



## **Board Policy 6815 Emergency Response Plan**

The West Hills Community College District shall establish guidelines with the objective of ensuring the well being, safety and security of all personnel, students, visitors and children in child care programs during an emergency and to protect district property. Therefore, an Emergency Response Plan will be established for the West Hills Community College District.

Board approved: 5/20/08



# ***EMERGENCY RESPONSE PLAN***

***August, 2007***

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## **BASIC EMERGENCY RESPONSE GUIDELINES**

The West Hills Community College District (WHCCD) has established and adopted guidelines with the objective of ensuring the well being, safety and security of all personnel, students, visitors and children in child care programs during an emergency and to protect district property. Administrators, managers and supervisors will be assigned specific duties to accomplish this objective. This plan is a preparedness document. It is intended to be read and understood before an emergency.

This plan shall be activated under any of the following conditions:

- By direction of the District Chancellor, College President or his/her designated representative under the declaration of a disaster.
- In any emergency or disaster which directly affects the District and requires an emergency response by District employees.
- Upon notification by local, state or federal government officials of an actual/declared or impending emergency or disaster that will directly or indirectly affect the District.

The plan and procedures have been developed based on the following concepts:

- All students (childcare) will be retained at District facilities until released to parents or authorized persons during a disaster or emergency situation.
- All evacuation of facilities will be done (as necessary) in conjunction with other agencies through the SEMS and NIMS systems.
- If evacuation of facilities is required, all students and District personnel at each site will assemble in predetermined areas.
- All District employees are expected to remain and fulfill their disaster or emergency responsibilities until the emergency is over or they can be relieved of their responsibilities.

## **NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS) and STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

The National Incident Management System (NIMS) is a federal requirement and was established by the Homeland Security Act of 2002. The Standardized Emergency Management System (SEMS) is a California mandate contained in Government Code Section 8607. The purpose of NIMS and SEMS is to aid in communication and response by providing a common communication and management system. The intent is to improve the coordination of state and local emergency response in California. WHCCD has adopted and is implementing the required policies and procedures of both NIMS and SEMS.

The basic framework of SEMS incorporates the use of the Incident Command System (ICS). The ICS is designed to be flexible and adaptable to meet the emergency management needs of all agencies. ICS is a management system and provides the organizational framework and acts as an umbrella under which all response agencies may function in an integrated fashion.

During an emergency WHCCD will utilize the ICS to facilitate a coordinated response by the WHCCD Incident Commander, the Incident Command Team and representatives from community responders. An Incident Command Center will be utilized when necessary.

## **LINES OF AUTHORITY**

**In an emergency, lines of authority will change.** Employees may be assigned to report to any member of the Incident Command System (ICS) team. This may or may not be the employees' regular supervisor or manager. Employees are expected to follow the direction of the ICS team members during an emergency. All employees are also expected to follow the directions of uniformed responders (law enforcement, fire, etc.) at all times.

Emergency response often requires decisions to be made quickly under adverse conditions. Emergency or disaster conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. The District, its management, employees, students and volunteers duly pressed into service during a local emergency or disaster should act prudently while being protected by the privileges and immunities from liability as provided by law.

## **PHASES OF EMERGENCY MANAGEMENT**

Emergency management is divided into four phases:

- Mitigation
- Preparedness
- Response
- Recovery

**Mitigation:** Includes those actions taken to eliminate a hazard or to reduce the potential for damage or injury during a disaster. Examples include implementing building codes, identification and use of hazardous materials, and enforcing land use and zoning requirements.

**Preparedness:** Includes actions taken to plan and train WHCCD employees to respond to emergencies. Examples include preparation of emergency operations plans and exercises to test the plans. It also includes the training and education of personnel in emergency procedures, evacuations, and the obtaining of equipment and supplies needed to respond to an emergency.

**Response:** Includes actions taken to ensure the care, welfare, safety, and security of all personnel and students as well as actions taken to protect property during an emergency. Examples include lockdown, evacuation, search and rescue and the accountability of personnel.

**Recovery:** Includes those actions to return WHCCD to normal operations after the emergency has been declared over. Examples include repair or maintenance of facilities, re-scheduling of services, Critical Incident Stress Management (CISM), and review and critique of response actions. Recovery activities may begin during the response phase of an emergency.

All departments at WHCCD have responsibilities in all emergency phases.

## **HAZARD ANALYSIS**

WHCCD sites may be subject to the effects of natural, technological and/or man-made disasters, a summary analysis of these events is provided as follows but is not meant to be all inclusive:

- **FIRE:** Urban and grassland fire occurrences have significant potential to impact West Hills College. Most are handled through normal response without activation of this plan.
- **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site (classroom and building) and transportation-related incidents involving hazardous materials.
- **EARTHQUAKE:** This hazard includes earthquakes themselves, as well as associated hazards such as fires and explosions. WHC Coalinga has a history of major earthquakes and actual damages have been minor to date, however all California sites are subject to earthquakes.
- **WEATHER:** Weather extremes include heavy rains causing localized flooding, windstorms, high heat, and drought periods carrying the potential for extreme dust storms.
- **TRANSPORTATION:** Transportation accidents may include major automobile accidents, airplane crashes and transportation-related hazardous materials releases. Three of the four WHCCD sites (Coalinga, Lemoore and District Office) are at high risk to transportation accidents due to their close proximity to highways. Three WHCCD sites are at high risk to airplane crashes (Coalinga, Lemoore and District Office) due to their close proximity to airports and the naval air base.
- **UTILITY FAILURE:** All sites may be subject to the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels and pipeline interruptions.
- **FLOOD:** One of the WHCCD sites has major flood potential. WHC Firebaugh carries the greatest risk historically; however WHC Coalinga has many basements subject to flooding during extended heavy rain storms.
- **DROUGHT:** Extreme and prolonged drought may threaten drinking water and fire suppression supplies.
- **CIVIL DISTURBANCE/TERRORISM:** This hazard includes intruders, riots, protests, demonstrations, strikes as well as acts of terrorism or rampancy.

