



Golden West College Emergency Procedures

Emergency Phone Numbers

Emergency	714-895-8999
Public Safety, Non-Emergency	714-895-8924
Health Services, Nurse	714-895-8379
Maintenance and Operations	714-895-8158
Vice President of Administrative Services	714-895-8240
Vice President of Student Services.....	714-895-5005
After Hours, call.....	714-895-8924

Huntington Beach Police, Fire and Paramedics **9-1-1**

Building Number/Name _____

Active Shooter

Active Shooter incidents are highly unpredictable and volatile situations which there are no perfect solutions on how to safely react. Here is a list of actions that are recommended, however, common sense and following the instructions of Public Safety Officials are usually the best courses of action.

If you are directly involved or you can hear gunshots in the immediate vicinity:

1. Go to the nearest room or office
2. Close and lock the room or office door
3. Turn off the interior lights and remain quiet
4. Turn off cell phone ringer
5. Close the office blinds or curtains, if safe to do so
6. When safe, call 9-1-1 and report the following:
 - a. Your name and exact location
 - b. Location of incident (be as specific as possible)
 - c. Number of suspect(s) and description
 - d. Number and location of injured victims
7. Call campus Public Safety at 714-895-8999 and give them the same information
8. Remain quiet and DO NOT answer or open the door until assistance from the HBPD arrives

If you are NOT directly involved, you do NOT hear gunshots nearby, and it appears SAFE to exit:

1. Evacuate the building if you believe it is safe
2. If you are able, call 9-1-1 and report
 - a. Your name and exact location
 - b. Location of incident (be as specific as possible)
 - c. Number of suspect(s) and description
 - d. Number and location of injured victims, if known
3. Call campus Public Safety at 714-895-8999 and give them the same information
4. If you have valid information, provide it to campus Public Safety or the HBPD
5. Do not start or spread rumors

ACTIVE SHOOTER

Bomb Threats or Suspicious Packages

Bomb threats usually come by phone and are intended to create an atmosphere of anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the campus population and should be reported to campus Public Safety. Schools and colleges receive bomb threats more often than other facilities.

When you receive a bomb threat, follow these simple steps:

1. Remain calm and ask the following questions:
 - a. When will the bomb explode?
 - b. What does the bomb look like?
 - c. Why was the bomb placed here?
 - d. What kind of bomb is it?
 - e. Who put it here? Why? Where?
 - f. Who are you?
2. Keep the caller on the phone as long as possible. Record the following information for the HBPD:
 - a. Date and Time of call
 - b. Exact words of the person
 - c. Sex and estimated age of caller
 - d. Speech pattern, accent
 - e. Background noises
3. The employee receiving or discovering the bomb threat should call campus Public Safety and give the dispatcher all the information collected.
4. Do **NOT** transmit on a radio. The radio transmitter may set off the device.
5. Do **NOT** touch any unfamiliar objects.
6. Notify your supervisor. Do **NOT** start any rumors. Campus Public Safety and administrators will determine if an evacuation is necessary. HBPD may be called and will assist in the decision making process but ultimately it is up to the campus to make decisions.
7. Campus Public Safety will instruct employees as to the next course of action to be taken.
8. If an evacuation is required, employees will meet at their pre-determined Assembly Areas.

If a suspicious object or package is found:

1. Do **NOT** touch the object.
2. Do **NOT** use a radio or a cell phone.
3. Move everyone at least 300' away from the affected area.
4. Notify campus Public Safety. Give the following information:
 - a. Your name & exact location of the object (building, floor, room number, etc.).
 - b. Description of the object.
 - c. Your phone number.
5. Notify your supervisor or instructor and have them decide or work with Campus Public Safety to decide if the building will be evacuated.
6. Prepare to evacuate the building. Follow the specific information in the Evacuation procedure.
7. If evacuated, do not return to the area until directed to do so by Public Safety.

BOMB THREATS OR SUSPICIOUS PACKAGES

Earthquake

If Indoors:

1. Act *immediately* when the ground begins to shake. **DROP COVER AND HOLD ON!** Take cover under a safe spot such as a heavy desk or table, or against a permanent interior wall. Cover head and neck for protection and remain in that position until the shaking stops.
2. Avoid danger zones such as windows, outside walls, heavy objects that could fall, chemistry labs, hazardous materials storage sites, and building overhangs.
3. Stay where you are – **DO NOT RUN OUTSIDE** until the shaking stops. Falling debris may cause injuries.



