

**Laney College**

**EMERGENCY PROCEDURES**

**EMERGENCY PHONE NUMBERS**

**POLICE • FIRE • AMBULANCE**

**Peralta Police Services “PPS”:** .....510/466-7236

**Pay Phones:**..... 911

**Campus Phones:**..... 9-911

**Cellular Phones:**

**Oakland Police Department – Emergency number:**..... 510/777-3211

**Oakland Police Department – Non emergency number:** ..... 510/777-3333

**Health Services (Tower Building – 4<sup>th</sup> Floor):** .....510/464-3516

**College Business Manager (Tower Building – 8<sup>th</sup> Floor):**.....510/464-3232

**MAINTENANCE & FACILITIES**

**General Services – Work Order Desk:** .....510/466-7341

**Maintenance & Facilities at Laney College:** .....510/466-7269

## FIRST AID AND EMERGENCY SUPPLIES

**Flashlight:**

Flashlight will be attached to the first aid kit.

**Automated Electronic Defibrillator (AED):**

- Health Services Office – Tower Building – 4<sup>th</sup> Floor
- Welding Classroom – F Building
- Fitness Center – C Building
- Athletics – Gym
- Cosmetology – B Building
- Library
- Welcome Center – A Building - Rm 101

**Basic Disaster Response Supplies:**

**Located:** Incident Command Center located in the Welcome Center, 1<sup>st</sup> Floor of the A Building

*Disaster Response supplies include: basic building search and rescue supplies, flashlights, protective equipment, 2-way radios, and first aid kit.*

**Locations of First Aid Kits:**

T-253	A-106	AC-135	E-120
T-350	A-109		E-251
T-810	A-184	B-105	
T-813	A-235 B		F-152A
T-850		C-102	
T-101 Custodial Office		SC-300	G-186
Forum 104-B		SC-412	G-150-2
Library- 2 <sup>nd</sup> Fl			
Pool Office			
Student Center –Basement Kitchen			

## FIRST AID AND EMERGENCY SUPPLIES

## **REPORTING EMERGENCIES**

**Pay Phone 911 • Campus Phones 9-911 • Peralta Police Services 510/466-7236**

*Please identify your exact location to Emergency Services Personnel.*

### **Immediately Report:**

- **Any life-threatening medical emergency, such as:**
  - CHEST PAINS
  - RESPIRATORY DISTRESS OR CESSATION OF BREATHING (NOT BREATHING)
  - CARDIAC ARREST (NO PULSE)
  - DROWNING OR NEAR-DROWNING
  - SHOCK
  - BURNS
  - UNCONTROLLED BLEEDING
  - UNCONSCIOUSNESS
  - CHOKING
  - POISONING
  - OVERDOSE
  - SUSPECTED FRACTURE OF BACK, NECK, OR SPINE OR MULTIPLE FRACTURES
  
- **All fires, smoke, or burning smells.**
- **Chemical or biological hazardous material release.**
- **Crime or violent incident, including:**
  - **Psychological crisis.**
  - **Civil disturbance.**

## **REPORTING EMERGENCIES**

## **REPORTING SERIOUS BUT NOT LIFE-THREATENING INCIDENTS OR EVENTS**

**Non-emergency police business**.....**510/466-7236**  
(ext. 7236)

### **Non-life threatening medical injuries or illness:**

- During campus hours call the Campus Health Services Coordinator at **510/464-3516 (ext. 3516)**
- After campus hours call Peralta Police Services at **510/466-7236 (ext. 7236)**

### **Utility Failure:**

- During campus hours call General Services at **510/466-7341(ext.7341)**
- After campus hours call Peralta Police Services at **510/466-7236(ext.7236)**

**Telephone Failure:** To report an emergency incident when campus phones are not working:

- Use public pay or cellular phone to call Peralta Police Services at **510/466-7236**
- **Send a runner** to the Campus Police office on the 1<sup>st</sup> Floor of the B Building or the Campus Business Office on the 8<sup>th</sup> Floor of the Tower Building, where alternate communication options are available.
- If the telephone failure occurs **after regular business hours** and neither pay nor cellular phone is available, Campus personnel should **send a runner** to the Peralta Police Services on the 1<sup>st</sup> Floor of the Laney Form building, or the Night Administrator at the information desk in the Tower Building.

