



Emergency Response Procedures

Citrus College

Campus Safetyext. 8611, (626) 914-8611

Student Health Centerext. 8671, (626) 914-8671

Citrus College Facilitiesext. 8690, (626) 914-8690

**Off-Campus Emergency Response: 911
(Dialing "9" is not required.)**



Emergency Response Procedures

Reporting An Emergency

1. Stay calm.
2. **Call Campus Safety at ext. 8611 or (626) 914-8611.**

Make sure you and those around you are safe. Make a quick assessment of the emergency. Calmly state your name, location and the nature of the emergency.

Fire Alarm Activated

1. Leave the building immediately and move at least **150 paces** from the building.
2. **Call Campus Safety at ext. 8611 or (626) 914-8611.**
3. Follow the directives of Campus Safety, the Emergency Information Officer (EIO), or other emergency responders.

A fire alarm is located in every building on campus. When the alarm sounds, strobe lights are also activated. When a fire alarm is activated, you **MUST** evacuate completely clear of the building. Walk calmly to the nearest exit and ask everyone to do the same. If able, please provide assistance to those who may require it.

Evacuate To Safe Areas

1. Move a minimum of 150 paces away from buildings.
2. Be familiar with the Campus **Evacuation Gathering Areas (EGA)** near your building
3. Keep service roads, stairways and fire hydrants clear for emergency personnel and vehicles.

Continued on next page

WHEN CALLING CAMPUS SAFETY IN AN EMERGENCY, PROVIDE YOUR NAME, LOCATION AND OTHER INFORMATION LISTED ON THE IMMEDIATE ACTION CHECKLIST AT THE BACK OF THIS FLIP CHART.

Emergency Response Procedures *continued*

Please review the campus map to determine the safest route from your building to the closest **Evacuation Gathering Area (EGA)**. Follow directions from Campus Safety, your building's **Emergency Information Officer (EIO)**, and other emergency responders.

Returning To Buildings

Do not re-enter the building until Campus Safety and/or Emergency Responders have inspected the building and cleared it for resumption of normal activities. The All Clear is given only after the emergency is resolved.

Utility Failure

Reporting Utility Failures

Most power failures are not emergencies. Call **Facilities at ext. 8690 or (626) 914-8690** during regular working hours, 6:00 a.m. to 3:30 p.m., Monday through Friday. **Call Campus Safety at ext. 8611 or (626) 914-8611** after 3:30 p.m., on holidays and on weekends.

Life/Safety Peril

If an **emergency exists, call Campus Safety at ext. 8611 or (626) 914-8611 and your building's Emergency Information Officer immediately**. If there is potential for fire, activate the fire alarm and evacuate the building. If able, assist people with disabilities.

Electrical Failure

Any number of man-made or natural causes can initiate an electrical failure. Therefore, an accurate appraisal of the situation is necessary. Evacuation is not usually necessary; however, as always, the prime consideration is life safety. Assist students and staff to remain calm. Do not leave anyone in the "dark." Contact the Emergency Information Officer and/or the Emergency Phone Tree and keep people informed of the situation status. In cases where staff and students remain in buildings during extended blackouts, Campus Safety will conduct periodic safety checks.

Continued on next page

Utility Failure *continued*

Elevator Failure

If you are trapped in an elevator, **use the emergency phone**, which is patched directly to Campus Safety. In addition, you may turn on the emergency alarm, which will also signal for help.

Plumbing Failure/Flooding

Notify **Facilities at ext. 8690 or (626) 914-8690**. Turn power equipment off; if possible, unplug all nearby appliances and electrical equipment. If necessary, evacuate the area.

Minor Gas Leak

Notify **Facilities at ext. 8690 or (626) 914-8690**. Give the location of the odor and any other relevant details.

Major Gas Leak

Notify **Campus Safety at ext. 8611 or (626) 914-8611**. Cease all activities and evacuate the building. Do not switch on (or off) lights or other electrical equipment. A single spark could ignite leaking gas, triggering an explosion.

