



In Case of an Emergency Procedures and How to Contact the District Police Department

**San Francisco Community College District
Police Department
(415) 239-3200**



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How to Contact the District Police

District Police Department Landline: (415) 239-3200 or ext. 3200

District Police Department Cellular Phone: **(415) 279-9001**

District Police Department Email: police@ccsf.edu

NOTE: If you call 9-1-1 on your cell phone, your call will go to CHP or the San Francisco Police Department. This may cause a delay in an emergency response by the District Police Department.

Campus OFFICE landline phone information:

- Dial "9" on all campus phones to get an outside line
- Please give the person you are calling your direct phone number

When calling District Police:

- Remain calm, the dispatcher will need pertinent information to assist you
- State your name
- Give the location of the emergency (building, office, classroom, lot, or street)
- Advise of any injuries
- Report hazards or weapons that may threaten a person or to those persons responding to the scene
- Give your phone number and location where you can be reached
- DO NOT hang up
- Let dispatcher end the conversation
- Additional information may be needed

Emergency Blue Phones and Call Boxes

- Emergency blue phones and call boxes are directly linked to the District Police Department
- Emergency blue phones and call boxes are located throughout the campus buildings, parking lots, and pathways.

Elevator Emergency Phones

- Every building has an elevator with an emergency phone or button located inside
- Phones are for emergency purposes only and are directly linked to the District Police Dept.

NOTE: If you activate an emergency blue phone or call box by removing the receiver from the cradle or by pushing the red talk button and cannot speak, the dispatcher will identify your location and immediately send assistance.

In Case of an Emergency Procedures

Introduction: In Case of an Emergency

An emergency situation could occur at any moment and cause panic and confusion. A well-coordinated effort among those affected by the emergency can prevent the spread of chaos and facilitate an eventual return to normalcy.

A coordinated effort by the entire campus community will be necessary if a major disaster occurs on the campus. Buildings may need to be evacuated and must be done so in a safe and orderly manner. In case of a region-impacting event, it may be necessary to stay on campus for a period of time. It is also feasible that large numbers of students, employees, families from the surrounding community may assemble on campus and require information, food, and shelter.

The “In Case of an Emergency” procedures are a guide to familiarize students and employees with procedures to follow in the event of an emergency. Its content is not all-inclusive, but is designed to highlight emergency conditions that may occur and will assist in responding to emergency situations. Please review the below procedures before an emergency occurs.

In addition, please report all emergencies to the San Francisco Community College District Police Department at (415) 239-3200.

Disaster and Emergency Preparedness

Work site specific emergency preparedness plans have been established at City College of San Francisco. Evacuation maps and Emergency Response Procedures flip charts are posted in every classroom, meeting area, and office.

ALL EMPLOYEES are obligated to prepare themselves for competent service to the District in the event of a major emergency or disaster. During an emergency or disaster situation, all employees will perform their responsibilities with one thing in mind, to protect our students, staff, and visitors of the college and protect District property.

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

Emergency Communications

During or immediately after a major emergency or disaster, there is often a great deal of confusion and anxiety. The District is committed to providing our college community with official emergency information by using the following communication methods:

- RAVE Alert (Text and email)
- Face to face with officers or emergency personnel
- Face to face with Emergency Response Team and Building Evacuation Team members
- District website, social media, employee & student email and phone messages
- District digital display boards
- Audible Alarms
- Loudspeakers
- Local media

The information you receive will be brief and will lack details. Please do not let the lack of information keep you from acting. It is imperative that you act upon and follow the directions provided within the emergency communication.

In addition to the above communication methods, you may receive unofficial emergency information by word of mouth or receive texts from others. If you are in danger, immediately react. Do not wait for message verification.

During an emergency or disaster, the District Police Department’s phone system may be overwhelmed and should only be used for emergency related calls.

Disaster Service Worker

City College of San Francisco employees are designated 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: <http://law.justia.com/california/codes/gov/3100-3109.html>

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

Evacuation Procedures and Evacuation Maps:

The District Police, Building Evacuation Team members, or District officials will issue evacuation orders in response to a threat or emergency situation. If evacuation is necessary, the District Police and Building Evacuation Team members will work their way through all campus buildings and spaces to warn everyone. They will also share the nature of the threat, recommend evacuation routes or assembly areas, and suggest protective measures. Pay careful attention and follow instructions, including those provided via the RAVE Alert system.