### **Any incident with potential for adverse publicity to the college:**

- Call Public Information Officer at **510/464-3161 (ext. 3161)**
- Call the President's Office at **510/464-3237 (ext. 3237)**
- After campus hours call Peralta Police Services at **510/466-7236 (ext. 7236)**

## **REPORTING NON-EMERGENCIES**

## **MEDICAL EMERGENCY**

### **If a serious injury or illness occurs on campus immediately call:**

- Health Services Coordinator at **510/466-3516**
- Peralta Police Services at **510/466-7236** from cell phone **or 9-911** from any campus phone.

*Give them your name; describe the nature of the medical problem and the campus location of the victim. Give the exact Building and Room Number.*

### **Quickly perform these four steps:**

1. Ask the victim “Are you okay?” and “What’s wrong?”
2. Check breathing and pulse and give rescue breaths or CPR if necessary. Only administer CPR if you are trained to do so.
3. Control bleeding by applying direct pressure on the wound.
4. Keep the victim still and comfortable. Have the victim lie down if necessary.

### **Continue to assist the victim until help arrives:**

- If possible, send someone to flag down the fire/ambulance and direct them to the scene.
- Determine the extent of the injury or probable cause of illness.
- Protect the victim from disturbances, reassure the victim and **DO NOT MOVE** the victim unless absolutely necessary.
- Look for an emergency *ID*, gather information from witnesses and give all information to the emergency response personnel arriving on the scene.

### **If blood or bodily fluids are present:**

- Call the custodial department at **510/436-3114** to isolate the area and clean any exposed surfaces immediately.

## **MEDICAL EMERGENCY**

## PERSONS WITH DISABILITIES

### Visually Impaired Persons:

- **Explain** the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- **Guide** the person (or provide someone to do so). Person will take the guides arm below the elbow and will follow their lead.
- **Tell** the person where you are as you walk.
- **Advise of any obstacles** in the path.
- When you have reached safety: **Orient** the person to where he or she is and ask if any further assistance is needed before leaving.

### Hearing Impaired Persons:

If you must get a person's attention:

- **Flash** room lights.
- **Wave** your arms.
- **Tap** on the person's shoulder.
- **Gesture** what is happening and what to do.
- **Write** on the board or piece of paper the nature of the emergency and the evacuation route.

### Mobility Impaired Persons:

- Always **ask** person first if they have **special needs** or requirements.
- Individual 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 the Building Monitor, Peralta Police Services at **510/466-7236**, or DSPS at **510/464-3428** or other trained college personnel and wait for help before transferring a person from a wheelchair or transporting a person on a stairway, unless the situation is imminently life threatening.
- **Wheelchairs** for emergency are **located** in the Health Services office on the 4<sup>th</sup> Floor of the Tower Building.

## PERSONS WITH DISABILITIES

## **GUNFIRE • BARRICADED SUSPECT • SNIPER**

### **Immediate Actions:**

- Get everyone to **lie down away from windows** or "fields of fire".
- **Close window coverings** and remain quiet.
- **Lock or barricade classroom** and office doors (to prevent suspect(s) from entering).
- **Do not evacuate rooms** or buildings unless told to do so by Building Monitor or police officer, or unless it is absolutely clear and safe to do so.
- Special precautions must be taken to ensure that persons who are hearing impaired are notified and **persons with disabilities** are assisted.
- Notify PPS at 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones. Do not hang up on the dispatcher until told to do so.
- **Provide the following information:**
  - The exact location of the suspect(s) (e.g. front or side window, roof, office, classroom.)
  - Whether any shots were fired by the suspect(s.)
  - Description of suspect(s), type of weapon/explosive device, number of hostages (if any), and number of known injured or killed.
  - Location, type of building, and number of exits.
  - Any demands or information supplied by suspect(s.)

**GUNFIRE•BARRICADED SUSPECT•SNIPER**

## EXPLOSION

### **Immediate Action:**

- Immediately **take cover** under tables, desks or other objects that give protection from broken glass or debris.
- **Pull the Fire Alarm** and/or call PPS at 510/466-7236.
- **Provide** the exact **location** of fire, smoke or explosion.

*The site Incident Commander will meet with Response Personnel and make sure fire lanes are clear.*

**If you are instructed to evacuate** (the police may elect not to use fire alarms) or the need to evacuate is obvious:

- **Assist others**, especially the injured and disabled to evacuate the building.
- **Keep streets, fire lanes, hydrants, and walkways clear** for emergency vehicles and crews.
- **Assist emergency crews** if requested.
- **Do not re-enter** evacuated building until those in charge of evacuation say it is safe to do so.

*Leave fire scene undisturbed. This is essential for investigators.*

Refer to section on "**Evacuation**" in this guide for more information.