Ventilation

For non-emergency hot or cold temperature complaints contact **Facilities at ext. 8690 or (626) 914-8690**. If strong odors or smoke appear to be emanating from room HVAC vents, contact **Campus Safety at ext. 8611 or (626) 914-8611**. Evacuate room or building if necessary. Err on the side of caution.

**Remember: To save on energy costs
Maximum Cooling set at 78°
Maximum Heating set at 68°**

Fire

Call 911 and Campus Safety at ext. 8611 or (626) 914-8611.

When the fire alarm sounds, everyone must leave the building. Stay calm. Leave doors unlocked.

If able, assist anyone with a disability or with injuries to exit the building. (See instructions for assisting people with disabilities in this chart.)

Move at least 150 paces away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Follow directions from Campus Safety, Emergency Information Officers (EIO), or other emergency responders. Alert Emergency Responders to the location and condition of anyone remaining inside. Do not return to an evacuated building until cleared to do so by Campus Safety or the Emergency Responder in charge.

If you become trapped in a building during a fire and a window is available, place an article of clothing, (shirt, coat, etc.) outside the window as a marker for rescue crews.

If there is no window, stay low to the floor where the air will be less smoky and

toxic. Make noise or shout at regular intervals to alert rescuers to your presence and location.

Fire Extinguishers

Know the location of the nearest fire alarm pull station. Know the location of fire extinguishers in your area and how to use them. **Contact the EH&S Office at ext. 8704 or (626) 914-8704** for fire extinguisher information and training.

Minor Fires

If a fire appears controllable, access the nearest fire extinguisher. Initiate the **PASS** system:

- **P**ull the pin.
- **A**im at the base of the fire.
- **S**queeze the trigger while holding the extinguisher upright.
- **S**weep the extinguisher from side to side.

Be smart. If a fire does not appear to be containable, evacuate the building. Immediately activate the fire alarm system.

Mental Health Intervention

If you, your students, or your staff observe sudden, irrational behavioral changes in someone during college activities, in the classroom, or in other learning environments;

and

The behavior is inconsistent with their normal behavior patterns, or it is disruptive to the learning experience:

Call the Student Health Center, ext. 8671 or (626) 914-8671:

- Provide details of the person's behavior and other information that may be helpful.

Call Campus Safety, ext. 8611 or (626) 914-8611:

- If the behavior is immediate and potentially violent.

Not all disruptive behavior is intentional. There may be extenuating circumstances beyond the immediate control of the individual. The individual may **NOT** be aware of the behavior he or she is exhibiting. For example, psychiatric and medical prescriptions are commonly prescribed and, when not closely monitored, they can cause irrational behavior in otherwise well-adjusted individuals.

Violent or Criminal Behavior

Everyone is responsible for making the campus a safe place. Be alert to suspicious people and situations. If you observe suspicious people or activities, do not attempt to intercede. **Alert your supervisor who will contact Campus Safety at ext. 8611 or (626) 914-8611.**

A person without a proper reason for being on campus may be asked to leave. If they refuse or are uncooperative when asked to leave, Campus Safety will summon Glendora Police, if needed.

If Campus Safety or other Emergency Responders become involved, they will rely on witnesses for as much detailed information related to the incident as possible. When confronted with situations involving irrational or violent behavior on campus involving students, employees, or strangers documentation is essential. Your observations may make the difference in resolving the incident quickly and peacefully.

Be Observant, but Do Not Take Any Unnecessary Chances

1. If you are the victim, an observer or are involved in any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc;
or
2. If you witness an on-campus violation of the law; you can be of the greatest assistance by reporting the activity to **Campus Safety at ext. 8611 or (626) 914-8611** and giving the following information:
 - a. The nature of the activity or incident
 - b. The location of the incident
 - c. A description of the person(s) and/or property involved.

Assist Campus Safety when they arrive by supplying them with any additional information they may request. They may conduct a search, require an evacuation of all or part of the campus, and call additional outside Emergency Responders.