Faculty, staff, and supervisors will take the lead in evacuating their students and employees during drills or actual emergencies. Therefore, as preparation for an emergency evacuation, faculty, staff, and supervisors should inform students and employees in advance of the following tasks:

- Primary and secondary office, classroom, and building exit locations.
- Use the stairs during an evacuation – not elevators
- Evacuate quickly and take essential belongings
- Walk – not run – as they evacuate
- Assemble in the designated parking lot
- Close classroom/office doors and turn off lights after everyone has evacuated.
- Advise evacuees to not assemble near fire lanes, fire hydrants, doors, pathways, streets, and other areas that could impede the access of emergency responders
- Notify District Police or emergency personnel of any people who refused to evacuate and their last known location
- Ask evacuees to remain together in their designated assembly area and await further instructions
- Do not try to stop anyone from leaving
- Do not re-enter the building until directed by District Police or college officials

Upon activation of a building’s fire alarm, the direction of the RAVE Alert System, or at the direction of District Police, all employees, students, and visitors within affected buildings are required to **quickly and quietly** evacuate the building.

Each dean or supervisor or designee should ensure that all employees are informed of the proper procedures and precautions to be followed during drills or actual emergency events.

It is each employee’s responsibility to make sure they know the primary and secondary evacuation routes from their office, classroom, building, and campus. In general, each employee should plan ahead for possible evacuations. Please review the following:

- Emergency Evacuation Assembly Areas Map is located in every room, office, and building
- Be aware of all exits and stairwells in your area

- Make sure all classrooms, labs, restrooms, elevators, and building are evacuated
- Assist the disabled in exiting the building if safe to do so or unless otherwise directed
- Without re-entering the building, assist District Police and college staff to determine that everyone has evacuated
- Once outside, proceed to your building's designated Region Evacuation Assembly Area. Information command posts will set up at these sites.
- Do not return to a building until told to do so

Relocation of Persons with Disabilities

It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency. In the event of an emergency, individuals who use wheelchairs, other individuals with mobility impairments, and individuals with disabilities that can affect response to emergencies, should observe the following procedures:

- During an emergency, request assistance from those nearest you
- If no one is there to assist you, proceed to nearest stairway landing and shout for help
- As a first choice, use the building elevator...**But never use an elevator in case of fire, earthquake or power outage**
- If assistance is not immediately available, continue to call for help until rescued
- Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others
- Police and Building Evacuation Teams should check corridors and stairwells for trapped persons

Assisting Persons with Disabilities

To Assist Visually Impaired Persons:

- Explain the nature of the emergency
- Alarms or confusion may disorient a person, even when normally familiar with the area
- Assist the person with gathering their personal property
- Guide the person (or provide someone to do so) to an emergency exit
- The guide will take the person's arm below the elbow and they will follow
- Tell the person where you are as you walk
- Advise of any obstacles in your path of travel
- When you have reached safety, orient the person to where he or she is located
- Ask if any further assistance is needed before leaving

To Assist Hearing Impaired Persons

- If you must get a person's attention...
- Flash room lights and wave your arms
- Tap person's shoulder
- Flash the person's immediate area with a flashlight
- Gesture what is happening and what to do
- Write on board or paper the nature of emergency and evacuation route

To Assist Mobility Impaired Persons

- Ask the person if they have special needs or requirements
- Individuals using wheelchairs can be pushed or accompanied to safety
- Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential
- Call District Police and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is life threatening
- Otherwise, the person will wait for assistance
- Wheelchairs for emergency use are located at the Student Health Center & DSPP Office
- Evacuation Chairs are located in every building & Center
- Evacuation Chairs can also be used as a temporary wheelchair during an emergency

Shelter-in-Place and Procedures

Shelter-in-place refers to finding a safe location indoors and staying there until you are given an “All clear” or told to evacuate or told to not leave unless it is absolutely necessary.

This can be due to everything from hazardous, chemical, biological, radiological material releases to fires or explosions. In addition, emergency situations such as an active shooter on campus may call for shelter-in-place procedures.

