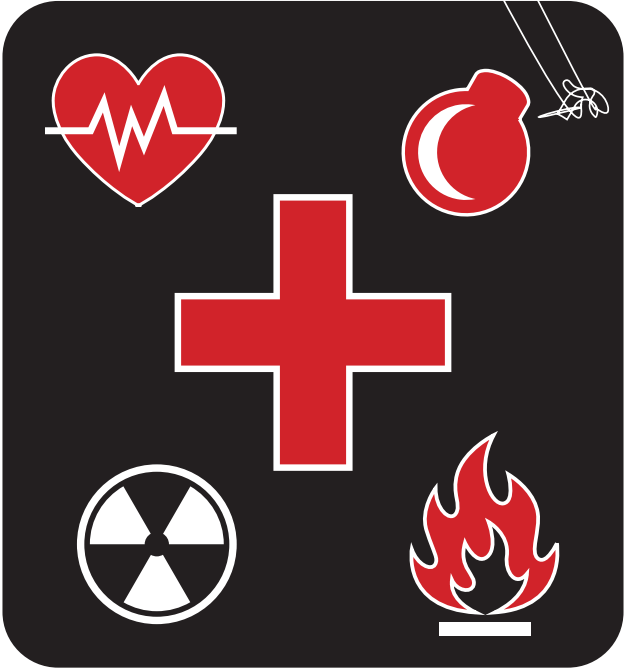


Orange Coast College



Post on bulletin boards
Available on the occportal



EMERGENCY PHONE NUMBERS

Emergency	911	
Campus Public Safety		
• Emergency	25555	(714) 432-5555
• C Z W`	&) \$%+`	f#%(k(' &!) \$%+
Emergency Information	25878	(714) 432-5878
Student Health Center	25808	(714) 432-5808
Maintenance & Operations	25590	(714) 432-5590
Costa Mesa Police dispatch - non emergency		(714) 754-5252
CCCD Environmental Health and Safety		
• Director of Risk Services	(714) 438-4815	
	riskservices@cccd.edu	
• C Z W`	f#%(k(' , ! (, \$\$	
American Red Cross Emergency	(714) 481-5300	

The County Emergency Broadcast System will be the primary source of information regarding such an event.

AM RADIO STATIONS:

Phone

- | | |
|---------------------------|----------------|
| • KFI 640 | (818) 559-2252 |
| • KFWB 980 | (323) 525-0980 |
| • KNX 1070 | (323) 569-1070 |
| • KHJ 930 (Spanish) | (818) 729-5300 |
| • KVNVR 1480 (Vietnamese) | (714) 933-7888 |

LIFE-THREATENING EMERGENCY

Paramedics

911

Campus Public Safety

25555 or (714) 432-5555

You may dial 911 from a campus phone. Allow for a short delay while the computerized location system is accessed.

STAY ON THE LINE

DO NOT HANG UP!

CAMPUS PUBLIC SAFETY WILL BE NOTIFIED

When using cell phones or pay phones, the caller must:

IDENTIFY THE EXACT CAMPUS LOCATION

(Remember, this phone system does not have a computerized location system).

There is a red campus emergency phone located in every campus classroom. Dial 25555 to contact Campus Public Safety. Tell them to call the paramedics and give your exact campus location.



MEDICAL AND FIRST AID

For Professional help, call 911
Campus Public Safety 25555 or (714) 432-5555

For assistance and/or transport to the Student Health Center, call Campus Public Safety at 25017

- Provide your name and exact location
- Describe the nature of the medical problem
- Give the campus location of the victim
- I bh\Y`d`Uffj YgZ[Jj Y h\Y j]W)a `Uddfcdf]UHY` fghU]X.