“Active Shooter” on Campus

An “Active Shooter” is someone who has entered the area and has started shooting, or is threatening to do so:

- **Remain Calm.** Have a plan.
- **Be aware of your environment,** and know possible escape routes and possible safe rooms.

You will have three choices:

- **Run, Hide, or Fight**

RUN: If you believe you can safely do so, exit the building immediately, move away and seek shelter.

- Notify anyone you may encounter to also exit the building.
- As soon as possible, call **Campus Safety at ext. 8611 or (626) 914-8611.**
- Calmly state:
 - Location (building/room) of incident.
 - Your name and location (building identifies).
 - Number and identity of shooter(s) if known.
 - Other information as requested.
 - Remain in a safe place until the threat is over.

HIDE: If you are NOT able to flee:

- Go to the nearest room or office.
- Close and lock or barricade the door by any possible means.
- Stay away from doors or windows where you might be seen.
- Turn off cell phones, radios, computers or anything else that might draw attention.
- Lights off! **ACT AS IF NO ONE IS IN THE ROOM.**
- Get into the most secure place/position you can find and remain quiet and hidden.
- **DO NOT ANSWER OR UNLOCK THE DOOR;** All safety responders will have keys to retrieve you when the danger has passed.

FIGHT: If confronted by an “active shooter,” an attempt to overpower the shooter may be your only option.

- You may need to “incapacitate” the active shooter by throwing items or with physical aggression.
- Fully commit to taking action, **DO NOT HESITATE** to follow through.

Bomb Threat

If you observe a suspicious object or potential bomb on campus, do not handle the object. Call **Campus Safety at ext. 8611 or (626) 914-8611**. Calmly clear the area as soon as possible.

Most bomb threats will be announced by phone. When a bomb threat call is received, the person receiving the call should attempt to hold the caller on the line as long as possible by asking the caller detailed questions such as:

- a. When is the bomb going to explode?
- b. Where is the bomb located?
- c. What kind of a bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

If you are still on the phone with the caller, alert your supervisor or co-worker non-verbally as to the nature of the call. Have them notify Campus Safety or call 911.

Provide as much information as possible, including:

- a. The location affected
- b. The name of the person calling, if known
- c. The nature of the threatening call
- d. The extension number receiving the call

Bomb Search Guide

1. Do not turn lights on or off, or open or close drawers or cabinets.
2. Do not use cell phones or other electronic equipment during the event.
3. Make a cursory inspection of the area for suspicious, out of ordinary objects or packages. Cursory inspection means checking only what is visible or audible. Emergency Responders may ask staff and faculty to conduct this initial inspection. This is done because, in their respective work areas, the staff will know better than the police or Campus Safety what items appear to be out of place or suspicious.
4. If a suspicious object is found, do not touch the object. Report it immediately to Emergency Responders.

Hazardous Chemical or Material Spill

Most hazardous chemical or material spills that might occur at Citrus will be small and manageable. Regardless, report all spills to the supervisor or instructor in charge.

Small Spills

Most small spills are easily cleaned up:

1. Secure the spill area.
2. Keep others away to minimize exposure or contamination.
3. Read the product or chemical label for spill clean up and disposal instructions. For more information, call **Mary Madison, chemical substance technician at ext. 8760 or (626) 914-8760 or the Physical Science Department at ext. 8764 or (626) 914-8764**. They can determine further action.

Large Spills

Call Campus Safety at ext. 8611 or (626) 914-8611 and/or the EH&S Office at ext. 8704 or (626) 914-8704. Provide the following information:

1. Location of the incident
2. Type of incident (spill, leak, explosion, etc.)
3. Specific brand or chemical name; type of hazard, if known
4. Injuries or exposures, if known. If it can be safely done, secure the spill area. Keep others away to minimize exposure or contamination until Campus Safety or Emergency Responders arrive.

If you can smell the chemical you are too close.

