



EMPLOYEE SAFETY GUIDELINES HANDBOOK

Promoting a Safe and Healthful Environment

Document 33

Message from the Citrus College Environmental Health & Safety Office

We are Partners in Safety

Environmental Health & Safety at Citrus College

Citrus College takes the health and safety of its employees very seriously. A safe and healthy work environment is the right of every employee.

The District has developed and implemented numerous safety programs to ensure a safe workplace. The programs are reviewed periodically to reflect new and evolving work procedures and skills – as well as to comply with changes in federal, state, and local environmental health and safety regulations.

This handbook provides you with a basic overview of Citrus College's employee safety program. While not all environmental health and safety programs presented in this handbook will apply to all employees, there are two key safety programs that do apply to everyone:

1. The Injury Illness Prevention Plan
2. The Hazard Communication Program

The complete written plans of these two programs are in our Safety Training Manual. Your supervisor or manager has a copy of this manual. You may also contact the Environmental Health & Safety Office extension 8704.

The campus Intranet website is also an important and growing resource for information on issues related to Citrus College's environmental health and safety. Just go to the Intranet's main page, and click on the "Forms, Miscellaneous" link. Then click on the "Risk Management" link. There you will find additional information on our safety programs—including a form for reporting safety hazards.

Your supervisor will provide you with specific safety training related to your work. If you have questions during any training process, or at any other time regarding your work safety, ask your supervisor for clarification. Never perform work for which you have not been properly trained.

Please take the time to review the information in this handbook. It is a valuable reference guide to your rights and responsibilities as a valued employee at Citrus. A conscious awareness of safety will benefit you and everyone around you.

You may view this handbook online at www.citruscollege.edu

This information provided by the Environmental Health & Safety Office • (626) 914-8704



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Injury and Illness Prevention Plan

C.C.R. Title 8, Section 3203

Safety shall be an integral part of every work function at Citrus College. Whenever our safety and health objectives conflict with other objectives, safety and health shall be the first consideration.

Our Injury and Illness Prevention Program, or IIPP, is a description of how the college will provide a safe and healthful work environment for all employees. A complete copy of the plan is found in the Citrus College Safety Training Manual. The manual is in the Environmental Health and Safety Office and has also been distributed to supervisors and managers. You are entitled to review the college's Injury and Illness Prevention Program during work hours. The following is a brief overview of the program.

What the IIPP Includes

1. A system for identifying and evaluating workplace hazards.
2. Methods and procedures for correcting unsafe and/or unhealthful conditions and work practices.
3. An employee communication system designed to encourage employees to report hazards in the workplace without fear of reprisal.
4. A system for ensuring employee compliance with safe and unhealthful policies, including a written disciplinary process.
5. A procedure to investigate workplace injuries and illnesses.
6. An employee safety training and awareness program.
7. Identification of a person responsible for implementing the program.

Employees Have the Right to:

1. Receive training specific to the tasks they are required to perform.
2. Receive training for the equipment, tools and protective gear they are required to use to do their job safely.
3. Report, anonymously if they choose, unsafe working conditions and work practices they observe without, fear of reprisal.
4. Have access to the district's written Injury and Illness Prevention Plan.

Employees are Responsible for:

1. Working in a safe and conscientious manner.
2. Avoiding unsafe work conditions and practicing good housekeeping on the job.
3. Using the personal protective equipment provided: i.e., gloves, goggles, hearing protection, etc.
4. Reporting unsafe and unhealthful work conditions and practices.
5. Reporting accidents, near-miss incidents, and faulty equipment immediately to their supervisor.



Hazard Communication Program

C.C.R. Title 8, Section 5194

Hazard Communication, or The Worker's "Right-to-Know" regulations, are a group of standards that are designed to show how information will be provided to employees who use hazardous substances, so that both acute and chronic exposures are minimized.

Right-to-Know means that employees have a right to know about the health and physical hazards associated with any chemical substances in the workplace and have a right to know the appropriate precautions necessary to use these substances in a safe manner.

Specifically, This Program Includes:

1. A Hazard Communication written plan, found in the Safety Training Manual.
2. An employee-training program specific to the hazardous substances in the workplace.
3. A system for the procurement and distribution of Material Data Safety Sheets (MSDS) and other sources of information in the workplace.
4. Emergency procedures relative to the release of hazardous substances.
5. An inventory of hazardous substances.