If a shelter-in-place order is given, employees and students should follow the below procedures to ensure their safety:

Choose a room to shelter-in-place

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely
- It is ideal to have a hard-wired telephone in the room you select due to cellular phone failure
- The room(s) should have space for everyone to sit
- Avoid overcrowding by selecting several rooms
- Storage closets, utility rooms, pantries, and conference rooms are a good choice
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, this equipment may not be able to be sealed from the outdoors

Shelter-in-Place Procedures: If shelter-in-place instructions are issued, all students and employees should:

- Remain in place, wherever you are on campus
- Do not drive or walk outside
- Lock exterior doors, close windows and air vents
- If possible, notify your emergency contact of your location and that you're safe
- Close window shades, blinds, or curtains, if there is danger of explosion
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags
- Await instructions from District Police
- Check for updates via RAVE Alert

Reporting a Threat

While shootings in schools are rare episodes, when they occur, they are often devastating. As an institution of higher learning, it is important for City College of San Francisco to view these types of incidents with the appropriate perspective. **It is critically important that members of our college community report threats and potential threats in a timely manner.**

If you believe an individual poses an imminent threat to a member or members of the college community, please contact District Police immediately.

If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the college community, you should report the concern to District Police.

It is better to err on the side of notifying the appropriate individuals than to remain silent; the college has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the District Police at (415) 239-3200

Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Try to be aware of your environment and always have an exit plan. All employees and students can help prevent and prepare for potential active shooter situations. If you feel that an active shooter is on campus:

- **Call District Police at (415) 239-3200**
- Remain calm & answer the dispatcher's questions
- The dispatcher is trained to obtain information for emergency response
- If safe to do so, try to get a good description of the criminal. Note height, weight, sex, race, age, clothing, scars, tattoos, type of weapon or weapon used, direction of travel, and name if known
- If the suspect enters a vehicle, note the license plate number, make, model, color, and any characteristics. This will help responding officers

An individual must use his or her own discretion during an active shooter event as to whether he or she chooses to run to safety or remain in place. However, best practices for an active shooter event are **RUN, HIDE, FIGHT**:

RUN

- #1 priority, try to get yourself out of harm's way
- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Don't let others slow you down with indecision
- Leave your belongings behind
- Help others escape if possible
- Run away from the sounds of gun fire
- Look for an appropriate cover to hide behind such as a brick wall, a large tree, a parked vehicle, or any other object that may stop bullets
- Stay alert and be ready to transition to another location for cover
- When safe to do so, prevent others from entering the danger zone
- Call District Police or 911 when you are safe

HIDE

- If evacuation is not possible, find a place to hide
- Act quickly and quietly
- Lock and/or blockade the door
- Turn off lights, close window shades or curtains
- Be out of the shooter's view
- Silence your cell phone & put vibration mode on
- If you can't find a safe place, hide behind objects

- Provide protection if shots are fired toward your direction
- Remain very quiet
- Do not trap or restrict your option for movement
- Don't hesitate to transition to RUN if safe to do so
- If the situation should arise, be ready to transition to FIGHT

FIGHT

- As a last resort and only if your life is in danger
- Whether you are alone or working together as group...F I G H T
- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to taking the shooter down, no matter what may happen
- Do NOT freeze, react!

LAW ENFORCEMENT ARRIVAL on SCENE

- Police Officers responding are trained to proceed to the area where shots were last heard
- Police Officers are not there to evacuate or tend to the injured
- Police Officers are there to stop the shooting as quickly as possible
- The first responding officers could be from another agency and wear different uniforms
- Officers could be in civilian clothes wearing an external bullet proof vest with an exposed badge
- Remain calm and follow their instructions
Put down any books or items that you're carrying
- Keep your hands visible at all times and avoid yelling or pointing
- If you know where the shooter is location or the shooter's description, tell the officers
- Know that help for the injured is on its way
- After officers enter the area, rescue teams will follow to assist the injured and remove everyone in the area to safety
- Remember that the entire area is a crime scene.
- Police will not let you leave until the situation is under control and witnesses identified
- Until you have been released, please remain at the assembly point authorities designate

STOP THE BLEED

- No matter how rapid the arrival of first responders, bystanders will always be first on scene
- A person who is bleeding can die from blood loss within five minutes, therefore it is important to quickly stop the bleeding
- Those nearest to someone with life threatening injuries are best positioned to provide first care
- If possible, use latex gloves for protection
- Expose the wound by tearing the clothing away and apply gauze or a clean cloth to the wound
- Apply pressure on top of the gauze or clean cloth to slow or stop the hemorrhage
- If the pressure doesn't stop the bleeding...Use a **TOURNIQUET**: Tourniquet should be placed 2 or 3 inches from the wound - Tourniquet should be applied between the heart and wound - Tourniquet can be secured over clothing
- Do not place a tourniquet on a joint such as an elbow, wrist, or ankle Note the time tourniquet was placed on the victim