## **TRAINING AND EXERCISE**

Training and training exercises are vital to determine the effectiveness of this Emergency Response Plan. Preparedness activities ensure the operational concepts outlined are sound and that personnel are adequately trained to carry out necessary functions during a disaster. In addition, such testing will provide a basis for the updating and revision of this plan and for the identification of inadequate resources. At least one unannounced table-top exercise will be conducted each semester.

## **PLAN REVIEW CYCLE**

The Vice Chancellor of Business Services or his/her designee is responsible to ensure this Emergency Response Plan is kept current. The following review cycle will be implemented:

1. By July 1st of each year review and update all aspects of the Emergency Response Plan. This review will include legislative updates, updates of relevant operational procedures, a review of practical applications, and updates of informational materials to all WHCCD staff at all sites.
2. By July 1st and January 1st of each year update telephone lists, faxes, emails, personnel rosters, resource lists and physical plant changes affecting the implementation of the Emergency Response Plan.
3. By March 1st of each year:
  - Ensure all WHCCD employees have an updated personal emergency information card on file with the Human Resources Department.
  - Ensure each district Department Supervisor/Manager has a copy of their department's employee emergency information card.
  - Schedule one or more training exercises. Training is critical to ensuring the continued viability of the plan.
  - Ensure that changes to this plan are made and distributed immediately.

## **West Hills Community College District INCIDENT COMMAND SYSTEM (ICS)**

An Incident Command Center provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed at WHCCD Incident Command Center:

- Manage the emergency or disaster under the ICS guidelines
- Coordinate all District emergency activities, resources and requests to or from other responding agencies.
- Develop specific information for the District
- Implement the Emergency Response Plan and coordinate resources and actions with responding Incident Command Centers.
- Maintain emergency communication with local Incident Command Centers and District sites throughout the emergency or disaster.

### **ACTIVATION OF THE INCIDENT COMMAND CENTER:**

#### **WHEN**

The Incident Command Center (ICC) will be activated when any emergency situation occurs or might occur of such magnitude that it will require a commitment of resources from WHCCD to respond to the emergency. Examples include: a hazardous materials incident, civil disturbances, flooding, earthquake, mass-casualty, fire or other weather emergency.

## WHO

The following individuals or their appointed representatives are authorized to activate the ICC:

- Chancellor
- President
- Administrator in charge
- Incident Commander
- Safety Officer/Risk Manager

## HOW

- Via Emergency Telephone Announcement system
- Via Two-way radio
- Via regular phone

## INCIDENT COMMAND CENTER LOCATIONS

WHC Coalinga -	<b>PRIMARY:</b> Library, Room 16, Faculty Development Rm 300 Cherry Lane, Coalinga
	<b>SECONDARY:</b> M & O Yard Falcon Lane, Coalinga
WHC Firebaugh -	<b>PRIMARY:</b> Parking Lot by ATM Building 1511 9th Street, Firebaugh
	<b>SECONDARY:</b> CDC Parking Lot 819 O Street, Firebaugh
WHC Lemoore -	<b>PRIMARY:</b> Room 256, Conference Center 555 College Avenue, Lemoore
	<b>SECONDARY:</b> Building 600 555 College Avenue, Lemoore
WHC District -	<b>PRIMARY:</b> Cnr. Gale & Cody Street, Coalinga
	<b>SECONDARY:</b> Parking Lot at Rear Gate Cody Street, Coalinga

## **INCIDENT COMMAND SYSTEM (ICS) TEAMS**

ICS Team membership will change periodically and new members will be assigned and trained for the positions to be filled. Updated and complete ICS Team contact information lists will be maintained by each ICS Team and the WHCCD Risk Management Committee, Exhibit A.

Each site will identify primary and secondary ICS command sites where the team is to meet in the event of an emergency and will be marked on the Emergency Response Map, Exhibit B.

Each ICS Team member will have a copy of this Emergency Response Plan and attachments for their use. The IC and Scribe will use the forms available in the plan document for recording purposes, Exhibit C.

Each ICS team shall have a minimum of 8 people with the following positions, it is recommended where possible each position have 2 to 3 people trained to provide as much cross training as possible.

1. **INCIDENT COMMANDER (IN CHARGE)**
2. **OPERATIONS CHIEF (DOERS)**
3. **LOGISTICS (GETTERS)**
4. **PUBLIC INFORMATION (SPEAKERS)**
5. **PLANNING & INTELLIGENCE (THINKERS)**
6. **ADMINISTRATION & FINANCE (PAPERWORK PEOPLE)**
7. **LIAISON (LINK-CONNECTION)**
8. **SAFETY OFFICER (FLOATER)**

### **WHO'S IN CHARGE?**

If it is a criminal incident – Police ICS Commander is in charge and takes the lead.

If it's a fire or health incident – Fire Department ICS Commander is in charge and will take the overall lead.

But in either case – they will only focus on that building or classroom – so the district ICS will need to be activated and will be responsible and in charge of all other areas outside of the incident – evacuation of other buildings etc.

There may be an incident where the district is the lead ICS i.e. Bomb Threat (because we would know what is normal in a building, classroom or room) so until an actual device is found the district would be in charge, after a device is found the Police ICS Commander would take over. Another example: Student protest, Fire and Police ICS Commanders would show up but until they break a law etc, the district ICS Commander would be in charge and take the lead.