As An Employee, You Have the Right to:

1. Receive information and training about hazardous substances to which you may be exposed.
2. Have access to and know the location of Material Data Safety Sheets (MSDS) for the substances in your work area.
3. Have your physician and collective bargaining agent receive information about the hazardous substances to which you may be exposed.
4. Be protected against discharge or other discrimination due to the exercise of your rights afforded as stated and outlined in the Hazardous Substances Information and Training Act.

A master file of MSDS is kept in the Environmental Health & Safety Office, located in the Facilities Department.

As An Employee, You Are Responsible for:

1. Reading container labels and complying with the instructions for the material's proper use, storage and preparation; also found in the product's Material Data Safety Sheet (MSDS).
2. Properly labeling all "secondary containers" that contain chemical products used during work routines, unless already labeled by the product manufacturer.
3. Using only substances purchased and/or approved for use by the district; you may not introduce substances into the workplace without prior approval.
4. Using the personal protective equipment you are provided when required and appropriate.

Read All Labels Before Using The Product – Know What You Are Working With!



Hazard Communication Notice

Asbestos Awareness

An asbestos survey has been completed and the report confirms the presence of Asbestos Containing Building Materials (ACBM) in certain buildings on campus. This is not uncommon in the United States; many buildings built before 1978 have construction materials containing some asbestos.

Asbestos is a natural mineral that has been used for thousands of years by humans in many different cultures. Deposits of asbestos are mined today in many locations all over the world, even in California. Its many unique properties make it extremely useful in a variety of construction, mechanical and insulating situations. Left undisturbed, ACBM is quite safe.

Asbestos Containing Building Materials may pose a threat to your health **ONLY** when asbestos fibers become airborne due to material aging, deterioration, or as the result of damage.

Airborne asbestos in campus buildings is virtually non-existent under normal working conditions. Even when ACBM is disturbed, testing reveals extremely low asbestos fiber content when compared to industrial workplaces where serious health effects, such as lung cancer and asbestosis, have been observed.

However, to further minimize the risks of exposure to workers and students, it is important for employees to understand and follow proper work practices to keep the potential for disturbing ACBM at a minimum.

1. Avoid touching suspected asbestos materials on walls, ceilings, pipes, or boiler coverings. If you are not sure of its content, contact your supervisor or the Environmental Health & Safety Office.
2. If you find ACBM that has been damaged report it to the Facilities Department at extension 8690.
3. Only persons authorized and properly trained should perform any work that may disturb asbestos materials.

The Citrus College Asbestos Management Report lists specific locations where ACBM has been found in campus buildings. Any employee may review the asbestos survey report and results of bulk sampling or air monitoring tests conducted in our buildings.

Citrus College has had, and continues to have, an active program in place to minimize employee exposure to asbestos. As part of that program, we conduct periodic air monitoring tests to ensure that asbestos levels are well within acceptable limits.

All asbestos-related data is available for review during normal business hours at the Environmental Health & Safety Office located in the Facilities Complex.

Please call the Environmental Health & Safety Office at extension 8074, for additional information.



Bloodborne Pathogen Exposure Control Plan

C.C.R. Title 8, Section 5193

The goal of this standard is to protect workers from unnecessary exposure to health hazards in blood and bodily fluids called bloodborne pathogens (BBP). The complete written plan is available in the Safety Training Manual.

The Exposure Control Plan specifically addresses the bloodborne pathogens HIV and hepatitis' viruses "B" and "C."

It is important to remember that the risk of infection from BBP in the educational setting is extremely low. Nevertheless, understanding how to protect oneself is very important.

This Written Program Consists of:

1. A review of work assignments to determine employee potential for occupational exposure to bloodborne pathogens.
2. Procedures for controlling exposure to bloodborne pathogens.
3. An employee training program.
4. Procedures to offer hepatitis B vaccinations to those employees determined to be at occupational risk, and a post exposure follow-up, at no cost to employees.