If the fire alarm is sounded, everyone must exit the building. Follow the directions of Campus Safety, Emergency Information Officer(s), or other emergency responders. Walk to the nearest exit and follow directions to the nearest Evacuation Gathering Area or other safe area.

If able, assist anyone with disabilities to leave the building. Elevators are prioritized and reserved for those with disabilities first; in the event of a fire, no one is to use the elevators.

Stay upwind of any toxic clouds.

Keep streets, fire hydrants, doors and walkways clear for Emergency Responders.

Handling Chemical Exposures

Report all chemical exposures to the department's supervisor. Assist exposed staff and students to wash chemicals off body parts and out of eyes. Use the "buddy system" to ensure that the affected person washes the affected area for a minimum of 15 minutes or until knowledgeable medical help arrives. For specific information on the chemicals involved, consult the chemical's label or its Safety Data Sheet [SDS].

Earthquake

Before The Quake

Plan ahead!! Earthquakes give no obvious warning before they occur. Locate potential safe areas: under a desk, inside doorways and in halls are structurally safe locations. Stay away from windows, unsecured bookshelves and file cabinets.

Know the location of fire extinguishers and first aid kits; know how to use them. For fire extinguisher training, contact the EH&S Office at ext. 8704 or (626) 914-8704.

Plan your immediate action with co-workers in the event that shaking starts.

During The Quake

Drop !!! Move away from possible falling objects: books, small office equipment, knickknacks, unsecured bookshelves and file cabinets.

Cover !!! Tables and desks provide protection from falling objects and glass. Hallways are structurally more secure than open office areas and will have less flying debris.

Hold !!! In a violent quake, things will be moving. Get on the floor; hold on to your desk or chair. Remain calm and ride out the shaker.

Outdoors, move away from buildings, utility poles, trees and other structures if you can.

After The Quake

Make sure you and those around you are safe. Assess your immediate conditions.

Be prepared for aftershocks. Evacuate structures **only** after a safe exit route has been explored. Watch out for broken glass, exposed electrical wiring and potential falling lighting and other ceiling fixtures.

Assist the injured and those with disabilities to safely exit the building. If they are unconscious or you are unable to assist, report their condition and location to Emergency Responders. Make every effort to account for the location and status of people in your immediate area, your building Emergency Information Officer (EIO) or members of the **Crisis Action Team (CAT)**. (See CAT page for more information.) The phones may be out; use wireless communication systems, cellular phones – if necessary assign messengers/runners.

Listen for additional information. The **Emergency Broadcast System (EBS)** for Los Angeles County is the **AM** frequencies: KFI 640, KNX 1070.

Building Evacuation

Know The Location Of The Nearest Exits From Your Building

Preplan your building evacuation route. Review the campus map on the Emergency Gathering Areas (EGA) page.

If Fire Alarm Sounds

Exit the building. Assist any injured and/or people with disabilities to safely exit the building. If you are unable to assist any injured people or those with disabilities, be able to tell Emergency Responders the location and condition of those remaining inside.

Once outside, move at least **150 paces** from the affected building(s).

Do not re-enter the building until cleared to do so by Campus Safety or Emergency Responders.

Building Evacuation: Assisting People With Disabilities

Anyone who may require assistance during an emergency should be prepared to provide instructions to their helpers on the best method to be used. In every situation, a cooperative effort will be necessary to achieve a safe stairwell evacuation. **During an evacuation, elevators are reserved for the use of people with disabilities. However, in the event of a fire, no one is to use elevators under any conditions.**

Emergency Evacuation Assistance Areas (EEAAs) are posted in every building at or near stairways on every floor above ground level. If an individual with a disability is unable to evacuate the building to the ground floor, take them to one of the posted EEAA. Make them as comfortable as possible. Let them know you are going for assistance and will provide Emergency Responders with their location and details of their condition. After informing Emergency Responders of the situation, and if it is safe to do so, return to the EEAA and stay with the individual until help arrives.