Bleeding: Apply direct pressure to wound
(protect yourself from contamination)

Neck/Back injury: Do not move victim

Not Breathing: Open airway*
Perform rescue breathing or CPR*
*if you have been trained

Hands only CPR: Uninterrupted chest compressions
at 100 a minute

Blood/Body Fluids Exposure:

- Ensure that other employees/students are not exposed
- Obtain the name and phone number of the person who was the
gci fW`cZH\Y`V`ccX#/cXm i]Xg
- BchZm7Ua di g`K cf_Yfg7ca dYbgU]cb`cZ W` `C 77`DYfgcbbY`cZ W`f+%(L(' &!)% &`
Campus Safety (714) 432-5017
(California Code of Regulations requires treatment of employees within 24 hours of exposure)
- Proceed to a design ofe)

First Aid for Seizures

(Convulsions, generalized tonic-clonic, grand mal)

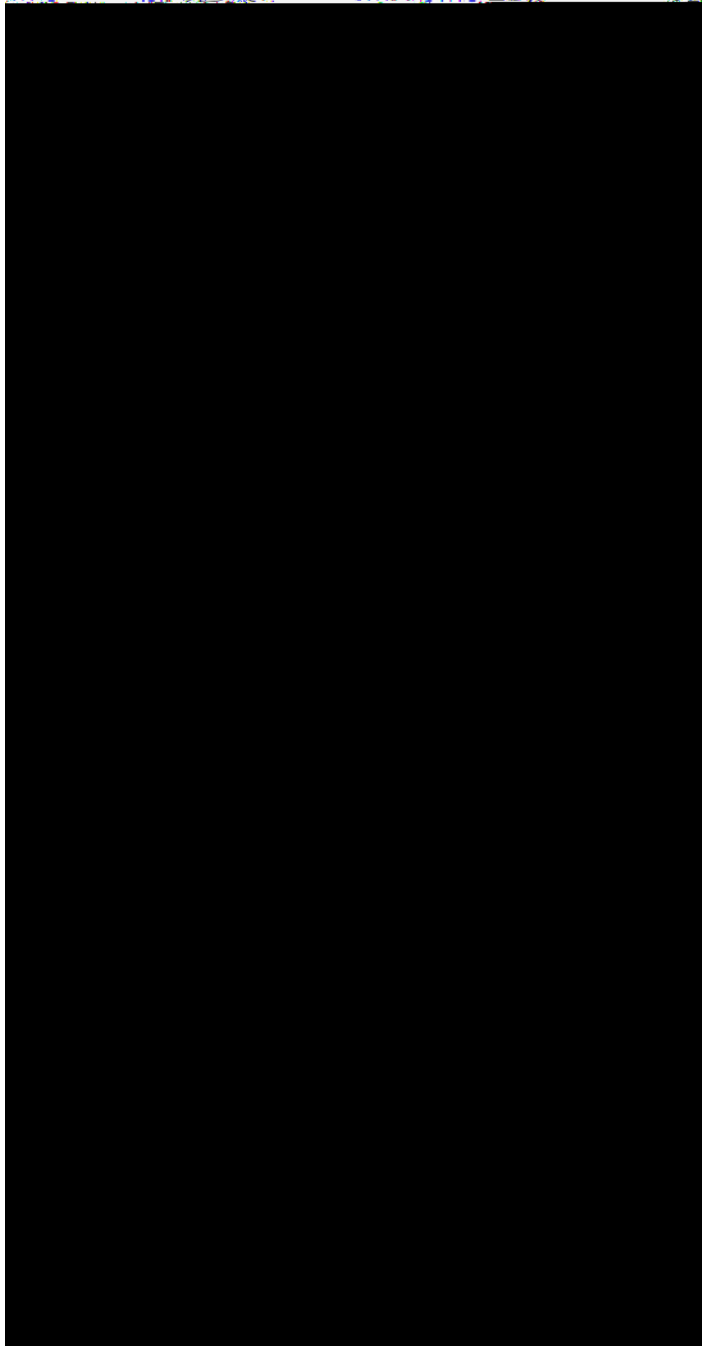
Most seizures in people with epilepsy are not medical emergencies. They end after a minute or two without harm and usually do not require a trip to the emergency room.