Employees Have the Right to:

1. Receive training specific to the control of exposure to bloodborne pathogens.
2. Choose to receive, at no cost to the employee, the hepatitis B vaccination series, and if exposed to bloodborne pathogens while on the job, a post-exposure follow-up program.
3. Privacy in regards to medical examination reports, testing and other post-exposure follow-up.

Employees Are Responsible for:

1. Complying with instructions and procedures provided during bloodborne pathogens Exposure Control Training.
2. Reporting potential exposure incidents immediately.
3. Using the personal protective gear provided.
4. Maintaining confidentiality regarding all information about a "source" individual.

Universal Precautions

Universal Precautions includes assuming all used hypodermic needles and filled trash containers may be contaminated with blood or bodily fluids, which might contain bloodborne pathogens. It also means always using engineering controls and following safety procedures when handling these and other similar items.

Engineering Controls

Engineering Controls provide a barrier between you and any bodily fluids suspected to contain bloodborne pathogens. Depending on your tasks, such barriers might be Personal Protective Equipment like latex gloves, goggles, or facemasks. It also includes using plastic trash liners or brooms and dustpans to handle waste. It is important to remember that clothing and even unbroken skin can be formidable barriers to potentially infectious bloodborne pathogens.



Alcohol, Drugs and Tobacco Use Policies

Alcohol/Drug Misuse

The unlawful possession, use, or distribution of illicit drugs and/or alcohol on Citrus College property, or as part of any college activity, is prohibited and is a violation of district policy.

Citrus College property is defined as all lands, buildings, and vehicles under the control of the Citrus Community College District, Board of Trustees.

Employees and students who violate this prohibition will be subject to the appropriate disciplinary action, which may include termination of employment or expulsion from school.

Certain events may be exempt from the ban on alcohol use, subject to approval from the Citrus College Board of Trustees.

Tobacco Use on Campus

All Citrus College buildings have been declared, "SMOKE FREE ZONES."

Please respect the rights of fellow workers who are nonsmokers to work in air that is free of second-hand tobacco smoke.

While it is now universally known that the regular use of tobacco products is a significant health risk, it is important to find some balance between an individual's decision to use tobacco products and the right of the nonsmoker to be free of their unhealthy effects.

If you have chosen to smoke or use other tobacco products, plan to use them outside of buildings. Please remember: State regulations require that you keep at least twenty feet or more from any window, entryway, or air vent of any building while smoking, to prevent second-hand smoke from re-entering the building.



People Working Safely

Safe Work Practices

A work practice or work procedure describes how people actually perform a task. People have the most control over how the work gets done. Maintain a conscientious awareness of the task at hand. Ask yourself some specific questions about the work before proceeding.

A Personal Safety Checklist

Before starting any task, ask yourself:

1. Am I mentally alert and physically ready to complete the task?
2. Have I been trained to perform this task or do I need additional information?
3. Do I have all the personal safety gear required, and do I understand how to properly use it to complete the task safely?
4. Do I have the right tools and equipment for the job?
5. Have I safety-inspected the tools and equipment?

During the task, ask yourself:

1. Am I paying attention to the task at hand?

Avoid distractions that divide your attention.

After you have finished the task, ask yourself:

1. Did I leave any equipment or tools behind, or create a situation that might lead to an unhealthy or unsafe condition in the future?
2. Unfinished work: Exercise caution and ask, "Did I remember to leave clear warnings for others of any hazard(s) at the site?"

Creating a Safe Environment

Safe Work Conditions

Regularly observe the areas where you work. A brief visual inspection can uncover potentially hazardous or unsafe conditions before they can hurt you, a co-worker, or unsuspecting student.

Safe working conditions depend on all of us. Unsafe situations can only be corrected if someone takes the time to notice and report them or, if qualified, make corrections themselves.

Here are some specific things to look for:

1. Are there slip, trip, or fall hazards in your work area?
2. Is the work area well ventilated?
3. Is the work area well lit?
4. Is the work area uncluttered; does it display good "housekeeping" practices?
5. Are cones, signs, and/or barrier tape needed to alert other workers and passersby of your work activities in public areas?



Reporting Accidents and Injuries

Immediately report all injuries, no matter how minor, to your supervisor.

If a work-related injury or illness occurs, what happens next?