Building Evacuation Techniques for Assisting People with Disabilities

Pack Strap Carry Evacuation

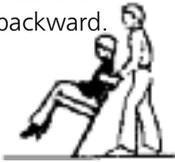
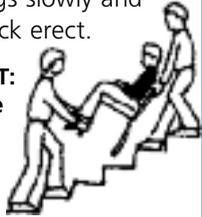
For disabled person of slight stature

The helper kneels at the front of the wheelchair and places the person's arms up and over the helper's shoulders and across the chest. The helper then leans forward and takes the person's weight before rising slowly to full standing position.



Office Chair Evacuation

Person in motorized wheelchair or person who appears to be fragile

<p>1. Transfer the disabled individual onto a sturdy office chair.</p> <p>NOTE: See lifting technique described in "two-person carry fore and aft."</p>	<p>2. One helper gently leans the chair backward.</p> 	<p>3. The other helper faces the chair and holds on to the front legs of the chair.</p> 	<p>4. The helpers control the descent by bending legs slowly and keeping back erect.</p> <p>IMPORTANT: Never leave empty wheelchairs in stairwells!</p> 
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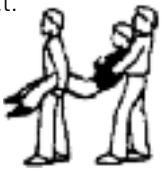
In-Chair Evacuation

Person in non-motorized wheelchair

<p>1. Unlock brake.</p>	<p>2. The chair is gently leaned backward and moved to the edge of the first step.</p> 	<p>3. One helper steadies the chair by holding the rods to which the footrests are attached.</p> <p>NOTE: Do not lift chair from bottom position.</p> 	<p>4. The helper in the top position controls the descent of the chair by bending his/her legs slowly and taking most of the weight.</p> 
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Two-Person Carry Fore and Aft

Person in motorized wheelchair, with limited walking ability and narrow stairwell

<p>1. One helper reaches under arms and grasps the individual's right wrist with his/her left hand and left wrist with his/her right hand.</p> 	<p>2A. If the disabled person is able to separate his/her legs, the other helper stands between his/her legs and lifts just above the knees.</p> 	<p>2B. If the disabled person cannot separate his/her legs, the helper stands alongside and carries from that position.</p> 	<p>3. Helpers control the descent by bending legs slowly and keeping the back erect.</p> <p>Important: Never leave empty wheelchairs in stairwells!</p> 
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Basic First Aid

What to Do Until Help Arrives

Triage: Assess State Of Victim

1. Check victim's state of consciousness: Touch the victim on the shoulder and ask, "Are you okay?" or "What is wrong?" If conscious, ask, "What is wrong?"
2. If unconscious, check victim's state of breathing. Give Rescue Breathing, if necessary.
3. Check for bleeding. Control serious blood loss by applying direct pressure to wound.

Rescue Breathing

1. Position victim's head:

- a. Apply enough force with hand on forehead to tilt it back slightly.
- b. Place fingertips under the bony part of the jaw.
- c. Support and lift the jaw with your fingertips. Avoid closing the mouth.
- d. Do not push the soft tissues of the throat, it may block the airway. If necessary, pull the lower lip down slightly with your thumb to keep the mouth open.

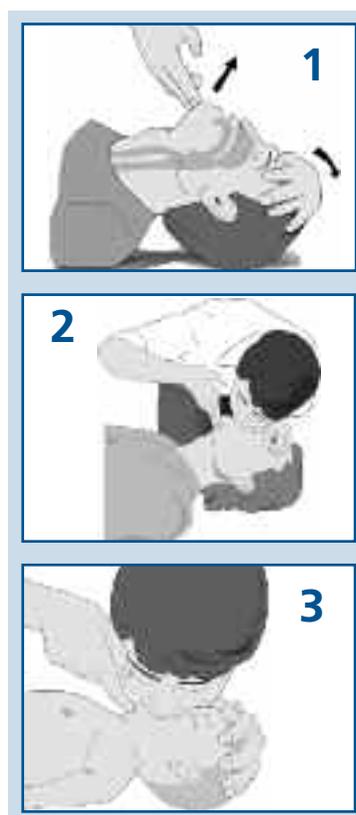
2. Look, listen and feel for breathing for 3 to 5 seconds. If the person is not breathing:

- a. Pinch the nose closed.
- b. Place your mouth tightly around victim's mouth and blow into his/her mouth.
- c. Give two full breaths. Stop when victim's chest has expanded.
- d. Turn head away and listen for exhalation.
- e. Give 1 breath every 5 seconds.