Additional RUN, HIDE, FIGHT tactics

WHAT TO DO WHEN INSIDE A CLASSROOM OR OFFICE:

- If you are in a classroom, room, or office, **STAY THERE** Secure the door, turn off the lights, and remain silent
- If the door doesn't lock and the door opens inwards, a heavy door wedge can be kept on hand and used, otherwise look for heavy furniture to barricade the door
- If the door has a window, cover it
- Depending on the gunmen's location, you may also exit through windows
- Have someone watch as you get people to exit through the windows calmly & quietly
- If the window is not an option, get out of sight from the door, stay low & quiet
- If police are not on scene, find a safe cover position and wait for the police to arrive
- When police arrive, place your hands-on top of your head and follow their directions

WHAT TO DO WHEN INSIDE A HALLWAY OR CORRIDOR

- Run away from the sounds of gun fire
- If in a hallway, get in a room that is not already secured and secure it
Try to exit, don't run through a long hall to get to an exit, as you may encounter the shooter
- If a door exit is not available, exit through a window if possible

WHAT TO DO WHEN INSIDE LARGE ROOMS, THEATERS, & GYMNASIUMS

- If the shooter isn't present, quietly & safely run away from the sounds of gun fire
- If police are on scene, walk towards the police with your hands-on top of your head. Drop all bags and items that are in your hands. Do what the police tell you to do. Otherwise run as far as you can including off campus and call police

WHAT TO DO WHEN TRAPPED WITH THE SHOOTER

- If you're trapped with the shooter & the shooter isn't shooting, don't provoke the shooter
- Do what the shooter says and don't move suddenly
- There is no set procedure in this situation
- If possible call Police. If you can't speak, leave the line open so the police can hear
- If the shooting continues, your options are to **RUN** or **ATTACK** the shooter
- If you run, a zigzagging moving target is much harder to hit than running straight
- You must use your own discretion when to attack the shooter for survival
- Playing dead may also be a consideration, but not recommended
- Remember that you have a choice to fight when there are no other options
- The last thing that the shooter will expect is to be attacked by you
- **DO NOT FREEZE**, do something

ShakeOut Earthquake Information

Earthquakes may happen anytime and almost anywhere. Most injuries caused by earthquakes are from falling or flying objects. It is important to practice how to be safe.

When should you protect yourself:

- When you feel earthquake shaking
- When you get an earthquake alert
- When you do an earthquake drill

If a table or desk is nearby:

- **DROP** where you are, onto your hands & knees
- **COVER** your head and neck with one arm and hand. Then crawl underneath the table or desk for additional shelter. Stay on your knees and bend forward to protect vital organs.
- **HOLD ON** to your shelter with one hand. Keep covering your head and neck with your other hand

If there is nothing to get under:

- **DROP** where you are, onto your hands & knees
- **COVER** your head and neck with one arm and hand. Then crawl next to a wall, away from windows
- **HOLD ON** to your head and neck with both arms and hands
- If you cannot get back up again by yourself, do not drop to the ground
- If using a wheelchair or walker, lock the wheels or set the brake
- Bend forward and cover your head

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust
- Cover your nose and mouth with a handkerchief or clothing
- Tap on a pipe or wall so that rescuers can hear where you are
- Use a whistle if one is available (keep one in your emergency kit)
- Shout only as a last resort

If in a classroom, auditorium, or laboratory:

CLASSROOM OR AUDITORIUM

- **DROP** to the floor where you are
- **COVER** your head and neck with one arm/hand
- Crawl underneath tables and chairs and **HOLD ON** to your shelter with your free hand
- Get in between a row of chairs and **HOLD ON** to a chair with your free hand
- Get next to a wall with no windows and **COVER** your head and neck with both arms & hands

LABORATORY

- Step back from lab table
- **DROP** to the floor on your knees next to a wall, away from glass and other hazards
- **COVER** your head & neck with your hands & arms
- **HOLD ON** to something sturdy if possible

Seven Steps to Earthquake Safety for College Students

PREPARE:

Step 1 – Secure your space by identifying hazards and securing moveable items. Move heavy items to lower shelves. Bunk beds should be strapped together.

Step 2 – Plan to be safe by creating a disaster plan and deciding how you will communicate in an emergency. Learn basic first aid. With your family, decide (in advance) on an out of state contact (friend or relative) that everyone can report to and share information.

