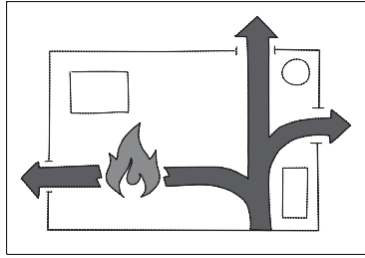
### Special Note: Fighting / Assault

- Immediately notify Police Services (510) 215-4858. Report any observable weapons.
- Do not attempt to separate combatants during a physical altercation.
- Try to keep combatants isolated from others, if possible.
- From a safe distance, calmly direct combatants to stop fighting.
- Remain in area as a witness if possible, when police arrive.

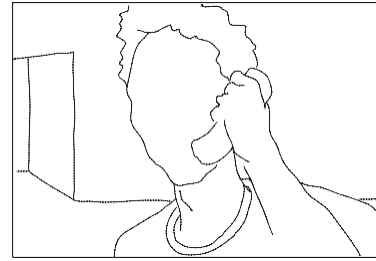
# FIRE



Activate fire alarm.



Evacuate to a safe distance.



Call Police Services or 9-1-1.

## Before

1. Identify primary and secondary exits. Practice using all exits.
2. Know the location of the nearest fire alarm pull station along your evacuation route.
3. Know the location of fire extinguisher(s).

## During

Remember to R.A.C.E.:

Rescue anyone in danger, if safe to do so.

Activate the pull station and call 911 with your specific location and identity.

Contain the fire by closing doors and windows on your way out.

Extinguish small controllable fires if:

- You are safe,
- have been trained, and
- are comfortable doing so.

Evacuate building using only fire escapes and stairs. Move to a safe distance and out of the path of emergency responders.

If there is a designated location for your office, gather at the building assembly location, and perform a head count to account for all staff members.

## After

1. Inform emergency personnel of any trapped or injured individuals.
2. Report to police any suspicious circumstances surrounding the fire.
3. Enter the building only after it is declared safe by emergency personnel.

### **Special Note**

#### ***Trapped in a room***

1. Close as many doors as possible between you and the fire.
2. Wet and place cloth material around or under the door to prevent smoke from entering the room.
3. Be prepared to signal to someone outside.

#### ***Caught in smoke***

Drop to your hands and knees and crawl toward an exit. Stay low as smoke will rise to ceiling level.

#### ***If forced to advance through fire***

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

### **Using a fire extinguisher:**

Trained individuals may choose to use a fire extinguisher to extinguish very small, contained fires. This should be done only if it can be done safely. If you have any doubt, evacuate. Remember to

#### **PASS:**

**Pull** - safety pin from handle.

**Aim** - at base of fire.

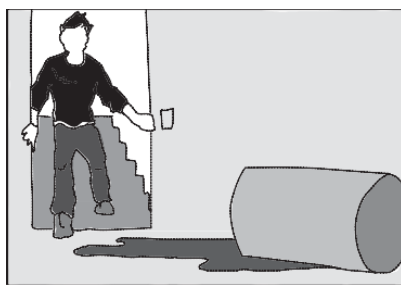
**Squeeze** - the trigger handle.

**Sweep** - from side to side at base of fire.

# Hazardous Material Release



Ensure materials are properly labeled and stored.



Stay away from spills of potentially hazardous material.



Notify Maintenance. If possible emergency or large spill call Police Services and 9-1-1.

## Before

1. Using a safety data sheet or other reliable data source, become familiar with and regularly review the hazards of the materials you work with. Review should include associated health and safety risks, the use of personal protection equipment, and cleanup and disposal procedures.
2. If in doubt about any characteristic of the material, contact your Dean or Maintenance and Operations Department (510) 215-4853 with your questions or concerns.
3. Know location of eyewash stations and fresh water in your area.