3. For infants and small children:

- a. Tilt head slightly.
- b. Cover and seal mouth and nose with your mouth.
- c. Blow shallow breaths.
- d. Give 1 breath every 3 seconds.

Continued on next page



Control Bleeding

1. Apply direct pressure to wound and elevate, if possible.
2. If bleeding continues, apply pressure on the appendage's supply artery. If bleeding cannot be stopped consider use of tourniquet.
3. **Call Campus Safety at ext. 8611 or (626) 914-8611 or the Student Health Center at ext. 8671 or (626) 914-8671.**

Basic First Aid *continued*



4. Lay victim down and sweep mouth clear of any obstructions.
5. Attempt rescue breathing (see top of page).
6. Give 6 to 10 abdominal thrusts.

Choking In Adults And Children

Ask, "Are you choking?" If the victim cannot breathe, cough or speak, give abdominal thrusts:

1. Place your fist (thumb side) against the victim's stomach in midline just above the navel and well below the rib cage. Grasp your fist with your other hand.
2. Press into stomach with a quick upward thrust. Repeat if necessary.
3. If the victim has become unconscious, **call 911 or ext. 8611 or (626) 914-8611**. Continue first aid.



Continued on next page for additional first aid procedures

Basic First Aid *continued*

Seizure

A seizure can be visually very disconcerting. However, during one there is little anyone can do to stop or moderate a seizure episode.

1. During the seizure:

- a. Let the seizure run its course.
- b. Use no force; do not try to restrain the victim.
- c. Loosen restrictive clothing.
- d. Help the victim to lie down; create an open space to prevent injury to victim.
- e. **Call Campus Safety at 8611.**

2. After the seizure:

- a. Check to see if the victim is breathing; if not, give rescue breathing at once.
- b. Look for an emergency medical ID.
- c. Check to see if the victim has any burns around mouth; this may indicate poisoning.
- d. Stay with the victim until medical help arrives.

Fainting

1. Have victim lie or sit down and rest.
2. Keep victim comfortable; neither hot nor cold.
3. If unconscious, roll the victim on his/her left side.
4. Look for an emergency medical ID.
5. Treat other injuries as necessary.

Heart Attack

1. **Call 911; Campus Safety at ext. 8611 or (626) 914-8611.**
2. Help victim to a comfortable position.
3. Give AED or CPR.
4. Keep victim comfortable; neither hot nor cold.
5. Ask or look for an emergency medical ID.

Burns: Thermal And Chemical

1. Immerse burned area in cold water.
2. Flood chemical burn with cool water.
3. Cover burn with dry bandage.
4. Keep victim quiet and comfortable.

Fractures And Sprains

1. Do not move the victim unless there is immediate danger of further injury.
2. Keep injured area immobilized.
3. Watch for symptoms of shock; pale/cold clammy skin, rapid or weak pulse.
4. Keep the victim warm; give no fluids or stimulants.
5. If you suspect an injury to the legs, neck, back or head, **DO NOT ELEVATE LEGS.**
6. Do not attempt to straighten a fracture unless you are a trained medical attendant.

Continue To Assist The Victim Until Help Arrives

As much as possible, determine extent of injury or probable cause of illness. Protect the victim from all disturbance, reassure the victim and do not move him/her unless absolutely necessary. Look for an emergency medical ID. Question observers about the victim's circumstances. Give any information you discover to Emergency Responders.