1. Treat the injury.
2. Your supervisor must complete and return a "Supervisor's Report of Injury" form. The form is available online at <http://adminweb>, under miscellaneous forms.
3. The cause of the injury will be investigated with your help to determine the cause of the incident.
4. You have a right to work in a safe and healthful environment, but work places are not perfect.

By reporting all work-related injuries and illnesses:

The causes can be investigated.

- a. Discovering unsafe, malfunctioning or poorly designed equipment, that can then be taken out of service and repaired or replaced; thus reducing employee exposure to the injurious equipment.
- b. Discovering unsafe work practices and procedures; thus reducing the risk of similar occurrences to other employees.
- c. Insuring that the injured person receives the medical care needed.



Sexual Harassment

It is the policy of the college to provide a workplace and study environment free of sexual harassment. All employees should be aware that the college strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All formal complaints will be investigated and appropriate action taken.

Complaints should be reported to the Manager of Human Resources/Staff Diversity at (626) 914-8830.



Reporting Unsafe Conditions & Potential Hazards

This workplace is a dynamic environment and changes are to be expected. As employees, your eyes and ears are the single best tools we have to uncover potential hazards and unsafe conditions in the workplace. Because we want to hear from you when you have safety concerns, the District has provided several ways to report any hazards you may observe.

Obviously, the primary way is to talk directly to your supervisor about the hazard. However, there are also other ways to report unsafe conditions and potential hazards.

High Tech Reporting

Hazards can also be reported to the Environmental Health & Safety office via:

1. Phone, ext. 8704
2. E-mail, jeichler@citruscollege.edu
3. Intranet-Web, via an online reporting form:
 - a. Go to the Citrus College intranet home page
 - b. Click on the:
Miscellaneous Forms; then click on the
Risk Management; then click on the
Reporting an Unsafe or Hazardous Condition link.
 - c. Once there, scroll down to the reporting options and follow the directions.

Prevent Injuries Before They Can Happen

Report “Close Calls”

We’ve all experienced a “near miss” at one time or another. A safe working environment is everyone’s responsibility. The margin of safety in any particular task is dependent on many factors—equipment conditions, work environment, weather, worker training, experience, mental focus, knowledge and ability—to name a few.

It’s important to report all “close calls” to your supervisor as soon as possible because a “close call” this time might become an injury to you, a co-worker, or student next time.

“Close calls” should be investigated to determine what happened and what steps need to be taken to prevent them from reoccurring. Whether it’s broken or poorly designed tools or equipment, poor working conditions or lack of proper training, it needs to be fixed.

Protection Under The Law

State law prohibits any form of reprisal or harassment for reporting unsafe conditions.

Reports may be made anonymously to the Environmental Health & Safety Office via any of the above ways. All reports will be given equal attention.

If the reporting employee chooses to be known, they can and will be notified of the corrective action taken as soon as possible. When practical, this information will be shared, and appropriate training provided, for all affected employees.



Tips for Working Safely

Storeroom Safety

Good housekeeping is a necessity.

An overcrowded, unorganized storeroom may be hiding any number of safety and health risks. For example, an improperly stored broom or mop may cause someone to trip.

Keep one side of store rooms open at all times and be alert for sharp edges and protruding objects on shelves and walls that could cause cuts or abrasions.

Improperly-stored chemicals can cause serious injuries and even property damage. A poorly organized storeroom may also conceal supplies and equipment from you when you need them the most. This may result in duplicate purchases and wasting precious financial resources, not to mention your valuable time.

Store Items Safely: This is earthquake country. Do not store heavy items above shoulder height. They could fall and cause injuries in the event of one of our famous “shakers.”

Make it easy on yourself: Placing heavier items on shelves located between knees and chest height makes it easier on your back when you need to move or use them. Put only the lightest items above shoulder height or below the level of the knees.

Do not store anything combustible or flammable in rooms or areas that have electric transformers, panels, elevator hydraulics, water heaters, or other electrical equipment.