Step 3 – Organize disaster supplies in convenient locations. Have a "go bag" easily accessible with a first aid kit, list of medications, 3 to 5 days of medication, first aid kit, bottled water, high energy food bar, flashlight, shoes, and cash (small bills)

Step 4 – Minimize financial hardship by organizing important documents, strengthening your property, and considering insurance.

SURVIVE:

Step 5 - DROP, COVER, AND HOLD ON during an earthquake as noted above

Step 6 – When the shaking stops:

- Improve safety by evacuating if necessary
- Help the injured
- Preventing further injuries or damage
- Follow your classroom emergency evacuation and relocation plan
- Avoid downed power lines and water from broken pipes when exiting the building
- If you smell gas, move away quickly
- Prepare for aftershocks
- Aftershocks can cause loose bricks, broken glass, and other building materials to fall
- If you have a fire extinguisher and have been trained to use it, put out small fires immediately

RECOVER:

Step 7 – Reconnect and restore:

- Restore daily life by reconnecting with others
- Repairing damage
- Rebuild the community
- Keep phone lines accessible for emergency use
- Text family and friends to let them know you're okay
- Be careful when cleaning up debris
- Volunteer to help others on campus or within your community

Power Outages

If a power outage occurs during daylight hours:

- Call District Police immediately and inform the dispatcher of the power outage locations
- The dispatcher will immediately notify maintenance
- Secure files, turn off computers, unplug electronic equipment, and lock windows and doors prior to leaving your office
- Evacuate students to an area with lights

- If campus is completely without power, classes will be dismissed or temporarily dismissed based on the caused the power outage
- If you are in an unlit area, proceed cautiously to an area that has lights or sun light
- If you're trapped in an elevator, use the emergency call box located below the selection panel
- Stand by for instruction from your supervisor or District Police
- Work areas that operate with cash will temporarily close if their area is without power
- All special events, performances, and indoor athletic events will be stopped and evacuated

If a power outage occurs during evening hours:

- **Call District Police immediately**
- Every building that is without power will be evacuated and classes will be cancelled
- District Police, Building Evacuation Team, and Maintenance will assist with the evacuation
- Students and employees will be directed to the parking lot and asked to leave.
- Once the building has been deemed empty, the building will be secured and closed to the public
- If the campus is without power, all buildings and open areas will be evacuated
- The campus will be closed for the rest of the evening

Seizures

- **Call District Police immediately**
- Try to place the person flat on their back
- Remove objects or hazards that may injure the person and protect the person's head from injury
- Do not restrain or hold the person in place during a seizure
- Do not place objects between the person's teeth
- Do not try to revive the person with fluids, stimulants, fresh air or walking
- Do not panic. Usually the seizure will subside and the person will recover
- Dispatch will send medical assistance to evaluate all seizures

Suicide/Attempt Suicide

- **Call District Police immediately**
- Describe the action the person in crisis has or may take.
- If a person is suicidal, try to keep the person in one location until District Police arrives on scene
- If a person has overdosed, keep the person awake.
- If a person has a weapon, stay away and warn others to do the same.
- If a person is thinking about jumping from a building, keep away and tell the person help is on the way.
- Warn those below to keep the area clear of traffic.
- If a person is successful, the area will be treated as a crime scene and those in the area will be asked to cooperate as witnesses.
- If another subject was involved with the person's suicide or attempt, inform police immediately.

Guidelines for dealing with potential suicide:

- Don't try to minimize the situation by telling the person how well off they are compared to others
- Don't argue with the person
- Don't be judgmental about the situation
- Don't deal with the person alone
- Don't leave the person alone
- Make sure the person doesn't have access to any harmful objects or substances

Warning signs of suicide:

- Ideation (thinking, talking or wishing about suicide)
- Substance use or abuse
- No sense of purpose or belonging
- Anger
- Trapped (feeling like there is no way out)
- Withdrawal from family, friends, work, school, activities, & hobbies
- Anxiety (restlessness, irritability, & agitation)
- Recklessness (high risk-taking behavior)
- Mood disturbance (dramatic changes in mood)
- Making arrangements; setting one's affairs in order
- Giving things away, such as prized possessions

Remember that the person who is in distress is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalized himself/herself if necessary. It is important to know that the person can only be hospitalized in two ways: (a) by choice, or (b) by the police if he/she is dangerous to himself/herself or others.