But sometimes there are good reasons to call for emergency help. A seizure in someone that does not have epilepsy could be a sign of a serious illness.

Other reasons to call an ambulance include:

- A seizure that lasts more than 5 minutes
- No "epilepsy" or seizure disorder" I.D.
- G'ck 'fYVtj YfnžU'gYVt bX 'gY]ni fYžcf'X]Z W 'hm breathing afterwards
- Pregnancy or other medical diagnosis
-

First Aid for Seizures



EARTHQUAKE

REMAIN CALM

INDOORS

- **DROP** to the ground (before the earthquake drops you)
- Take **COVER** by getting under a sturdy desk or table
- **HOLD ON** to it until the shaking stops
- If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms

OUTDOORS

- Move quickly away from buildings, utility poles, and other structures

AFTER THE SHOCK

- Evaluate the situation
- If emergency help is necessary, call 25555
- Prepare for aftershocks
- If necessary, evacuate building, and use the nearest exit
- Take your personal belongings
- Assist any disabled persons
- Do not use elevators in case of aftershocks
- Once outside, stay a safe distance away from any buildings

IF BUILDING IS STRUCTURALLY SAFE

- Turn off all potentially hazardous equipment
- Report all damage to OCC Maintenance & Operations at 25590
- Leave sidewalk/road access for emergency vehicles

DO NOT RE-ENTER DAMAGED BUILDINGS



ACTIVE SHOOTER

Contacting Authorities:

- Dial 911 Emergency
- (714) 432-5555 or 25555 Campus Public Safety

What to Report:

- M&i f'gdYV\ WcWWh]cb#Vi]`X]b[#fcca
- Number of people with you
- Injuries, number, and type
- Assailant(s) location, how many, race, gender, clothing, features, weapons, backpack, shooter identity if known, direction he/she is heading, and anything else that will help

If you are outside:

-

EVACUATION OF STUDENTS WITH DISABILITIES

Evacuation Chair

Evacuation chairs are available in campus multi story buildings.

Hearing Impaired

Since the hearing impaired person may not hear the alarms or verbal warnings, the helper should get the attention of the hearing impaired individual by tapping on his/her shoulder or arm. Then direct the hearing impaired individual with hand signals toward a safe exit.

Visually Impaired

The assigned volunteer tells the visually impaired individual they will help them out of the building. The helper offers his/her right arm for the disabled individual to grasp. Then give clear verbal directions when making turns or going down steps.



CHEMICAL OR RADIATION SPILL

Any dangerous chemical or radioactive material spilled on campus is to be reported immediately to Campus Public Safety (714) 432-5555. Be
gdYVW WUbX jXYbhjZrhY'gi VgtUbW jZdcggjV`Y Ug'k Y`Ug'hY`cWjhcb'cZ
the spill.

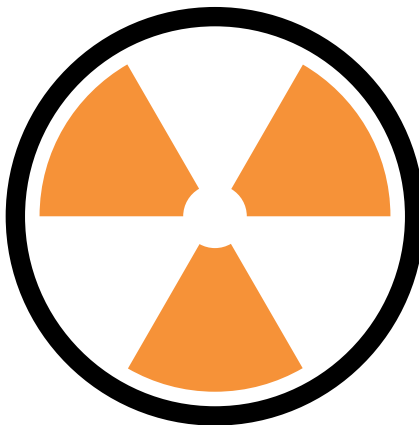
Do not handle the material

Vacate the affected area at once and seal it off to prevent further contamination of others. Notify your supervisor.

Anyone in the immediate area of the spill who may be contaminated is
hc Uj c jX WtbhUWk jh'c hYfgUg'a i W Ug'dcggjV`Y"FYei jfYX` fghUjX UbX`
clean up to be done by specialized authorities designated to do so.

Once outside, move to a clear area at least 150 feet away from the affected building. Keep the walkways clear for emergency vehicles.