## EXPLOSION

## CIVIL DISTURBANCE OR DEMONSTRATION

*A civil disorder may take one of several forms including picketing, marches, rallies, parades, sit-ins, trespassing, riots, sabotage and malicious destruction of property or other illegal actions. Avoid provoking or obstructing the demonstrators.*

### **Dangerous or threatening disturbance:**

- A threatening disturbance should be **reported immediately** to police at 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones.
- **Alert all** employees and students in the area to the situation.
- **Lock all doors**; secure all files, documents and equipment.
- Specific actions to be taken at this time will depend upon the seriousness or urgency of the situation.

### **Non-threatening or dangerous demonstration:**

- College staff should **call the Incident Commander** 510/464-3237 (ext 3237) and their immediate supervisor or Division Chair. *To avoid causing additional trouble, use a private office when making the call.*
  - Police and college administrators will assess the situation.
  - Participants who refuse to disperse may be arrested for violation of state penal code.
- If a class or lecture is disrupted, the **offending person(s)** should be **asked to leave**.
  - If they refuse, call police at 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones, and your immediate supervisor.

## CIVIL DISTURBANCE • DEMONSTRATION

## AIRCRAFT CRASH

### Immediate Actions:

- Immediately **take cover** under tables, desks and other objects, which will give protection against flying glass or falling debris.
- **Notify** 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones.
- **Assist any injured** requiring first aid treatment.
- When the initial phase of the crash has ended, students and staff should **evacuate** the building by following the normal evacuation procedures.
- If normal evacuation routes are blocked, alternate routes should be used.
- **Assist** anyone that may need aid evacuating the building.
- When outside the building, each class should **move** quickly to a **pre-designated location** near the campus.
- The meeting place should be at least **300 feet** from the structure and out of the way of the fire department.
- **Campus staff** will go directly to entrances on the campus site to direct all non-emergency traffic away from the buildings.
- Keep fire lanes, streets and walkways open for emergency responders.
- The **Incident Commander** will follow the pre-established Laney College communication procedures and will then monitor the emergency situation and make decisions about moving groups of students away from areas that might be dangerous.

**DO NOT RETURN TO BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE DEPARTMENT OR INCIDENT COMMANDER.**

## AIRCRAFT CRASH

## EARTHQUAKE

### Immediate Actions:

- **Duck** or drop to the floor. Take **cover** under a sturdy desk, table, or other furniture. Hold on to furniture you are under and protect face. **Instruct others to duck, cover and hold!**
- **Stay away from** glass windows, wall shelves and heavy equipment. Avoid exposed wires, pipes or other hazards.
- **Do not run outside. Do not evacuate until after tremors cease.** Be aware that earthquake aftershocks may cause further damage.
- After initial shock, **evaluate situation.** If emergency help is needed, call police at 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones.
- Take note of **absent/injured** and assist as directed.
- If you can do so safely, begin turning off all potentially hazardous equipment such as gas and electric appliances.
- **Gas Leaks** - If you smell gas, cease all operations. **DO NOT SWITCH LIGHTS ON OR OFF.** Vacate the building and then notify Building Monitor, Supervisor, or EOC.
- **Hazardous Materials Incident** - Some gasses are odorless and colorless. Do not enter any areas where hazardous materials are stored or suspected until uniformed personnel or other trained authorized person has inspected the areas.
- **Injuries or damaged facilities** should be reported to the Building Monitor or other supervisor. They will advise the Incident Commander.
- If necessary, or directed to do so, **calmly evacuate** building to staging areas by quickly walking to nearest exit, alerting people as you go.
- **Be aware of structural damage.**
- **Assist** both the disabled and injured.
- Move at least **300 feet** away from buildings, utility poles, and other structures.
- **If outdoors**, quickly move at least 300 feet away from buildings, utility poles, and other structures.
- **CAUTION: ALWAYS avoid power or utility lines.**

Refer to section on “**Evacuation**” in this guide for more information

## EARTHQUAKE

## HAZARDOUS MATERIALS RELEASE

### **Immediate Action:**

- Safeguard lives
- Notify "9-911" from campus phones, 911 from pay phone, or PPS at 510/466-7236 from cell phones
- Minimize property damage

### **Determine need to EVACUATE building:**

- Alert others in building - activate alarm.
- Evacuate immediately. Assist persons with disabilities or injuries.
- Close doors leading into the building to isolate release.
- Move and stay upwind, up slope, upstream, at least 300 feet from building (to evacuation staging areas if safe).
- Keep streets and walkways clear for emergency equipment.