After the shaking stops:

1. If the quake is strong enough to knock items off shelves, evacuate the building.
2. Aftershocks can start within one minute so move immediately to a safe location.
3. If time permits, take your keys, personal items and any emergency supplies with you.
4. Do **NOT** use elevators.
5. Assist others who may be injured. Help evacuate the elderly, disabled and visitors with small children.
6. Do **NOT** call 9-1-1 unless you have an emergency. Try to care for minor emergencies and injuries yourself leaving campus Public Safety personnel free to take care of major incidents.
7. Do **NOT** touch downed power lines; operate anything that could ignite leaking gas; and do **NOT** smoke.
8. Evacuate to your building's Assembly Area. Do not leave the campus until approved by your instructor or supervisor.
9. Report any building damage to the Building Marshal. Do **NOT** re-enter potentially damaged buildings until they are inspected and determined safe.
10. Follow the instructions of your **Campus Emergency Response Teams (CERT)**.
11. Phone systems may be severely impacted. Limit phone use to emergency calls only.
12. Golden West College employees are Disaster Service Workers and may be asked to take an active role in the response operations. If needed, specific assignments will be given.
13. Before you leave campus, listen to the news on your car radio and find out if it is safe; some streets and freeways may be blocked, street lights may be out of service, fires may have been ignited and unsafe conditions may exist.

If outdoors when the shaking starts:

1. Move to an open area, away from buildings, trees, fences, any falling hazard areas, and power lines or objects in contact with electrified equipment.
2. **DROP, COVER, AND HOLD ON** in a safe spot and avoid danger zones.
3. Move to your Assembly Area when it is safe to do so.
4. Do **NOT** enter any building if its structural integrity is in question.
5. Do **NOT** touch downed power lines; operate anything that could ignite leaking gas; and do **NOT** smoke.

EARTHQUAKE

Evacuation and Assembly Areas

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. Evacuate when
 - a. A fire or life safety emergency occurs
 - b. The fire alarm activates (audible and/or visual)
 - c. Notified to do so by campus Public Safety or **Campus Emergency Response Team (CERT)**
2. Remain calm; keep noise to a minimum and listen for and follow instructions.
3. In most cases that require the evacuation of buildings, occupants should proceed to the closest exit or stairway and exit the building. Use CAUTION when exiting to prevent injuries. Normal exits and stairways may be damaged or blocked and an alternate exit should be used.
4. Do **NOT** use elevators.
5. When exiting via the stairs use the handrails and **stay to the right** to allow for emergency personnel access to the stairs.
6. Whenever possible, assist patrons and disabled persons. (**Evacuation of Persons with Disabilities**)
7. If time permits, lock up or take money and important documents with you. Take your keys and purse and/or briefcase with you, if time permits. Access to the building may become restricted.
8. Occupants should proceed directly to Assembly Area and check-in. Do not leave the campus because your instructor or supervisor must account for your whereabouts and be assured of your safety.
9. Assembly Areas are pre-selected locations where students and employees check-in following a disaster. Each building has Assembly Areas marked on maps located at main exits. Move at least 20 feet away from all buildings. Keep streets and walkways clear for emergency vehicles and personnel.
10. Notify emergency personnel if you suspect someone may be trapped in a building.
11. Do not re-enter a building until cleared by authorized personnel

EVACUATION AND ASSEMBLY AREAS

Evacuation of Persons with Disabilities

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. Evacuate when the fire alarm is activated, when instructed to do so, or when danger is imminent.
2. Do **NOT** use elevators when evacuating.
3. All persons should proceed toward the nearest safe exit. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.
4. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire), proceed to the top of the stairway and stay at the stairway landing. If the stairway should become unsafe, proceed to a safe area. Call Public Safety and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room. If possible, place a wet cloth material around and under the door to keep smoke out of the room and then place one over your face to prevent smoke inhalation.
5. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance. Note: It is suggested that individuals with mobility, visual or hearing disabilities prepare for an emergency ahead of time by informing their **Campus Emergency Response Teams (CERT)**, campus Public Safety, co-workers and classmates how they can best assist during an emergency.