For Environmental Health & Safety/Hazmat problems call the CCCD
9<G'C Z W. f+%(t(' , ! (, \$\$



SUSPICIOUS SUBSTANCE PROCEDURES

RESPONSE (contact with a suspicious substance)

- Do not clean up the unknown substance. Cover the substance with anything available (clothing, paper, trash can, etc.) and do not remove cover
- Evacuate room and close door or section off area. Do not allow anyone to enter area
- Call Maintenance and Operations (M&O) at 25590 to turn off local fans or ventilation units

HANDLING SUSPICIOUS LETTERS OR PACKAGES

Costa Mesa PD ADVISORY If you receive a suspicious letter or package:

- **Do not** handle, shake, bump or drop

BOMB THREAT EVACUATION PROCEDURES

If you observe a suspicious device or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call 911, then 25555.

Any person receiving a phone call that a bomb or explosive device has been placed on campus should ask the caller:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What kind of bomb is it?
- d) What does it look like?

Keep talking to the caller as long as possible and record the following:

- a) Time of call
- b) Age and sex of caller
- c) Speech patterns, accent, if any
- d) Emotional state
- e) Background noises

Once outside, stay clear (at least 150 feet from building)

Leave sidewalks and roadway access for emergency vehicles.

DO NOT RE-ENTER THE BUILDING



EXPLOSION, PLANE CRASH, OR SIMILAR

TAKE COVER under desks, tables or other objects that will give you protection.

Call 911 or Campus Public Safety at 25555 and provide the following information:

- Your name
- Location
- Nature of emergency

Activate building alarm

Evacuate building and elevators, staying clear of structural damage, broken glass and debris. Assist disabled persons and alert others as you exit.

Once outside, stay clear (at least 150 feet away from buildings) leaving sidewalks and roadway access for emergency vehicles. Assist in determining if everyone has evacuated safely. **DO NOT RE-ENTER BUILDING.**



UTILITY FAILURE

Major Utility Failure

- Monday through Friday (7 a.m. - 5 p.m.)
- Maintenance & Operations 25590 or (714) 432-5590
- After 5 p.m. weekends or holidays call Campus Public Safety at 25017 or (714) 432-5017

Guidelines

If the utilities do not come on in a reasonable length of time, you will be instructed to vacate the building.

- Take your personal belongings
- The elevators may not work
- Assist the disabled
- Do not re-enter unless instructed to do so



STAFF DUTY ASSIGNMENTS

The **INCIDENT COMMAND SYSTEM** will be activated and team members will assume designated responsibilities to save lives and minimize damage. All staff will assist in the evacuation of students and college personnel when safety is threatened.

Each instructor will be responsible for the direct supervision of his/her class. Each instructor will:

- Evacuate students to designated areas
- Report missing students
- Seek medical attention for injured students

Statement of Responsibility

The Administrative Regulations and Procedures and the Government Code of the State of California, Section 3100-3101, provide for the authority to declare public workers as Disaster Service Workers.

Every staff member has a duty and responsibility to perform certain duties in times of emergency.

Evacuation Site

The College has been designated as an Emergency Evacuation Center for Orange County.

During an emergency requiring the evacuation of people from surrounding areas OCC will act as a reception, care and shelter center. Emergency Services (OCEMS), the Local Police and Fire Departments (CMPD and CMFD), and the American Red Cross (ARC).

CRISIS ALERT TEAM

NAME	CAMPUS EXTENSION
Daly, Kelly	(714) 432-5026
Grimes-Hillman, Michelle	(714) 432-5015
Gutierrez, Juan	(714) 432-5725
Niroumand, Madjid	(714) 432-5897
Pagel, Rich	(714) 432-5840
Quihuiz, Shannon	(714) 432-5930
Rudy, James	(714) 432-5117
Suarez, Angelica	(714) 432-5712
Vergara, Derek	(714) 432-5741

2701 Fairview Rd. Costa Mesa, CA 92626

Coast Community College District
1370 Adams Ave. Costa Mesa, CA 92626

CCCD Board of Trustees:
Mary L. Hornbuckle, Jim Moreno, Elizabeth Parker Dorn, Ed.D.