# INCIDENT COMMAND TEAM FUNCTIONS

## INCIDENT COMMANDER (IC)

The WHCCD Incident Commander (IC) is responsible for the overall management of the WHCCD responsibilities during the emergency. The IC reports to the unified incident command center as soon as possible and coordinates with the Unified Command.

### RESPONSIBILITIES:

- Overall responsibility for the care, welfare, safety, and security of all WHCCD personnel, students and visitors.
- Determine the WHCCD incident objectives and strategy and establish the immediate priorities to achieve objectives. Develop and authorize the incident action plan to carry out objectives.
- Ensure adequate safety measures are in place to protect WHCCD employees and students.
- Authorize release of information to the news media in coordination with the Public Information Officer.

### Incident Commander Checklist

#### Start-Up Actions:

- Obtain IC equipment bag.
- Put on Vest and ID.
- Obtain copy of WHCCD ICS telephone list.
- Activate functions (positions) as needed.
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Notify PIO of event.
- Appoint liaison.
- Notification to outside agencies as appropriate.
- Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- Fill in "Incident Assignments" form, Exhibit C.
- Appoint a backup or alternate IC.

#### Operational Duties:

- Check with section chiefs for periodic updates.
- Reassign personnel as needed.
- Consider areas with additional security/safety needs.
- Develop and communicate revised incident action plans as needed.
- Continue to monitor and assess total situation.
- Authorize release of information.
- Utilize IC back up; plan and take regular breaks, 5-10 minutes/hour, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release staff/volunteers as appropriate.
- Remain on site and in charge until relieved or incident concludes.

**Closing Down:**

- Authorize deactivation of emergency response activities/personnel as appropriate.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, reports, and other relevant documents are completed.
- Proclaim termination of the emergency with appropriate notifications.

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistles, protective eyewear and gloves, hard hat (if needed).

## **INCIDENT LOG SCRIBE**

The Incident Log Scribe's function is to keep a written record of all communications and actions related to the incident. The scribe attaches to the Incident Commander and records all appropriate information. Other functions may also be assigned a scribe.

### **RESPONSIBILITIES:**

- Keep all logs and other paperwork relating to activities conducted at the ICC including staffing, meeting notes, action plans designed, etc.

### **Incident Log Scribe Checklist**

#### **Start Up Actions:**

- Obtain IC equipment bag.
- Identify self to the Incident Commander.
- Put on Vest and ID.

#### **Operational Duties:**

- To team with the Incident Commander or other assigned personnel.
- Document in writing all actions and communications (including the time) ordered and received by the Incident Commander or other assigned personnel.
- Complete IC forms as appropriate, Exhibit C.

#### **Closing Down:**

- Transcribe notes; make copies of transcription and original notes and keep as backup; turn in transcribed notes to the Incident Commander or Administration/ Finance Chief, as directed.
- Return equipment and reusable supplies; replace supplies as needed.

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed).

## **PUBLIC INFORMATION OFFICER (PIO)**

The Public Information Officer is responsible for handling the media and developing press releases under the direction of the Incident Commander.

### **RESPONSIBILITIES:**

- Determine from the Incident Commander if there are any limits on information release and obtain approval of all media releases.
- Develop incident relevant information for use in media briefings.
- Notify media of the WHCCD activities and conduct media briefings.
- Arrange for tours, interviews or briefings that may be required.
- Maintain current information summaries and/or displays on the incident and provide information on incident status or changes.

### **Media Release Policy:**

The public has the right and need to know important information related to WHCCD Emergencies at any site as soon as it is available for release.

The Public Information Officer acts as the official spokesperson for the WHCCD in any emergency situation. If the situation includes PIO from community responders they will work jointly with one PIO designated as the official spokesperson for the incident.

News media can play a key role in assisting the ICS by releasing emergency/disaster related information to the staff, students, general public and parents. Information released must be consistent, accurate, and timely.

### **Public Information Officer Checklist**

#### **Start Up Actions:**

- Obtain IC bag, put on vest and “PIO” identification.
- Activate key team members.
- Consult with IC and/or responder PIOs to coordinate information release.
- Determine a possible “news center” site as a media reception area (located away from the CP). Get approval from IC. Send team of media escorts to the center.
- Assess the situation and obtain statement from IC. Tape-record if possible.
- Access current media list, cover letters, email addresses, and fact sheets (in PIO emergency box).
- Send out “ALL STAFF” messages describing desired action.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings.
- Keep up to date on the situation.
- Provide media with escorts if possible.
- Statements must be approved by the IC, given out at regular intervals, and should reflect accurate information relayed in a reassuring manner and avoiding speculative comments.
- Incident or disaster cause and time of origin.
- Size and scope of the incident.
- Current situation and requested actions – condition of the school site, evacuation progress, care being given, injuries, student release location, lock down procedures, etc.
- Do not release names unless approved by IC.

- What resources are in use?
- The best routes to and from affected site.
- Background information if appropriate.
- Time of next update release.
- Be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase ‘no comment.’ Remember that after the incident is over, WHCCD will rely heavily on the goodwill of the media to relay its messages.

**Operational Duties:**

- Remind school site/staff volunteers to refer all questions from media, students, parents or general public to the PIO.
- Get updates from the IC frequently.
- Utilize PIO back up; plan and take regular breaks, 5-10 minutes/hour.
- Ensure announcements and other information is translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.
- Create a website link from the WHCCD Home page to Incident Press Releases.

**Closing Down:**

- At the Incident Commander’s direction, release PIO staff no longer needed.
- Return equipment and reusable supplies to Logistics.
- Close out all logs.
- Conduct an internal and external debriefing.

**Aftermath:**

- Remain updated on any subsequent actions taken.
- Consult with the WHCCD legal counsel if appropriate before releasing any information.
- If allowed, arrange for media interviews with WHCCD personnel.
- Send follow-up releases highlighting stories such as ‘acts of heroism’ to media outlets.
- Send follow-up ‘All Staff’ update.
- Update the website with same information.