In addition, you must also provide clear access to all electrical equipment and panels. **Keep a minimum of 3 feet (36”) clearance at all times.**

Using Tools Safely

Tools are indispensable to any job. To insure that they work properly and safely, make cleaning and inspecting them, especially power tools, a regular daily habit. Here are some things to look for:

- Look over electrical cords for any exposed wires and defective plugs.
- Keep extension cords neatly stored when not in use; and remember that extension cords are not to be used for permanent wiring situations.
- Maintain good housekeeping practices. Designate a specific place for every tool to be stored when not in use.
- Familiarize yourself with power tools before you use them.
- You must never use tools you have not been trained to use safely.
- When all else fails, read the user’s manuals. Better yet, read them before using the tool. And keep them handy for reference in the future.
- Prepare the work area. Clear the area where you will be working of trip and slip hazards. In public areas, designate the work area with safety cones or barrier tape, whenever possible. And stay mindful of others around you.

Chemical Safety

Almost everyone works with hazardous substances. Read labels on all cleaning supplies and office chemical products. Understanding their inherent dangers and how to protect yourself and others.



Just because there may be no obvious immediate (acute) physical or health hazards associated with a product or substance does not make it completely harmless.

- **Follow directions carefully** when using chemical supplies.
- **Never mix chemical supplies together.** Some seemingly safe chemical ingredients may become dangerous to your health if mixed together.
Many substances commonly in use may also have long-term (or chronic) health hazards. If you are not sure about any aspect of a product's use or application, check with your supervisor and request the product's Material Safety Data Sheet or MSDS.
- **Store flammable material in a properly vented, flammable liquids cabinet. Keep from heat and flame sources.**
- Never use any substance from an unmarked container. **All chemical containers must be properly labeled;** this includes both original manufacturer's containers and any "**secondary containers**" with hazardous substances. At the minimum, all containers must indicate the product's name and any hazard associated with its use.
- **Store chemical products according to the instructions on the container labels and/or on the material safety data sheets (MSDS).**

Ladder Safety

Ladders are one of our most common and useful tools. Their hazards are easily overlooked. If you use ladders frequently, it's important to make these rules a natural part of your ladder use:

1. **Use a ladder or a step stool.** Boxes, chairs and desks are not ladders and are unsafe to stand on.
2. **Use the right type and size of ladder for the job.** There are straight ladders, "A" frame ladders, extension ladders, metal ladders, fiberglass ladders and wooden ladders. Learn the advantages of each and apply the right ladder for the job you are to perform.
3. **Inspect the ladder before you use it.** Are all the rungs in place? Are the spreaders fully open? Never use a damaged ladder. Are there cracks, splinters or sharp edges on the cleats, rungs or side rails? Report it to your supervisor immediately.
4. **Use common sense when working on ladders.** Never lean or reach too far to either side; move the ladder first. Set up your ladder safely. Check for surface hazards—uneven or slippery footings. Keep the surrounding area free of clutter.
5. **Climb and descent ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them on a tool belt or raise and lower them on a hand line. Check ladder rungs and your shoes for potentially slippery substances.
6. **Use the buddy system.** If working on a ladder in wet, slippery conditions or on uneven surfaces is unavoidable, get a partner to hold the ladder at the base to stabilize it while you climb and work from it. Never work alone in these conditions.

Lifting Safely

Lift, pushing and pulling objects from one place to another is a task many people commonly perform at work. It can be done effortlessly and safely with a little thoughtful planning. Like any tool or piece of equipment, your body will easily handle the job if you keep it moderately fit, and your mind flexible and focused.

Know your physical limits and remember these simple guidelines

1. **Be realistic as you assess the load.** Plan the move in your mind before you physically begin. If you think the load might be too heavy or it appears too bulky.....
2. **Ask someone to assist you.** Or if possible, break the load up into more manageable sizes.



3. **Whenever possible use mechanical assistance** like a cart or hand truck to make the job much easier. Also it's much easier on your back to push a load forward then it is to pull a load backward.
4. **Be sure you are warmed up**; learn some simple stretching techniques to limber your back and leg muscles.
5. **When lifting:**
 - a. Stand close to the object with your feet about shoulder width apart.
 - b. Squat down, bending at the hips and knees, keep your back straight and your head up and looking forward.
 - c. Grip the load, arch your lower back inward, and pull yourself up slowly.
 - d. When standing, keep the load close to you.
6. Avoid twisting your torso while carrying a load. **Turn your whole body in the direction you want to go with a load.** Twisting puts additional strain on the spine and muscles of the back.
7. When you are ready to set the load down remember to squat down first, bending naturally at the hips and knees, and keep your lower back arched inward.
8. **Never store heavy objects higher than your shoulders.** That way you won't ever have to lift them higher than your shoulders. Lifting objects over one's head, even light ones, puts additional strain on the back.