NOTE:

Suicide that one may try to utilize. "Suicide by cop" is a colloquial term used to describe an incident in which a suicidal individual consciously engages in life-threatening behavior(s) to the degree that it compels a police officer to respond with deadly force.

Medical Emergencies

- **Call District Police immediately**
- Do not move a seriously injured person unless there is a life-threatening situation
- Give your name, location, & telephone number
- Provide information regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Don't hang up until the dispatcher ends the call
- Return to the victim and keep the victim as calm and comfortable as possible
- Remain with the victim until medics arrive

Needlestick Injury and Blood Exposure

If you experience a needlestick or sharps injury or get blood, body fluids, or other potentially infectious materials in your eyes, nose, mouth or on broken skin:

- **Call District Police immediately**
- Wash needlesticks and cuts with soap and water or a skin disinfectant if available
- Flush splashes to the nose, mouth, or skin with water - DO NOT swallow the water
- Irrigate eyes w/clean water, saline, or sterile irrigates
- Seek medical attention immediately

Needle or sharp discarded inappropriately or blood release

- **Call District Police immediately**
- Keep the area clear of students and staff
- Evacuate office or classroom if needed
- Don't attempt to pick up sharps or clean up blood
- Don't handle items soiled with wet or dry blood

Person bleeding

- **Call District Police immediately**
- Do not risk your health
- Give the person gauze, tissue, or band aid
- Advise the person to apply the gauze, tissue, or a band aid to their wound
- Do not touch blood, bloody clothes or discarded bloody first aid items
- Give the person a bag to put their bloody item in
- If you assist an injured person, make sure you use protective barriers: latex gloves, face shield, protective clothing and cover etc.

Blood-borne Viruses

BBV's are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

The main BBV's of concern are:

- Hepatitis B virus (HBV), hepatitis C virus, and hepatitis D virus, which all cause hepatitis, a disease of the liver
- Human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body

These viruses can also be found in body fluids other than blood, for example, semen, vaginal secretions, and breast milk. Other body fluids or materials such as urine, feces, saliva, sputum, sweat, tears, and vomit carry a minimal risk of BBV infection, unless they are contaminated with blood. Care should still be taken as the presence of blood is not always obvious.

In the Event of an Explosion or Similar Incident

- Immediately take cover under tables, desks or other objects that give protection from broken glass or debris
- After the effects of the explosion have subsided call District Police immediately
- Give your name; describe the location and nature of the emergency
- Evacuate the immediate area by walking to the nearest exit, alert people as you go
- Be aware of structural damage
- Stay away from glass doors and windows
- Do not touch or move any suspicious object
- Assist others, especially the injured and disabled to evacuate the building
- Move to a clear area at least 300 feet away from the affected building or location
- Keep walkways clear for emergency vehicles

Bomb Threat

If you observe a suspicious object or potential bomb:

- **Call District Police immediately.**
- Give your name, location and description of the object
- Warn others in the area to stay away from the object until District Police arrives on scene
- If the object is found outside, move to a clear area at least 300 feet away
- If the object is found inside, leave the room, office, or building and move to a clear area at least 300 feet away

If you receive a phone call indicating a bomb or explosive device has been placed on campus, keep the caller on the phone and ask the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What is your name?
- Note the time the call was received
- Note the sex, age, and emotional state of caller
- Note any background noises
- Note caller ID phone number
- Call the District Police immediately with the above information and save your notes

Police will conduct a detailed bomb search and requests the following:

- Make a cursory inspection of your work area for suspicious objects and report the location to the District Police
- If an object is found, do not handle it
- Leave the room, office, or building
- Police will make the decision to evacuate the building
- Move to a clear area outside the building at least 300 feet away
- Do not return to the building until advised by Police

If you receive suspicious mail:

- **Call District Police immediately**
- Do not handle or move the letter or parcel
- Document the manner in which the mail arrived
- Note the time the mail was received and note information that is observed on the mail
- Give the information to Police upon their arrival

What constitutes a suspicious letter or parcel?