## During

### *Hazardous Materials Release*

1. Call Police Services (510) 215-4858 or 911 and call Maintenance and Operations Department.
2. Secure the area.
3. Quickly and safely leave the contaminated area.
4. Avoid inhaling gases, vapors, and/or smoke.
5. Do not walk through or touch contaminated surfaces.
6. Notify room occupants and surrounding area of material release.
7. If safe to do so, cordon off contaminated area.
8. Obtain and review the safety data sheet for the spilled chemicals, paying particular attention to Section 6: Accidental Release Measures.

### *First aid*

1. Assist others only if it is safe to do so.
2. Wear personal protective equipment appropriate for the hazard.
3. Avoid touching contaminated skin and/or clothing.
4. Remove contaminated clothing and contain it in a plastic bag.
5. Rinse contaminated skin or eyes in a safety shower or use eyewash for at least fifteen minutes.

### *Nonhazardous materials release*

- Instruct bystanders to stay out of the spill area.
- Put on appropriate personal protective equipment.
- If trained to do so, contain and clean up the spill.
- Dispose of waste material appropriately. Call Maintenance and Operations (510) 215-4853 with questions or for cleanup assistance.

### *After*

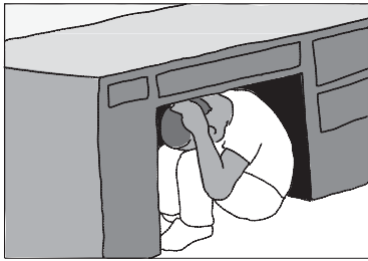
Review safety protocols to identify gaps and necessary training to prevent or

### ***Special Note: Shelter-in-Place***

If there is a hazardous materials incident, it may be appropriate to shelter-in-place. Shelter-in-place means to temporarily separate the indoor atmosphere of a room or structure from an external hazardous atmosphere.

1. Close windows and doors.
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible). Do not turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Monitor emergency communication system. Do not exit the space until "all clear" is given.

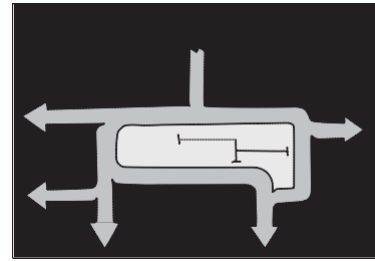
## Earthquake



Drop; take cover under sturdy furniture, and hold on to it.



Stay away from windows and objects that could fall.



Evacuate to a safe location away from buildings when shaking stops.

An earthquake is a seismic event in which the earth shakes violently, and may cause permanent ground displacement, landslides, or liquefaction. Contra Costa County is located within a region of high earthquake activity, and so we must all prepare for both major and minor earthquakes. Cascading emergencies such as falling debris or fire may also occur because of earthquakes.

### Before

1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart.
2. Conduct a “nonstructural” assessment of your space.
3. Identify your evacuation route and check to see if any furniture or other debris could fall and block your path.
4. Move large or bulky material (e.g., boxes, heavy binders, fragile or glass items) to lower shelves to prevent falling items from injuring anyone, or retrofit your shelves with cords, doors, shelving lips, or putty to prevent items from falling.
5. Secure heavy furniture to the wall (contact your facility manager for assistance) to prevent injury or blocked evacuation paths.
6. Identify safe places to drop, cover, and hold in rooms or buildings where you regularly spend time.

### During When you are inside:

1. Drop, cover, and hold. Take cover under sturdy furniture. Cover your head and neck with your hands. Hold on to the furniture and be prepared to move with it.
2. If you cannot take cover under furniture, drop into the fetal position; put your head down and cross your arms over your neck and head. Stay in this position until the shaking stops.
3. Stay away from windows and unsecured objects.
4. Stay inside until shaking stops. Then evacuate the building.
5. Expect fire alarm and sprinkler systems to activate.

### When you are outside:

1. Move to an open area away from trees, buildings, walls, and utility poles and lines. Avoid entering buildings.
2. If you are in a moving vehicle, pull to the side of the road quickly while avoiding overhead hazards such as trees, buildings, overpasses, and utility poles.