Fire Emergencies

Being Prepared for a Fire Emergency

Practicing fire safety can greatly reduce or eliminate harm to people. Fire emergency preparedness is easy to learn, **REPORT ALL FIRES TO YOUR SUPERVISOR IMMEDIATELY**. Protect yourself:

1. Learn evacuation procedures and established escape routes.
2. When you need to get out, do it without delay. Keep aisles and exits free of obstruction at all times.
3. Know where the fire alarm pull stations and fire extinguishers are located throughout your work area.
4. Never block access to fire-fighting equipment or alarm systems. When you need to use it, you need it without delay.
5. Inspect fire extinguishers in your immediate area at least once a month. If the arrow in the gauge is not in the "green" or if anything appears doubtful, report it immediately to your supervisor.

How to Use a Fire Extinguisher

The P.A.S.S. Method.

P – Pull the Safety Pin

A – Aim the nozzle at the base of the Fire

S – Squeeze the Handle Trigger

S – Sweep the Nozzle from Side to Side

When to Use a Fire Extinguisher

In a fire emergency, protecting lives comes first, and every second counts.

Use a Fire Extinguisher Only:

1. If you are certain the fire is small and can be successfully fought with a portable fire extinguisher.
2. If you know you have a safe exit route from the area of the fire.
3. To help yourself and other escape – if a fire is too large to control, you may be able to use a fire extinguisher to establish a clear, safe path through the fire area to the nearest safe exit.



Disaster & Emergency Operations

The primary goals of disaster and emergency operations planning are to:

- Save lives (or minimize the loss of life).
- Protect and restore district property.
- Resume normal operations as soon as possible.

To be able to meet these goals and respond to the effects of a major disaster or emergency, Citrus College has developed a highly flexible emergency operations plan. A copy of the plan can be found in every campus department office.

In the event of major disaster or emergency, such as an earthquake, you have only three immediate responsibilities:

- Make sure you and those around you are safe.
- Assess the severity of the situation.
- Relay this assessment of personnel and property to any member of the campus "Crisis Action Team".

The Crisis Action Team

The role of the Crisis Action Team is to gather information about the state of the campus from various sources—including employees and students—following a disaster event, and determine, as quickly as possible, a course of action to take in response to the event.

Crisis Action Team Members

Superintendent/President	Ext. 8821
Vice President of Financial and Administrative Services	Ext. 8886
Vice President of Student Services	Ext. 8534
Vice President of Academic Affairs.....	Ext. 8881
Executive Director of Human Resources	Ext. 8554
Supervisor of Campus Safety	Ext. 8611
Director of Facilities	Ext. 8690
Director of Communications	Ext. 8872

The "Emergency Response Procedures" Flip Chart

In addition to an Emergency Operations Plan, a flip chart entitled "Emergency Response Procedures" is posted in campus classrooms, offices, and laboratories on campus. It displays a campus emergency evacuation map, campus emergency numbers; local fire, police, and sheriff emergency numbers; and basic procedures and instructions for responding to:

- Utility Failure
- Fire
- Violent or Criminal Behavior/Mental Health Intervention
- Bomb Threat

It also provides a quick reference to:

- Assisting those with disabilities
- Basic first aid responses
- Contacting members of the "Crisis Action Team"

Please review this information periodically; you never know when you may need it!



Also, your supervisor may provide you with additional information unique to your department, about your responsibilities during a disaster or emergency situation.

Employee “Disaster Service Work”

Major disasters may seriously disrupt normal campus activities for an indefinite period of time. Likewise, your normal work assignments may also be temporarily suspended while you are given new responsibilities for the duration of the event.”

All employees, without exception, are obligated by regulation to prepare themselves for competent service to the district in the event of a major emergency or disaster.