Some typical characteristics which ought to trigger suspicion include letters or parcels that have any powdery substance on the outside

- Are unexpected or from someone unfamiliar to you
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words are addressed to someone no longer employed or otherwise outdated
- Have no return address, or have one that can't be verified as legitimate
- Are of unusual weight, given their size, or are lopsided or oddly shaped
- Have an unusual amount of tape
- Are marked with restrictive endorsements, such as "Personal" or "Confidential"
- Have strange odors, stains, or protruding wires

Crime in Progress/Civil Disturbance

- **Call District Police immediately**
- Give your name, location, and phone number
- Advise the dispatcher of the situation and remain where you are until contacted by an officer unless you deem your location unsafe
- If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked
- Turn off lights, remain quiet, keep low and hide behind a desk or other furniture
- Do not attempt to apprehend or interfere with the suspect except for self-protection
If safe to do so, get a good description of the criminal
- Note height, weight, sex, race, approximate age, clothing, direction of travel, and his/her name, if known
- If the suspect enters a vehicle, note the license plate number, make, model, color, and any outstanding characteristics
- In the event of civil disturbance, continue inasmuch as possible with your normal routine
- If the disturbance is outside, stay away from door and windows
- Do not interfere with persons creating the disturbance or with authorities on the scene

Fire Safety

Be Calm and Be Quick!

To properly use a portable fire extinguisher, know how to detach extinguishers from their mountings, stand 6 to 8 feet from the fire and then follow these steps:

- **P**ull the safety pin to unlock the lever to discharge
- **A**im the extinguisher nozzle at the base of fire
- **S**queeze the lever below the handle to discharge the extinguishing agent
- **S**weep the nozzle back and forth across the base of the fire, discharging all of the agent to assure the fire is out

Notice the key letters above to easily recall what to do:

PASS – **P**ull, **A**im, **S**queeze, and **S**weep!

If the fire doesn't begin to go out right away, leave the area, and call District Police immediately. When it comes to fire, what you don't know can hurt you. Take the time now to find out what you can do about preventing and fighting fire on your job.

Structure Fires

NOTE: It is suggested that individuals who have a mobility impairment or use wheelchairs prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm
- **Call District Police immediately**
- Give your name and the location of the fire
- Do not hang up until the dispatcher ends the call
- If the fire is small, you may wish to fight it with a fire extinguisher
- Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher
- If the fire is large, very smoky, or spreading rapidly, sound the building fire alarm and leave the building immediately
- Inform others in the building who may not have responded to the alarm to leave immediately
- The alarm may not sound continuously. If the alarm stops, continue to evacuate the building and warn other who may attempt to enter the building

ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING

- If possible, take your purse or wallet and personal items with you before leaving
- If you have a mobility impairment, request help from those nearest you. If no one is there to assist you, proceed to the nearest stairway landing, and shout for help
- When fire alarms sound, do not use the elevators. An elevator may become a trap
- If there is a closed door, touch the door lightly with the back of your hand. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present
- If there is smoke, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- Relocate to a nearby parking lot and stay out of the way of emergency personnel

Chemical fires

- **Call District Police immediately**
- Advise responders of the chemicals involved or stored in the affected areas
- If the fire is large, smoky, or spreading rapidly, sound the fire alarm and leave the building
- Inform others in the building who may not have responded to the alarm to evacuate
- If the alarm stops, continue to evacuate until advised by the Police that it is safe to return
- **ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING**
- When fire alarms sound, do not use the elevators. An elevator may become a trap
- Relocate to a parking lot which should be a distance of at least 500 feet from the building
- Stay out of the way of emergency personnel
- Do not return to the building until instructed to do so by District Police
- Notify District Police or firefighters on the scene if you suspect someone may be trapped inside the building
- **Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.**

Brush Fires

- **Call District Police immediately**
- If you are outdoors, seek shelter in a safe nearby area
- If you are indoors, close all windows and doors; open all curtains and blinds. Relocate all combustibles away from windows
- Turn off and unplug all electrical equipment
- Because of road closures, traffic congestion, and the possibility that the fire may out run you, be prepared to “shelter-in-place”
- If instructed to relocate, do not return to the vacated location until instructed to do so by Police or Fire Dept. personnel

Hazardous Materials

If a hazardous material release occurs:

- **Call Dispatch Police immediately**
 - Provide the name and quantity of the released material
 - Provide the appearance of the released material – solid, liquid, odor, color, etc.
 - Provide time of release and information regarding area of contamination
 - Provide responders information regarding any hazards inside or outside the room or building
 - If you are contaminated, make sure you get medical assistance and avoid contact with others
 - If toxic materials come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available
- If there is any possible danger, evacuate your area immediately. District Police will make the decision to evacuate the building

NOTE: Hazardous Materials are anything flammable, toxic, corrosive, reactive, oxygenic, cryogenic, or radioactive.