Campus Emergency Preparedness and Response

Disaster Preparedness Planning Priorities:

- Save Lives
- Minimize Loss of Life
- Protect and Restore Property
- Resume Normal Campus Operations As Soon As Possible

To be better able to respond to the effects of a disaster or emergency disrupting the educational environment, Citrus College has developed a highly flexible Emergency Operations Plan. A copy of the plan is available to review through your dean or director. Emergency preparedness information is also available online.

Your initial responsibilities during a major disaster event are:

1. Make sure that you and those around you are safe.
2. Quickly assess the safety and status of students, faculty and staff in your immediate area.
3. Make a quick visual damage assessment of your building and other property in your area.
4. Report this information to your building Emergency Information Officer (EIO) or to the Crisis Action Team (CAT).
5. Prepare to assist in response and recovery activities as "disaster service workers" at the direction of the Crisis Action Team.

Campus Disaster Response (Listed Alphabetically)

(BUILDING) EMERGENCY INFORMATION OFFICER (EIO):

A building EIO functions as one of the primary lines of communication between you and the district's emergency response decision makers. Emergency Information Officers are radio-equipped and report "people in building" conditions to the

Crisis Action Team. In a major disaster, EIOs will depend on your ability to calmly and accurately report any relevant information you can provide regarding the well-being of your students, staff, faculty, or your building's condition.

CAMPUS SAFETY: Campus Safety is the first line of public safety and emergency response.

CRISIS ACTION TEAM (CAT): Specific senior administrative managers called together to assess the situation and determine the level of response needed. Prior to any level of EOC activation, it is the Crisis Action Team that directs the District's emergency response effort.

Crisis Action Team Members

Superintendent/President
Vice President of Finance and Administrative Services
Vice President of Student Services
Vice President of Academic Affairs
Director of Human Resources
Campus Safety Supervisor
Director of Facilities and Support Services
Director of Communications

EMERGENCY OPERATIONS CENTER

(EOC): Staffed as needed to assess and respond to specific major emergency situations. The structure of our EOC is mirrored by city, regional, state, and national level EOCs, and they use the same language of response. Annual training, plan testing and maintenance are required. The EOC is activated by The Superintendent/President and/or the Crisis Action Team.

Continued on next page

Campus Emergency Preparedness and Response *continued*

EMERGENCY PHONE TREE (EPT): An Emergency Phone Tree has been developed to quickly send and receive information via the campus phone system. Not all emergencies are obvious and some emergencies provide initial lead time to prepare and prevent loss of life, as well as infrastructure and equipment damage. For example, Edison or other utilities may call to prepare us in advance of rolling electrical black outs or toxic air alerts. Likewise, bomb threat phone calls can be made known to decision makers efficiently without undue alarm via the EPT.