**Equipment/Supplies:**

Map(s), emergency response plan, emergency Response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed), emergency contact information list of all employees, campus phone directory.

## OPERATIONS CHIEF

### RESPONSIBILITIES:

- Management of all operations directly applicable to the primary mission.
- Direct the preparation of unit operational plans, request or release resources, and make expedient changes to the Incident Action Plan as necessary, and report such to the Incident Commander.
- Evaluate and act on operations information.
- Decide on a priority basis what must be done and keep Incident Command informed of pertinent conditions and/or situations.
- Coordinate activities with Planning/Intelligence, Logistics, and Finance/Administration as necessary.

### Operations Chief Checklist

#### Start-Up Actions:

- Obtain IC bag.
- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge, hard hat, if needed).
- Obtain necessary equipment and supplies from Logistics.

#### Operational Duties:

- Establish the Operations Section and develop appropriate action plans.
- Assume the duties of all Operations positions until staff is available and assigned.
- Determine needs and request resources.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Activate and deactivate operational strike teams as needed.
- Report information about activities, events, and occurrences to the Incident Commander and/or appropriate Section Chiefs.
  - Consider areas with additional security/safety needs.
- Make sure that Operations staffs are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Operations staff, as needed.
- Utilize Operations back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log.

#### Closing Down:

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, Identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed), yellow/black barricade tape, emergency vehicle.

## LOGISTICS CHIEF

### RESPONSIBILITIES:

- The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

### Logistics Chief Checklist

#### Start-Up Actions:

- Obtain IC bag and supplies.
- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge).
- Obtain supplies and equipment as directed by the IC.
- Begin distribution of supplies and equipment as needed.
- Ensure that the Command Post and other facilities are set up as needed.

#### Operational Duties:

- As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate supplies, equipment, and personnel needs with the IC.
- Ensure sufficient fuel supply such as gasoline, diesel, propane, kerosene and other fuel types.
- During an emergency of extended duration, ensure adequate supply of food and potable water to emergency workers and people who have been relocated to shelters.
- Maintain security of cargo container, supplies and equipment as directed by the IC.
- Utilize Logistics back up; plan and take regular breaks, 5-10 minutes/ hour.

#### Closing Down:

- At the IC's direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, Identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed), yellow/black barricade tape, emergency vehicle.

## **PLANNING/INTELLIGENCE CHIEF**

### **RESPONSIBILITIES:**

- Collection, evaluation, documentation and use of information about the development of the incident and the status of resources.
- Maintain accurate records and site map.
- Provide ongoing analysis of situation and resource status.
- Keep Incident Command informed of pertinent conditions and/or situations. Coordinate activities with Logistics, Operations, and Finance/ Administration/Legal as necessary.

### **Planning/Intelligence Chief Checklist**

#### **Start-Up Actions:**

- Obtain IC bag.
- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge).
- Obtain necessary equipment and supplies from Logistics.

#### **Operational Duties:**

- Collects and processes situational information about the incident.
- Assists IC in writing the Action Plan.
- Establishes information requirements & reporting schedules for Planning.
- Determines need for any specialized resources in support of the incident and request the Logistics section to provide it.
- Reports any significant changes in incident status.
- Reassign out-of-service personnel already on-site to the IC organizational positions as necessary.
- As personnel are assigned, brief them on the situation and supervise their activities.
- Assemble information on alternative strategies.
  - Consider areas with additional security/safety needs.
  - Evaluate need to communicate with other WHCCD sites.
- List key issues in section and how to resolve them.
- Determine the need for any specialized resources in support of the incident.
- Utilize Planning back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log, Exhibit A.

#### **Aftermath:**

- Assist IC develop plan for internal and external aftermath.
- Access resources needed e.g.: Counseling support, County Chaplaincy, EAP program.

#### **Closing Down:**

- At the Incident Commander's direction, release staff no longer needed. Staff members to sign out.
- Return equipment and reusable supplies to Logistics.
- When authorized by Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Incident Command Scribe.

**Equipment/Supplies:**

Map(s), emergency response plan, emergency Response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed), emergency contact information list of all employees, campus phone directory.

## **FINANCE/ADMINISTRATION/LEGAL CHIEF**

### **RESPONSIBILITIES:**

- Supervises all financial aspects of the disaster. Coordinates with Operations, Planning and Logistics Sections as appropriate. Prepares proclamations, emergency ordinance, etc. Advise Board of Trustees of legal matters, as needed. Commence legal proceedings and enforces emergency actions.

### **Finance/Administration/Legal Chief Checklist**

#### **Start-Up Actions:**

- Obtain IC bag.
- Check in with Incident Commander for situation briefing.
- Put on position identifier (vest, ID badge).
- Set up work station.

#### **Operational Duties:**

- Open and maintain section logs.
- Confer with Incident Commander on delegation of purchasing authority.
- Determine appropriate purchasing limits.
- Meet with Operations and Logistics Section Chiefs to determine financial and administrative support needs.
- Determine future Finance/Administration Section personnel and support needs.
- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Trustees and Director of Emergency Services.
- Advise the Board of Trustees and the Incident Command Team on the legality, legal implications and politics of contemplated emergency actions.
- Develop the rules, regulations and laws required for acquisition and control of critical resources.
- Develop the necessary ordinances and regulations to provide legal basis for evacuation and/or population control.
- Ensure investigation of all accidents and prepare necessary claims.
- Document for cost reimbursement.
  - Ensure section logs are completed, Exhibit C.
- Participate in Action Planning meetings.
- Utilize back up; plan and take regular breaks, 5-10 minutes/hour.