Assisting persons with disabilities during emergency evacuations:

1. **Persons Who Are Non-Ambulatory**

Stryker Evacuation Chairs have been placed at the top of most stairwells on campus. It takes a minimum of two individuals to assist a mobility impaired person down the stairs in a Stryker Evacuation Chair.

Always consult the person about the following:

- a. Preferred ways of being removed from a wheelchair. Wheelchairs should not be used in stairwell, if at all possible.
 - b. Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - c. Whether a seat cushion or pad should be brought along with the person if he or she is removed from that chair.
 - d. Being carried forward or backward on a flight of stairs.
 - e. After-care if removed from the wheelchair (i.e. whether they prefer a stretcher, chair with pad or medical assistance).
- ## 2. **Person With Visual Disabilities**
- a. Tell the person the nature of the emergency. Offer to guide him or her to safety.
 - b. As you walk, say where you are and advise of any obstacles.
 - c. When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.
- ## 3. **Person With Hearing Disabilities**
- a. If time permits, write a note explaining the nature of the emergency.
 - b. Turn light switch on and off to gain attention and then indicate through gestures or writing what is happening and what to do.

EVACUATION OF PERSONS WITH DISABILITIES

Fire

Anyone who discovers a fire should follow these guidelines:

1. Ask an employee to activate the Fire Alarm Pull Station and phone campus **Public Safety at 714-895-8999.**
2. Alert all persons within the immediate danger area to evacuate the building.
3. Ask another employee call 9-1-1 and ask for the Fire Department. Give the location of the fire, (building name and number, floor and room); size of fire; and actions taken.
4. Ask a third employee to bring a fire extinguisher to the area, if safe. Use fire extinguishers on small fires only-- trash cans or smaller.
5. To use a fire extinguisher, follow the PASS process. After extinguishing a fire, back away and watch for re-ignition. Make sure when using a fire extinguisher that you make your safety the priority.
6. Do NOT use elevators when exiting.
7. Before opening door, feel them with the back of your hand. If the door is hot, do not open it. The fire could be just behind the door. Find another exit from the building.
8. If you encounter smoke, get down on your hands and knees and crawl to an exit.
9. As you leave a room, floor or building, close the door behind you.
10. Do not re-enter a building until instructed to do so by authorized personnel.
11. Go to your building's Assembly Area and await instructions. Do not leave the campus until instructed to do so.



If you can't evacuate:

1. Move to a safe location.
2. Call 9-1-1 and let them know that you are trapped.
3. Place wet clothing or other materials around or under doors to keep smoke out.
4. Display a sign or signal in the window to alert others to your location. Heat and smoke rise so stay as low to the floor as possible. Breathe shallowly through nose and use clothing as a filter.
5. If clothing catches fire: **Stop, Drop and Roll.**



FIRE

Hazardous Chemical Spill/Shelter-In-Place

In the event you witness or discover a chemical spill, you should:

1. Remove exposed/contaminated individual(s) from the area, if safe to do so.
2. Proceed to the nearest emergency eyewash/shower to flush contamination from eyes and skin.
3. Remove any contaminated clothing.
4. Notify campus **Public Safety at 714-895-8999**
5. Avoid spreading contamination by restricting access to contaminated areas.
6. If in a laboratory, reduce all operations to a safe condition as quickly as possible. Follow instructions of the Lab Manager or most experienced instructor.
7. Do not attempt cleanup or decontamination procedures alone or without wearing proper protective attire including appropriate respiratory protection where airborne hazards exist.
8. If the incident may cause danger to other individuals in the area, determine if a building evacuation should be initiated.
 - a. If the spill is in an interior area and you can safely evacuate the area without going through the chemical, evacuate. Activate the Fire Alarm Pull Station and follow the EVACUATION procedures
 - b. If the spill is outside, Shelter-In-Place instructions should be followed.
9. Keep the spill area isolated and ensure that no one enters the area.