Terrorist Incident

NOTE: There is usually little or no warning for a terrorist incident. An individual must use his/her own discretion during a terrorist incident as to how to respond. However, best practices for a terrorist incident are listed below:

At all times:

- Be aware of your surroundings
- Note suspicious items, packages, or vehicles that seem out of place and report them to District Police
- Note suspicious activities or behaviors and report them to Police

Potential targets recognized by the U.S.

Government:

- Airports, seaports, and harbors
- Major cities or landmarks
- Large crowds
- Infrastructure such as power plants, transportation centers, or communication centers
- Business & industrial centers such as Wall Street

Types of terrorist attacks

- **Explosive** devices cause detonations which throw debris into the air and start fires. Explosive devices can be left in place and detonated remotely or carried by a vehicle or even an individual. Explosive devices are used in most terrorist attacks.
- **Biological** agents such as bacteria, viruses, and toxins typically make people sick
- **Chemical** agents are toxic to people, plants, or animals, and are found in the form of solids, liquids, vapors, or aerosols
- **Radioactive** attacks include nuclear explosions and “dirty bombs.” A “dirty bomb” is designed to spread radioactive material over a region

Protective measures to implement following a terrorist incident:

- Distance yourself from the location of the incident and seek shelter as soon as possible
- Follow instructions from District Police or emergency personnel
- If exposed to a chemical & you have trouble breathing, use your clothing to cover your face and breathing through your clothing as a filter
- If exposed to chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible
- Seek medical attention as soon as possible for any injuries, if you have trouble breathing, or believe you were exposed to a contaminating agent

Chemical or Bio-Terrorism

The covert release of a chemical or biological agent will almost certainly go initially undetected in most areas of the country. Infected persons begin to be present at doctor’s offices, managed care clinics, and hospital emergency rooms days, and perhaps weeks after the release of the chemical or biological agent.

In an overt release, officials will have advanced notice of the outbreak, but most local public health systems will be overwhelmed by community requests for information and treatment as soon as the threat is made public.

Campus response to confirmed incidents of this nature will probably be limited to the following possibilities, depending on circumstances:

- Act as an information source, passing on information from Center of Disease Control (CDC), and other government agencies, to students and staff via existing information channels. Information might include infection control precautions and treatment facilities, etc.
- Potential evacuation and closure of facilities
- Cooperate with the use of college facilities, if requested, by local agencies
- Use of universal precautions in the handling of victims to prevent the further infection or contamination of students and staff

Suspicious Mail

If a Radiological, Biological, or Chemical threat is identified in any letter, parcel, or package:

- **Call District Police immediately**
- Do not handle contaminated mail or packages
- Make sure that damaged or suspicious packages are isolated and the area cordoned off
- All persons who have touched the mail piece shall wash their hands with soap and water
- List all persons who touched the mail or package
- Include contact information and have this information available for District Police
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for District Police
- As soon as practical, shower with soap and water

For additional information see the Federal Emergency Management Agency's (FEMA) website on terrorism at: <http://www.fema.gov/hazard/terrorism/index.shtm>.

- Text family and friends to let them know you're okay
- Be careful when cleaning up debris
- Volunteer to help others on campus or within your community

Flooding & Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

If a water leak occurs:

- **Call District Police immediately**
- Provide the location and severity of the leak
- Indicate whether any valuables, art collections, or books are involved, or are in imminent danger
- If there are electrical appliances or electrical outlets near the leak, use extreme caution
- **If it's unsafe, evacuate the area**
- **If you can't evacuate, find higher ground**
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously
- Be prepared to assist, as directed, in protecting college and personal property that is in jeopardy
- Take only those steps that are needed to avoid or reduce immediate water damage. Cover large objects with plastic sheeting. Carefully move small or light objects out of the emergency area

Severe Winds

- Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains
- At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down
- Close windows
- The best protection in severe winds is in permanent buildings. As a result, steps will be taken to ensure the safety of students/personnel within buildings rather than to evacuate
- Time permitting, students in temporary structures will be moved to a permanent structure

Immediately after the cessation of severe winds, Facilities, Management & Operations, and District Police will inspect the campus for damage and safety hazards.

Other_Emergency

Any other emergency or disaster not specifically addressed in this procedure will be evaluated and handled by the District Police Department. If additional personnel or technical assistance is required, it shall be summoned by the District Police Department as needed from any local, state, or federal government agency.

If you have any questions or need additional information about this content, please contact:

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