FACILITIES CODE BLUE RESPONSE

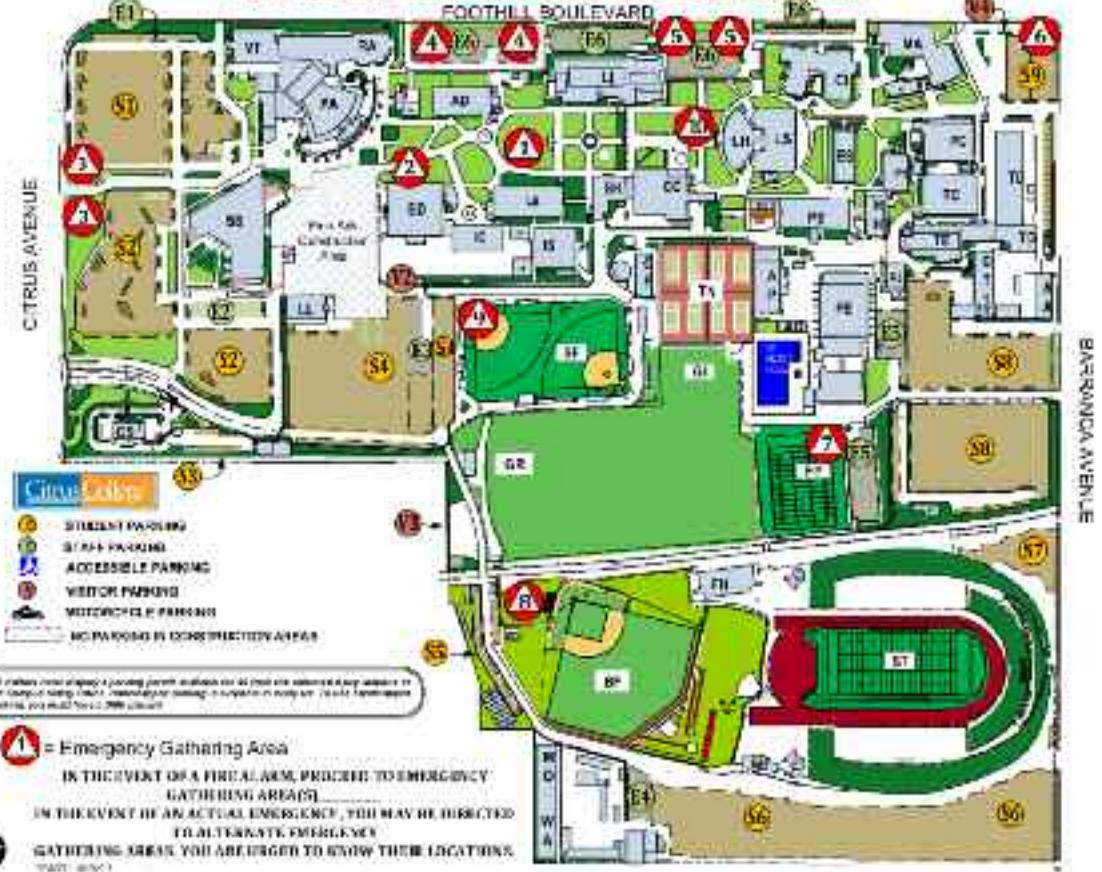
TEAMS: Maintenance, grounds and custodial staff are assigned into teams to respond as required in initial emergency response to emergencies such as earthquakes. They are responsible to provide information to decision makers regarding the observable status of external areas of campus.

INCIDENT COMMAND SYSTEM (ICS): A federal and state mandated “command and control” structure that all Emergency Operations Centers (EOC) work within.

YOU: THE DISASTER SERVICE WORKER

Faculty and staff of all public agencies are designated as Disaster Service Workers by state law and are subject to services assigned to them by their supervisors. (Government Code, Chapter 8, Section 3100)

MAP of CAMPUS EMERGENCY GATHERING AREAS



Emergency Gathering Areas (EGA) Map



Emergency Supplies (ES) Map

Automated External Defibrillator (AED) – Building/Room LOCATIONS



Automated External Defibrillator (AED) Map

Immediate Action Checklist

NOTIFICATION PROCEDURES

**CALL EXT. 8611 OR (626) 914-8611 FOR CAMPUS SAFETY
CALL 911 FOR ALL OUTSIDE RESPONDERS**

L.A. County Fire
Glendora Police
Paramedics/Ambulance
Sheriff's Office

CAMPUS OPERATOR "0"

**DO NOT HANG UP UNTIL EMERGENCY
OPERATOR HAS DISCONNECTED FIRST!**

**ASSIGN SOMEONE TO MEET THE EMERGENCY RESPONDERS
AND GUIDE THEM TO THE LOCATION OF THE EMERGENCY.**

**IF YOU MAKE AN EMERGENCY CALL FOR ASSISTANCE, REMAIN CALM AND
GIVE THE FOLLOWING INFORMATION TO THE OPERATOR:**

What Is the Location of the Emergency Situation? _____

Building? Name _____

Floor _____ Room Number _____

Parking Lot? _____ Athletic Field? _____

What Is the Phone # You Are Calling from? _____

Explain What Happened. Be Brief and Concise _____

What Is Currently Being Done, if Anything? _____

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