#### **Closing Down:**

- Deactivate the Section and close out logs when authorized by the Incident Commander.
- Assign any open actions to appropriate personnel.

#### **Equipment/Supplies:**

Map(s), emergency response plan, emergency Response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed), emergency contact information list of all employees, campus phone directory.

## **LIAISON OFFICER**

Acts as a liaison between the WHCCD and other agencies and organizations to coordinate responsibilities and functions of those agencies with emergency management of the disaster.

### **RESPONSIBILITIES:**

- If a unified command is established, then act as the WHCCD Liaison to community responders/agencies.
- Provide a point of contact for assisting/cooperating outside agency representatives.
- Provide periodic update briefings to Agency Representatives, as necessary.

### **Liaison Officer Checklist**

#### **Start-Up Actions:**

- Obtain IC bag.
- Obtain a briefing from the Incident Commander.
- Put on position identifier (vest, ID badge).
- Obtain a list of contacts for assisting/cooperating outside agency representatives.
- Provide periodic update briefings to Agency Representatives, as necessary.
- Utilize Liaison back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain activity log, Identify yourself as the WHCCD Liaison Officer on the Organizational Chart in the Incident Command Center.
- Read the entire Action Checklist.
- Assign staff to the Assistant Liaison, as necessary.

#### **Operational Duties:**

- If no unified command has been established, and as directed by the Incident Commander, report to the Fire/Police command center and establish communication between the WHCCD Incident Commander and the community responders Incident Commander.
- Maintain communications until the incident is closed or until a unified command is established.
- If a unified command is established, then act as the Liaison between the WHCCD and community responders/agencies.
- Provide a contact point as needed.

#### **Closing Down:**

- At the Incident Commander's direction, direct staff members to sign out, release staff and deactivate the Liaison Officer position.
- Return equipment and reusable supplies.
- Close out Activity Log and return to Administration and Finance Officer.

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed).

## **SAFETY OFFICER**

The Safety Officer's function is to develop, recommend, and enforce measures to assure the safety of all personnel.

### **RESPONSIBILITIES:**

- Identify hazardous situations associated with the incident.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.

### **Safety Officer Checklist**

#### **Start-Up Actions:**

- Obtain IC bag.
- Obtain a briefing from the Incident Commander.
- Put on position identifier (vest, ID badge).
- Identify yourself as the Safety Officer on the Organizational Chart.
- Read the entire Action Checklist.

#### **Operational Duties:**

- Monitor emergency response activities for safety and appropriate use of equipment.
- Identify and mitigate hazardous or potentially hazardous situations.
- Stop or modify all unsafe operations.
- Participate in planning meetings, anticipate potential safety issues.
- Utilize Safety back up; plan and take regular breaks, 5-10 minutes/hour.
- Maintain Activity Log.
- Notify insurance company/insurance joint powers authority of loss/damage to property or persons.

#### **Closing Down:**

- At the Incident Commander's direction deactivate the Safety Officer position and release staff. Direct staff members to sign out.
- Close out Activity Log and relay pertinent information to the Finance /Administration Section, Exhibit A.
- Return equipment and reusable supplies

**Equipment and Supplies:** Map(s), emergency response plan, emergency response forms, clipboard, writing supplies, vest, identification, two-way radio, flash light, first aid kit, whistle, protective eyewear and gloves, hard hat (if needed).

## **MAIN (PRIMARY) EVACUATION SITES**

The primary evacuation and gathering site/zones for all district locations have been identified as:

**WHC Coalinga** – lawn area between Gymnasium and Softball Field

**WHC Firebaugh** – parking lot at ATM building

**WHC Lemoore** – lawn area west of Administration Building 100

**WHC District Office** – lawn area at corner of Gale Avenue & Cody Street

In addition to the primary evacuation site/zone each site will identify a secondary evacuation site/zone in the event the primary site is not accessible, both locations will be marked on each sites Emergency Response Map, Exhibit B. Each department Administrator, Supervisor or Manager will develop evacuation procedures for their area/s of responsibility to ensure all department staff know how and where to gather and WHCCD employees will follow the established procedures at those locations.

District Child Development Centers have identified primary and secondary evacuation sites specific to their locations, see Appendix D.

The Residence Halls have identified primary and secondary evacuation sites specific to their locations, see Appendix C.

## **EVACUATION ORDERS**

Once the decision is made to evacuate, affected areas will be notified and given evacuation instructions via telephone and/or door-to-door canvassers. All personnel, students and visitors are expected to exit the area immediately. Unless notified differently, all personnel, students and visitors should evacuate to the primary evacuation site/zone.

Provisions for evacuating persons with mobility impairments and those with language barriers will be developed and implemented by departmental operating procedures.

At the evacuation site/zone personnel, students and visitors will be given information on the reason for evacuation (if not already announced), evacuation routes, road conditions, assembly points for those without transportation and location of mass care facilities if needed.

Traffic controls will be established at key intersections and access points to major routes as needed to expedite the flow of traffic.

As the area is being evacuated, access controls will be established. Security of vacated areas will be obtained by establishing manned access control posts and barricades at key locations. Any unmanned barricades will be patrolled periodically.

Re-Entry into evacuated and/or hazardous areas will be allowed at the discretion of the IC after consultation with the all ICC teams. Controlling re-entry protects staff, students and the public from exposure and injuries and protects unattended property within the evacuated area.

## **IN THE EVENT OF AN EVACUATION WHCCD EMPLOYEES WILL:**

1. Gather personal belongings (including purse, keys, etc.);
2. Emergency equipment, if any;
3. Immediately exit the building by the most appropriate route;
4. Proceed to the established gathering point;
5. Wait at the gathering point until given further instructions by the appropriate emergency personnel.
6. Stay off cell phones to free up frequencies for emergency personnel.