### **Notify 911** (9-911 from campus phones, PPS 510/466-7236 from cellular phones)

- Exact location of spill, including room number if inside a building.
- Name of spilled material.
- Quantity.
- Appearance - solid, liquid, odor, color, etc.
- Injuries or physical effects to those who have been exposed.
- Whether any victims are trapped within the isolated area.
- Area of contamination.
- Your name, department, and the phone extension you are calling from.

### **If hazardous material is on a person:**

- Remove any excess material and contaminated clothing.
- Check MSDS (To obtain copy of MSDS see instructor or manager) to ensure that following immediate treatment is appropriate:
  - Hazardous materials in **eye**: Hold the eye open and flush with water at least 15 minutes.
  - Hazardous materials on **skin**: Remove contaminated clothing and flush area with water in a safety shower for at least 15 minutes.

**Seek medical attention immediately! Send Materials Safety Data Sheets (MSDS) with the injured!**

**Contact:** *North State Environmental* at **650/588-2838** and request an emergency response clean up.

**Do not return** to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

## HAZARDOUS MATERIALS RELEASE

# **FIRE**

## **Immediate Action:**

### **Smell Smoke or Detect a Fire:**

- Prior to opening doors, **feel if the door is HOT**. Open cautiously.
- If SMOKY, **stay near the floor** where less smoke accumulates.
- **Pull fire alarm.**
- **Evacuate from the area** to the designated assembly area.
- **Assist** person with disabilities and children.
- **Alert** classes in session and workers nearby.
- **Call 9-911** from campus phones, 911 from pay phone, or PPS at 510/466-7236 from cell phones and describe location, nature and extent/size of fire.

### **Fire is Minor and Controllable:**

- Direct the **fire extinguisher(s)** toward base of flames. Do not take unnecessary chances or endanger yourself or others.
- Evacuate immediate area if appropriate.
- Notify General Services at 510/466-7341 and the College Business Manager at 510/464-3232.
- If there is any chance that this fire will reignite or if hazardous materials were involved, call 9-911 from campus phones, 911 from pay phone, or PPS 510/466-7236 from cell phones and describe location, nature and extent/size of fire.

### **Fire Out of Control:**

- **Immediately evacuate**, as above.
- **Close** all possible **doors** to confine the fire but *do not lock*.
- **Pull fire alarm.**
- **Call 9-911** from campus phones, 911 from pay phone, or PPS 510/466-7236 from cell phones and describe location, nature and extent/size of fire.

# **FIRE**

# EVACUATION

## Immediate Action:

- Faculty and staff are responsible for all staff, students and visitors in their immediate charge.
- When evacuation is necessary, the faculty and staff will be **notified through the following measures**, depending on the type of emergency at the time:
  - Telephones
  - Runners
  - Bullhorns
  - Building fire alarms
  - Flashing lights for hearing impaired/deaf persons
- Upon being notified to evacuate, occupants will **leave by the nearest marked exit in the building and proceed to a safe area at least 500 feet away from the building, or follow the direction of the designated Building Monitor.**
- Unless it will cause unnecessary or unsafe delays, students, visitors, faculty and staff are encouraged to **take their possessions with them.**
- When exiting, **walk**, do not run. Don't push or crowd.
- Keep **noise to a minimum** so you can hear emergency instructions.
- Occupants on floors above the ground floor must **use emergency exit stairwells** to leave the building. **Do not use elevators!**
  - Use handrails in stairwells; stay to the right.
- **Check** toilets and other areas **for stragglers.**
- Evacuation of **persons with disabilities and children** will be given high priority, if an evacuation is ordered.
  - Assist the **persons with disabilities** in exiting the building. Co-workers should be nominated to assist impaired persons!
  - Building Monitors are responsible for designating the **safest evacuation routes** for persons with disabilities.
- To the best of your ability and without re-entering the building, assist college staff in their attempt to **determine that everyone has evacuated** safely.
- *For certain emergencies such as a **bomb threat** or natural **gas leak**, the fire alarms/strobes may not be activated. Instead building safety coordinators shall move through the building and order everyone to evacuate.*
- If total **evacuation from the College Campus** is necessary, specific instructions for a safe evacuation procedure will be given by the Incident Commander (IC) at that time.
- Building Monitors and other support staff available on campus will be notified by the EOC and will report to assigned areas and stand by.

**DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY POLICE OR OTHER OFFICIAL.**

- The Incident Commander will coordinate an **“all clear”** sign or issuance of other instructions via runners, radios, or voice command to Building Monitors.

# EVACUATION

## BOMB THREATS AND BOMB DETONATION

### Telephone Bomb Threat:

- **Remain calm** and keep the caller on the line as long as possible.
- Ask him/her to **repeat the message**.
- **Record** every word spoken by the person.
- Attempt to find out the **specific location** of the bomb and **time of possible detonation**.
- **Inform the caller that the building** is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- **Pay particular attention to background noises**, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- **Listen** closely to the **voice** (male, female), voice quality (calm, excited), accents, and impediments.
- Immediately after the caller hangs up, **complete the Bomb Threat Checklist** located in the Emergency Procedures Plan and contact 911.

### Written Bomb Threat:

- **Save all materials**, including any envelope or container.
- **Avoid handling** the written document if possible.
- **Call PPS** at 510/466-7236 from cell phone, 911 from pay phone or 9-911 from on campus phones.

### If you see a Suspicious Object or Potential Bomb:

- **DO NOT HANDLE THE OBJECT, OR TURN ROOM OR OFFICE LIGHTS ON OR OFF.**
- **Notify** 9-911 from campus phones, 911 from pay phone, or 510/466-7236 from cell phones, giving your name, location and telephone number. Give them all the information you have.
- **Do not hang up** until told to do so.
- **Inform** the Incident Commander at 510/464-3237 (ext. 3237).
- Officers will conduct a detailed bomb search. Faculty may make a cursory inspection of your area for suspicious objects, *but*:
  - *Do not open drawers or cabinets.*
  - *Do not turn lights or any electrical switch on or off.*
  - *Report any suspicious object, device or package but DO NOT touch it, tamper with it, or move it in any way.*

### If you are Instructed to Evacuate (the police may elect not to use fire alarms):

- Students and staff must quickly collect their possessions and **proceed to assigned evacuation staging areas** (at least 500 feet from buildings).
- **Assist** persons with disabilities.
- **Keep streets, fire lanes, hydrants, and walkways clear** for emergency vehicles and crews.
- **Assist emergency crews** if requested.

**DO NOT RE-ENTER EVACUATED BUILDING UNTIL THOSE IN CHARGE OF EVACUATION SAY IT IS SAFE TO DO SO.**

## BOMB THREATS AND BOMB DETONATION

# UTILITY FAILURE

## Immediate Actions:

If utility failure occurs during **regular hours**, Monday through Friday, 8 A.M. to 5 P.M., notify General Services at 510/466-7341.

If there is **potential danger**, or if failure occurs **after hours**, always notify Peralta Police Services at 510/466-7236. PPS will contact General Services.

## Electrical/Light Failure:

- Keep everyone in their seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem.)
- If lighting does not resume, vacate area.
- Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms. **You must keep a flashlight with spare batteries handy.** *Emergency flashlights are located in the division offices, District office, facilities office, President's office, campus center, and campus police business office.*

## Telephone Failure:

### To report an emergency incident when campus phones are not working:

- Use public **pay or cellular phone** to call Peralta Police Services at 510/466-7236 if the General Services phones do not work.
- Campus personnel should **send a runner** to the Campus Police office on the 1<sup>st</sup> Floor of the B Building OR the Campus Business Office on the 8<sup>th</sup> Floor of the Tower Building, where alternate communication options are available.
- If the **telephone failure occurs after regular business hours** and neither pay nor cellular phone is available, Campus personnel should **send a runner** to the Peralta Police Services on the 1<sup>st</sup> Floor of the Laney Form building, or the Night Administrator at the information desk in the Tower Building.

## Plumbing Failure/Flooding:

- Stop using all electrical equipment immediately.
- Vacate the area if necessary.
- Notify Campus Police and Engineering as instructed above.

## Gas Leak:

- Stop all operations.
- Do not use phone or switch on/off lights or *any* electrical equipment.
- Get out of the building.
- Never use *any* electrical switches with a gas leak! *Electrical arcing can trigger an explosion!*
- Call Campus Police and Engineering from another building.

## Ventilation Problem:

- If smoke odors come from the ventilation system, notify Campus Police or Engineering as instructed above.
- If necessary, evacuate the area.
- If visible smoke comes through, call 911

Refer to section on “**Fire / Explosion**” in this guide for more information.

## Water Line Failure:

- Immediately notify General Services at 510/466-7341.
- If necessary, evacuate the area.

# UTILITY FAILURE

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**EVACUATION ROUTES**