### After

1. If in a building, evacuate using only stairs and fire escapes. Gather at the department or administrative unit assembly location and perform a head count to ensure all staff members are out.
2. Take keys, wallets, purses, and emergency supplies with you, as you may not be allowed to reenter the building.
3. Stay alert for trapped or injured persons; assist if possible but do not move injured persons.
4. Monitor emergency communications systems for local updates and follow instructions from first responders.
5. Do not enter building until declared safe by emergency authorities.
6. Notify first responders of injured or trapped individuals.

# Take Action: Emergency Planning

Once a disaster occurs, how well it is handled depends on the planning done beforehand. Planning for a wide range of emergencies will give you the tools to act quickly and decisively when seconds matter most. You can plan for emergencies at any level; build your personal plan or work with your co-workers to develop emergency response procedures for your department or building. Sharing preparedness information with your family and co-workers will help everyone be more disaster-resilient. Consider performing drills and exercises to give everyone an opportunity to practice emergency response procedures and to identify where your emergency plan may need improvement.

## Make an Individualized Evacuation Plan

- How will the need to evacuate be communicated to department or unit staff members?
- Where should staff members go after they evacuate the building? Identify a specific department or unit location within or near the general building assembly area.
- Has each employee identified at least two evacuation routes from their work location?
- How will you be sure that all department or unit staff members are accounted for following evacuation?
- Do you have plans for evacuation of persons with permanent or temporary mobility impairment if the elevators are not operating or cannot be used (fire, earthquake).
- How often and when will your department or office review a building evacuation plan?

## Lockdown or Shelter-in-Place Plan

- Discuss and test the feasible ways to secure-in-place (e.g., restrict intruders—this may include locking doors, moving furniture in front of doors, moving into an inner office) and shelter-in-place (e.g., in a hazardous materials incident, covering windows, doors, sealing off air vents). See the Stay or Go section of this guide for more information.
- Document what items are in your office emergency kit, where it is located, and who is responsible for ensuring the items are current and replenished. Helpful supplies might include flashlights and extra batteries, battery-powered or hand-crank radio, a whistle to signal for help, plastic sheeting and duct tape to shelter-in-place, and a first-aid kit. You may also choose to store a small supply of water and nonperishable snacks.

## Individual Emergency Planning and Preparation

- Know your department emergency plan. Keep a current copy of your department's emergency phone tree at work and at home. Remember to review and update numbers at regular intervals.
- Be familiar with the emergency exit routes from your workspace and building. Has each employee identified at least two evacuation routes from their work location?
- Know where you should assemble outdoors if you need to evacuate.
- Review the Emergency Procedures flip chart regularly and keep it nearby for reference.
- Locate the emergency systems (e.g., fire alarm, emergency phones, automated external defibrillator, fire extinguisher) closest to your work area.
- Keep a basic personal emergency kit at your workspace (e.g., flashlight, battery-powered radio, change of clothes, snacks, first aid, important contact information).
- Attend or request a workshop offered by the District and Police Services (510) 215-4858. Take on-line training through the District sponsored [www.SafeColleges.com](http://www.SafeColleges.com)
- Develop a family emergency plan. Resources are available online at the Emergency Planning website and at [www.Ready.gov](http://www.Ready.gov).

## Preplanning Checklists

Discuss the following talking points with your department. This is your Emergency Response Plan. Share the Emergency Response Plan with all staff members.

- Identify the Incident Response Team (IRT) for the department or unit.
- Assemble a team to talk about emergency preparedness or utilize a staff meeting to talk about your department or unit's approach to responding to emergencies within the guidelines provided by the flip chart and additional information found at the College Emergency Preparedness website. This team should annually review their plan with Police Services.
- Review the *Emergency Procedures* flip chart. Have your team review this flip chart and develop department-specific response procedures for each hazard addressed in the flip chart. Ask yourselves if there are additional steps that you would take that are not included here or on Emergency Preparedness sites.

Research any applicable industry standards or requirements.