Shelter-In-Place

1. If the chemical or odor is outside, get everyone inside.
2. Make the building as air tight as possible.
 - a. Move to floors above ground level. Shelter in an interior room without windows or with the least number of windows.
 - b. Close doors and windows.
 - c. Turn off air handling equipment (heating, ventilation and air-conditioning).
 - d. Place wet clothing or other materials around or under doors.
 - e. Close window shades, draperies and stay away from windows.
 - f. Extinguish flames; do not smoke or use electrical appliances or equipment.
3. Turn on your computer, radio or television and listen for emergency information.
4. Remain in place until advised by campus Public Safety that it is safe to leave.



HAZARDOUS CHEMICAL SPILL/SHELTER-IN-PLACE

Medical Emergency

In the event of a serious illness or injury:

1. Provide initial first aid while calling for help
2. Ask someone to telephone campus **Public Safety at 714-895-8999 or 9-1-1** and ask for the Fire Department.
3. Be prepared to give the dispatcher the following:
 - a. Type of injury or illness.
 - b. Exact location (building name and number, floor, room number, etc.)
 - c. Phone number you are calling from.
4. While waiting for campus Public Safety and/or the Fire Department, quickly perform these steps:
 - a. Check to see if victim is breathing; if not, ask if anyone knows CPR; if necessary begin CPR.
 - b. Control serious bleeding by placing direct pressure and elevating the wound.
 - c. Ask someone to bring you a first aid kit, if needed.
 - d. Keep the victim still and comfortable. Do not move them unless absolutely necessary.
 - e. Remain with the victim until professional help arrives.
 - f. Survey the scene for any contributing factors that may have caused the injury.
 - g. Brief campus Public Safety and the Fire Department when they arrive on any safety hazards and information you have learned about the victim.
5. Stand by until campus Public Safety and the Fire Department release you.

For employees, all work related injuries must be reported to your supervisor and Personnel Services at 714-895-8100. Personnel Services must be contacted prior to seeking medical treatment.

MEDICAL EMERGENCY

Utility or Technology Failure

Campus Public Safety 714-895-8924 Maintenance and Operations 714-895-8158

1. In the event of a utility failure during regular work hours (8 AM to 5 PM), Monday through Friday, immediately notify Maintenance and Operations. After hours, call campus Public Safety.
2. If there is potential danger to building occupants, slowly and carefully evacuate the building. Go to your Assembly Area and await instructions.
3. Evacuation Procedures:
 - a. Follow campus Public Safety instructions (or instructions from trained employees wearing safety vests).
 - b. Evacuate the building by walking to the nearest exit, giving people exit instructions as you go.
 - c. Assist the disabled in exiting the building. Do not try to use elevators. Stryker Evacuation Chairs have been located by stairwells. They are to be used to evacuate mobility impaired individuals.
 - d. Once outside, move to your Assembly Areas and wait for further instructions.
 - e. Keep walkways free for emergency personnel.
 - f. DO **NOT** return to a building or area until directed to do so.
 - g. Assist campus Public Safety Officers when requested to do so.
4. For a quick reference of how to react to failures, see below:

UTILITY FAILURE	RECOMMENDED RESPONSE
Power Failure	Buildings are equipped with emergency lighting that will provide enough illumination in corridors and stairs for safe exiting. Follow evacuation procedures listed above.
Gas Leak	Cease all operations, vacate the area and contact campus Public Safety.
Strange Odor	If you smell smoke or a strange odor, cease all operations, vacate the area and contact campus Public Safety.
Elevator Failure	All campus elevators are equipped with emergency alarms. If you discover an elevator failure, contact campus Public Safety. Describe the problem. Remain calm and be patient until help arrives.
Plumbing/Flooding	Cease using all electrical equipment, vacate the area and call campus Public Safety.
Computer System Failure	If the college computer system goes down, call the Help Desk at x55060
9-1-1 System Failure	Huntington Beach Police 714-960-8825 Huntington Beach Fire 714-780-0986