### **Lockdown Orders**

Affected areas will be notified and personnel are expected to implement the lockdown procedures immediately.

## **IN THE EVENT OF A LOCK DOWN WHCCD EMPLOYEES WILL:**

1. Close all doors and lock if possible;
2. Close all blinds or drapes, if possible;
3. Turn off any unnecessary equipment;
4. Stay away from all windows;
5. Remain as quiet as possible;
6. Do not leave or release from lock down until notified by emergency personnel;
7. Stay off cell phones to free up frequencies for emergency personnel.

## **HANDLING OF POTENTIALLY EXPLOSIVE DEVICES**

Should a bomb threat be received or a suspicious object is identified, law enforcement and WHCCD management must be notified immediately. Immediately evacuate the building or areas affected. **No one is permitted to touch, handle, or move the suspicious object.**

## **EMERGENCY DATA BACK-UP PLAN**

Data that is critical to the WHCCD and its departments may be lost in the event of a disaster. The Direct of Information Technology Services (ITS) Department is responsible for ensuring student, employee, financial, and other relevant WHCCD data is backed-up for retrieval purposes in the event of an emergency and the district's Storage Area Network (SAN) system is structured to ensure timely access to the WHCCD data if an emergency occurs.

Blackboard is continuously replicated to Lemoore and an up-to-date system can be available within half an hour.

Daily partial backups and weekly full backups are stored on virtual tapes on the storage disk drives. These backups are also copied to tape. Weekly full backup tapes are being stored in the safe in the Coalinga administration building, and a duplicate set is stored in Lemoore. Daily backup tapes are stored in the Coalinga safe.

If we can physically collect the storage drives from the server room in Coalinga, we can transport them to Lemoore and bring the systems up in 3 to 4 hours.

If we can access the tapes, we can move the tape library and/or purchase a new tape drive and install in Lemoore and could bring everything back and up to date.

In a disaster scenario, without the ability to recover from tape (virtual or physical), we would then restore the server images of the servers onto the Lemoore server farm. We keep copies of the server images on the SAN at both locations.

**IMPORTANT TELEPHONE NUMBERS**

Last Updated: August 20, 2007

**Police & Fire**

Coalinga Police Department	559-935 2313
Lemoore Police Department	559-924 9574
Firebaugh Police Department	559-659 3051
San Joaquin Police Department	559-659 3051
Avenal Sheriff's Office	559-584 9276
Coalinga Fire Department	559-935 1651
Lemoore Fire Department	559-924 6797
Firebaugh Fire Department	559-659 2061
San Joaquin Fire Department	559-659 2061
Avenal Fire Department	559-386 5555
California Highway Patrol - Coalinga	559-935 2093
California Highway Patrol – Lemoore	559-582 0231

**Utility Services**

City of Coalinga	559-935 1533
City of Lemoore	559-924 6744
City of Avenal	559-386 9343
City of Firebaugh	559-659 2412
City of San Joaquin	559-693 4311
Pacific Gas & Electric Company	800-743 5000
The Gas Company	800-427 2000

**Elevator Service Companies**

Thyssenkrupp Elevator	800-641 6041
Excalibur Elevators	800-955 7758

**Fire Protection System**

Simplex-Grinnell	559-348 0614
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**Electrical Contractors**

Mark Solomon Electric	559-934 1239
Wild Electric	559-251 7770
Danco Electric	559-935 0616

**Equipment Rental Companies**

Hertz Equipment Rental Corp.	559-497 1960
Quinn Rental Services	559-268 8800

**Furniture Rental Companies**

CORT Furniture Rental	916-374 1640
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**Modular Building Companies**

Designed Mobile Systems Industries, Inc.	209-892 6298
ModTech Holdings, Inc.	951-943 4014

**Other Contractors**

Morris General Contracting  
Elliott Construction Inc.

559-842 9453  
559-935 1631

**Building Architectural/Inspection/Engineering Services**

Don Williams, DSA Inspector  
BSK, Engineering & Testing  
AP Architects, Architects