Public employees are designated by state law as “Disaster Service Workers” and are subject to service assigned to them by their supervisors or by law. Should a disaster strike during work hours, all employees will remain at their assignment unless officially released by the superintendent/president or his/her designee. --Government Code, Chapter 8, Section 3100.



Earthquake

Before the Earthquake

- Plan ahead – Earthquakes give no obvious warning before they occur. Locate potential safe areas; under a desk, inside doorways and in the halls are structurally safe locations. Stay away from windows, unsecured bookshelves, and file cabinets.
- Know the location of the fire extinguishers and first aid kits, and how to use them. For fire extinguisher training, contact the Environmental, Health and Safety Office (EH&S) at ext. 8704.
- Plan your immediate action with co-workers in the event that shaking starts. Review the Citrus College Emergency Preparedness Plan – Volume One.

During the Earthquake

- Drop – Move away from possible falling objects: books, small office equipment, knick-knacks, 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. Doorways also provide good structural support, but watch out for swinging doors on fingers.
- Hold – In a violent earthquake, things will be moving. Get on the floor; hold onto your desk. Brace yourself in a hallway or doorway. Remain calm and ride out the shaker.
- Outdoors – move away from buildings, utility poles, trees and other structures if you can.

After the Earthquake

- 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 lighting and other ceiling fixtures that have the potential to fall.
- Assist the injured and those with disabilities to exit the building safely. 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 to members of the Crisis Action Team (CAT). The phones may be out; use wireless communication systems or cell phones. If necessary, assign messengers/runner.
- Listen for additional information. The Emergency Broadcast System (EBS) for Los Angeles County can be found on AM frequencies KFI 640, KNX 1070, KWKW 1300kh.



Fire

Fire Extinguishers

- Know the location of fire extinguishers in your area and how to use them. For fire extinguisher information and training, contact the EH&S Office at 8704.
- Know the location of the nearest fire alarm breaker.

Minor Fires

- If a fire appears controllable, access the nearest fire extinguisher. Initiate the PASS system:
 - Pull the pin,
 - Aim at the base of the fire,
 - Squeeze the trigger while holding the extinguisher upright,
 - Sweep the fire extinguisher nozzle from side to side.

Other Fire Situations

- Be smart. If a fire does not appear to be containable, evacuate the building.
- Immediately activate the fire alarm system.
- Call 9-9-1-1
- Call Campus Safety at 8611.
- When the fire alarm sounds, everyone must leave the building. Stay calm. Leave doors unlocked.
- Whenever possible, assist anyone with a disability or with injuries to exit the building. In the event of a fire, no one is to use the elevators including those with disabilities.
- Once outside, move at least 150 feet away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not return to an evacuated building until cleared to do so by Campus Safety or the Emergency Responder in charge.
- If you are unable to assist the injured or people with disabilities out of the building, be able to tell Emergency Responders the location and condition of those remaining inside.
- 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. Stay calm.
- 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.



Shooter on Campus

If You Are Informed There Is a Shooter on Campus

- Keep all students in the classroom for their safety until more information is provided. Lock or barricade classroom doors if possible. Move students away from doors and windows. For situations involving the potential discharge of firearms, give a Drop, Cover, and Hold command. Instruct students to stay down until subsequent instructions are given.
- Do not reopen doors unless instructed to do so by staff or authorized personnel that you recognize by sight or voice. Public safety responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near a room, immediately secure the room and notify Campus Safety of the danger via telephone, radio system or runner.
- Brief students that the building or the college has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures in the Emergency Response flip chart with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in the classroom unless authorization to leave is received from proper authorities.

If you are outside when this event occurs, take the following actions:

- Move away from the danger area to a safe area and notify the Campus Safety Office (8611).*
- Proceed to the assigned class or an indoor secure area, unless otherwise instructed by the building administrator or department head. If the assigned class is not accessible or is unsafe, proceed to the nearest safe classroom. Or, seek shelter in the safest place available, if it is unsafe to enter a campus building.
- If the decision is made to leave the campus for a safer location, inform Campus Safety, the Emergency Responder, or your supervisor of this off-campus location and the names of students/employees at that location. Notification should occur as soon as it is safe to do so.

*If using a cell phone, contact Campus Safety by calling 914-8611.