UTILITY OR TECHNOLOGY FAILURE

Violence or Crime in Progress

Call campus Public Safety at 714-895-8999 or call 9-1-1

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by reporting them. Always listen to co-workers, students and visitors; be empathetic and compassionate to their needs. Report use of drugs, alcohol or weapons on campus. By doing so, we can all help reduce the chance of violent behavior.
2. **DO NOT TAKE UNNECESSARY CHANCES**
 - a. Do **NOT** interfere with:
 1. Persons committing the crime/creating the disturbance.
 2. Law Enforcement or campus Public Safety personnel on the scene.
3. In the event a co-worker, student or visitor demonstrates unusual behavior (violent or suspicious), report the individual to campus Public Safety.
4. If you are a victim or witness any on-campus violation of the law such as an assault, robbery, theft, overt sexual behavior, etc., call campus Public Safety.
5. Gather as much information as you can. Provide campus Public Safety or Law Enforcement Officers with:
 - a. Nature and time of incident
 - b. Location of incident
 - c. Description of person(s) involved
 - d. If person(s) left the scene, direction of travel
 - e. Your name, location, and phone number
6. Get a description of the criminal if you can do it safely. Note: height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. If a vehicle is used, get the make, model and license number (if possible), color and any outstanding characteristics.
7. Do not leave the scene. Assist campus Public Safety Officers when they arrive by supplying them with any additional information and ask others to do the same. Follow the instructions of campus Public Safety Officers.
8. Employees should report to their department office and campus Public Safety the existence of anyone loitering or soliciting on campus. These individuals may be asked to leave if they do not have permission or lawful reason for being on campus.

If there is shooting, see Active Shooter tab

If there are injuries, see Medical Emergency tab

VIOLENCE OR CRIME IN PROGRESS

Emergency Preparedness

Disasters are a part of life and survival preparation is a common-sense insurance policy. The campus has trained their Public Safety Officers and a **Campus Emergency Response Team (CERT)** to respond to emergencies, but the ultimate responsibility of survival lies with each individual.

When disaster strikes, you must be ready to act, and NOW is the time to make your personal and household survival plans and to gather your emergency supplies. Most items, listed in this booklet will also assist you and your family at home in an emergency situation.

During an emergency, your survival may depend on how well you cope with emotional stress. You can remain calm if you know how to act. You stand a greater chance of doing the right thing if you have considered the possibilities of an emergency ahead of time and made plans.

On campus, you should familiarize yourself with the location of the first aid kits; fire extinguishers; fire alarm pull stations; emergency telephones; and several exits from each building. You need to know who your Building Marshall(s) and CERT are and the role they have in emergencies. Know your building's Assembly Area, or pre-designated meeting place during emergencies. Have emergency supplies in your desk or trunk of your car. Do not plan on using freeways to get home.

You should discuss and develop your disaster preparedness plans as a family project at home. Prepare a basic survival kit to include (1) 3-day water supply--one gallon per person per day (2) non-perishable 3-day food supply, (3) first aid kit, (4) fire extinguisher, (5) blankets, (6) flashlight and batteries, (7) prescription medications, (8) whistle, (9) basic sanitation items like towelettes, garbage bags and toilet paper, (10) change of clothes and sturdy shoes, (11) a list of emergency phone numbers should your cell phone battery die and (12) a map with alternate routes home not using freeways or bridges.



Teach your family members how to shut off utilities and have tools easily accessible. When doing your family planning, keep in mind that you, as a government employee are a Disaster Service Worker and may be required to remain at work to assist in an emergency situation. In an emergency situation, having your family prepared will make your absence easier. Find out if your children's school is prepared and if not, help them prepare. Learn this plan and assist the campus in responding to emergencies.

Emergencies can strike without warning. The information included in this guide is intended to cover most emergency situations but is not all-inclusive. For other types of incidents or for emergency warnings, the college has a system called **AlertU**, an SMS system. Every student, faculty and staff should go to <https://www.alertu.org/gwc> to register their work and cell phones for **AlertU** warnings. These warnings may save your life!

If you are interested in participating on the **Campus Emergency Response Team (CERT)**, phone Public Safety at 714-895-8924 to volunteer.

*Produced by:
Public Safety Department*

*Approved by:
Security and Facilities Committee*

*Dedicated to:
Golden West College Students, Faculty and Staff*

EMERGENCY PREPAREDNESS