559-706 2965  
661-327 0671  
661-327 1690

**Food**

Harris Ranch Restaurant  
Cal's Catering Service

559-935 0717  
559-584 5656

**Towing Companies**

Interstate Towing Services  
Jones Towing

559-935 2126  
559-924 4415

**Bus Charter Companies**

Classic Charter  
Orange Belt Stages

877-687 2345  
800-266 7433

**Vehicle Rentals**

Enterprise Rent-A-Car  
Hertz

559-998 8730  
559-251 5055

## MEDIA CONTACT LIST

Print Publications				
Avenal Chimes	Cheryl Taylor	<a href="mailto:avenalchimes@sbcglobal.net">avenalchimes@sbcglobal.net</a>	(559) 386-0885	(559) 386-0888
Avenal Progress	Arlene Santino	<a href="mailto:avenalprogress@sbcglobal.net">avenalprogress@sbcglobal.net</a>	(559) 386-9385	(559) 386-4661
Coalinga Record	Jennie McGill	<a href="mailto:editor@coalingarecord.com">editor@coalingarecord.com</a>	(559) 935-2906	(559) 935-5257
Corcoran Journal	Jeanette Todd	<a href="mailto:jmstnews@yahoo.com">jmstnews@yahoo.com</a>	(559) 992-3115	(559) 992-5543
Firebaugh-Mendota Journal (Kerwest) /Westside Advance	Mark Kilen	<a href="mailto:kerwest@msn.com">kerwest@msn.com</a>	(559) 846-6689	(559) 846-8045
Golden Eagle-NASL		<a href="mailto:eagle@tcsn.net">eagle@tcsn.net</a>	(559) 998-3396	(559) 998-3395
Hanford Sentinel	Jackie Kaczmarek	<a href="mailto:jkaczmarek@hanfordsentinel.com">jkaczmarek@hanfordsentinel.com</a>	(559) 582-0471	(559) 587-1876
Hanford Sentinel	John Earnest	<a href="mailto:jearnest@hanfordsentinel.com">jearnest@hanfordsentinel.com</a>	(559) 582-0471	(559) 587-1876
Hanford Sentinel	Shannon Milliken	<a href="mailto:smilliken@hanfordsentinel.com">smilliken@hanfordsentinel.com</a>	(559) 582-0471	(559) 587-1876
Las Noticias del Valle	Maria Ortiz-Briones	<a href="mailto:mortizbrion@hanfordsentinel.com">mortizbrion@hanfordsentinel.com</a>	(559) 582-0471 x3062	(559) 587-1876
Lemoore Advance	Cynthia J. Wright	<a href="mailto:lemooreadvance@sbcglobal.net">lemooreadvance@sbcglobal.net</a>	(559) 924-5361	(559) 924-6220
Lemoore Advance	Judy Finney	<a href="mailto:judy.finney@sbcglobal.net">judy.finney@sbcglobal.net</a>	(559) 924-5361	(559) 924-6220
Lemoore Advance	Tina Rockett	<a href="mailto:amrockett@sbcglobal.net">amrockett@sbcglobal.net</a>	(559) 924-5361	(559) 924-6220
Selma Enterprise/Kingsburg Recorder	Mike Jensen	<a href="mailto:mmiyamoto@selmaenterprise.com">mmiyamoto@selmaenterprise.com</a>	(559) 896-1976	(559) 896-9160
The Fresno Bee – Regular Edition	Steve Provost	<a href="mailto:sprovost@fresnobee.com">sprovost@fresnobee.com</a>	(559) 441-6466	(559) 441-6436
The Fresno Bee	All Editors	<a href="mailto:frsbmetrodesk@fresnobee.com">frsbmetrodesk@fresnobee.com</a>	(559) 441-6330	(559) 441-6436
The Fresno Bee	News Desk	<a href="mailto:metro@fresnobee.com">metro@fresnobee.com</a>	(559) 441-6330	(559) 441-6436
The Fresno Bee-Business News	Editor	<a href="mailto:mnemeth@fresnobee.com">mnemeth@fresnobee.com</a>	(559) 441-6329	(559) 441-6436
The Fresno Bee-So Valley Edition	Gene Garaygordobil	<a href="mailto:ggaraygordobil@fresnobee.com">ggaraygordobil@fresnobee.com</a>	(559) 622-2408	(559) 733-1825
Tulare Advance	Mike Hazelwood	<a href="mailto:mhazelwo@visalia.gannett.com">mhazelwo@visalia.gannett.com</a>	(559) 688-0521	(559) 688-5580
Twin City Times			(559) 867-3671	(559) 867-4154
Vida En El Valle	Juan Esparza	<a href="mailto:jesparza@vidaenelvalle.com">jesparza@vidaenelvalle.com</a>	(559) 441-6781	(559) 441-6790
Visalia Times Delta	Linda Green	<a href="mailto:lgreen@visalia.gannett.com">lgreen@visalia.gannett.com</a>	(559) 735-3268	(559) 735-3399
Community College League of California	Kimi Shigetani	<a href="mailto:kshigetani@cclleague.org">kshigetani@cclleague.org</a>	(916) 444-8641	(916) 444-2954
The Business Journal	Valerie McLain	<a href="mailto:val@thebusinessjournal.com">val@thebusinessjournal.com</a>	(559) 490-3461	(559) 490-3531
Television Stations				
KFSN-TV (Ch. 30-ABC)	Assignment Desk	<a href="mailto:kfsndesk@abc.com">kfsndesk@abc.com</a>	(559) 485-0930	(559) 266-5024
KFSN-TV (Ch. 30-ABC)	Jacqueline McLean	<a href="mailto:jacqueline.a.mclean@abc.com">jacqueline.a.mclean@abc.com</a>	(559) 490-3235	(559) 266-5024
KFSN-TV (Ch. 30-ABC)	Jessica Peres	<a href="mailto:jessica.peres@abc.com">jessica.peres@abc.com</a>	(559) 250-4862	(559) 266-5024
KGPE-TV (Ch. 47-CBS)	Assignment Desk	<a href="mailto:newsdesk@cbs47.tv.com">newsdesk@cbs47.tv.com</a>	(559) 225-1133	(559) 221-6938
KGPE-TV (Ch. 47-CBS)	John Parmer	<a href="mailto:newsdesk@cbs47.tv.com">newsdesk@cbs47.tv.com</a>	(559) 225-1133	(559) 221-6938
KSEE-TV (Ch. 24-NBC)	Assignment Desk	<a href="mailto:newsdesk@ksee.com">newsdesk@ksee.com</a>	(559) 454-2400	(559) 454-2496
KSEE-TV (Ch. 24-NBC)	David Taub	<a href="mailto:davidt@ksee.com">davidt@ksee.com</a>	(559) 454-2400	(559) 454-2496
KMPH-TV (Ch. 26-FOX)	News Desk	<a href="mailto:newsdesk@kmp.com">newsdesk@kmp.com</a>	(559) 453-8850	(559) 255-9626
KMPH-TV (Ch. 26-FOX)	Kim Quintero	<a href="mailto:kquintero@kmp.com">kquintero@kmp.com</a>	(559) 453-8850	(559) 255-9626
KFTV-TV (Ch. 21-Hispanic TV)	Assignment Desk	<a href="mailto:kstvnews@univision.net">kstvnews@univision.net</a>	(559) 222-2121	(559) 222-0917
KFTV-TV (Ch. 21-Hispanic TV)	Valle Ayalla	<a href="mailto:aayalla@univision.net">aayalla@univision.net</a>	(559) 222-2121	(559) 222-0917
KVPT-TV (Ch. 18-PBS)/Valley Public TV	Oscar Speace	<a href="mailto:ospeace@kvpt.org">ospeace@kvpt.org</a>	(559) 266-1800	(559) 650-1800
Radio Stations				
KMJ News Radio	Roy Ison	<a href="mailto:roy@kmj580.com">roy@kmj580.com</a>	(559) 490-5963	(559) 490-5977
KMJ News Radio	General Line		(559) 490-5800	(559) 490-5977
KJWL Radio	Juanita Stevenson		(559) 497-5118 x142	(559) 497-9760

## RESIDENCE HALL-HOUSING STAFF EMERGENCY PROCEDURES

### Evacuation of the Residence Halls

- The College Incident Commander (IC) or designee will contact Housing and instruct staff to evacuate the Residence Halls.
  - IC will call the following (in order) and inform the first person who answers of the order to evacuate:
    - Ron Danner (559.288.8786)
    - Veronica Rosales (559.288.8797)
    - RA-Rm 115, Eric Graley (559.410.7112)
    - RA-Rm 6, Eli Shittu (907.360.2254)
    - RA-Rm 38, Maryann Ayot (559.934.1982)
- The first staff member who answers the call will become the Housing Emergency Coordinator (HEC). S/he will then call down the list and inform the next staff member who answers that the order to evacuate has been given. The HEC will continue with his/her responsibilities while the second staff member calls the rest of the staff to inform them that the order to evacuate has been given. The second staff member will then call the HEC and inform him/her of what staff members are present after calling down the list.
- The HEC will be responsible for:
  - Determining the evacuation point for the residents.
  - Clearing all public areas (lobby, recreation room, computer lab, etc.).
  - Inform staff to close office/s if open and evacuate.
  - Assisting with clearing the buildings.
  - Informing the IC that the buildings have been locked down.
  - Obtaining the list of hall residents and staff.
  - Determining what residents and staff members are unaccounted for.
  - Issuing additional orders to staff
- Other staff members will be responsible for:
  - Clearing his/her wing. (This includes entering all rooms where there is not answer to verify all residents have evacuated.)
  - Clearing the wings of staff members.
  - Contacting the HEC and informing them when their wings are evacuated.
  - Following any other directions of the HEC.
- Note: there may be situation where some staff members are not present in the buildings. In those cases, the HEC will instruct other staff members to clear those wings.

In the event that the Residence Hall students are ordered to evacuate; all students will exit the building by the nearest available exit (preferably the emergency exits). The students will need to evacuate the halls as quickly as possible. The students are then requested to congregate one of two areas:

Near Tennis Courts at Men's Residence Hall parking lot

Parking Lot between Women's and Men's Residence Halls.

The students will be asked to remain in either location until an accurate headcount can be made. Then, the students will be given further instructions from College Staff and/or Emergency Personnel.

(Examples of reasons to evacuate include, but are not limited to: fire, noxious fumes inside the hall, flooding, unsafe conditions within the hall, etc.)

### **Lockdown and Shelter-in-Place of the Residence Halls**

In the event that the Residence Hall staff and students are ordered to go into lockdown, all students will be asked to return to their rooms and do the following:

1. Put an article of clothing on the outside doorknob so staff knows the following has been completed.
2. Lock their room door
3. Close their room windows
4. Close their window blinds/drapes
5. Turn off all lights, computers, televisions, stereos, etc.
6. Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

It is important that the students remain calm and that they do not answer their room door for anyone other than College Staff and/or Emergency Personnel who will announce themselves as such.

Students should note that, in the event of a lockdown, no one will be allowed to enter or leave the Residence Halls. Students that do leave the Residence Halls do so at their own risk and will not be allowed to return into the halls until College Staff and/or Emergency Personnel permit them to.

(Examples of reasons to lockdown the Residence Halls include, but are not limited to: sniper/shooter-intruder on campus, other violent crime committed on campus, riot/disturbance on campus, etc.)

### **Shelter-in-Place**

In the event that the Residence Hall students are ordered to shelter-in-place, all students will be asked to return to their rooms and do the following:

1. Put an article of clothing on the outside of the doorknob so staff knows the following has been completed.
2. Lock their room door.
3. ***Turn off their air conditioning/heating units.***
4. Close their room windows.
5. Close their window blinds
6. Turn of all lights, computers, televisions, stereos, etc.

7. Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

Again, students should not answer their room doors for anyone other than College Staff and/or Emergency Personnel, who will announce themselves as such. In the event of a shelter-in-place incident, College Staff may cut off power to the building. If power is cut to the building, the residents will still need to remain inside their rooms until they receive further instructions.

Students should note that, in the event of a shelter-in-place incident, no one will be allowed to enter or leave the Residence Halls. Students that do leave the Residence Halls do so at their own risk and will not be allowed to return into the halls.

(Examples of reasons to shelter-in-place in the Residence Halls include, but are not limited to: toxic cloud(s), chemical spills, dense smoke near campus, etc.)

### **During ALL Emergencies**

Students are expected to follow the directions of College Staff and Emergency Personnel at all times, especially during emergency situations. During any emergency situation, students are advised to put on layers of clothing and shoes and to have their room keys and picture identification with them at all times.

Students are also asked to refrain from making phone calls during any emergency, since the phone lines will need to remain open for Emergency Personnel at that time.

WHC CHILD DEVELOPMENT CENTERS

Coalinga CDC

1510 Falcon Lane, Coalinga, CA 93210

PHONE:	(559) 934 - 2397
FAX	(559) 935 - 5261
CONNIE CLEVELAND	<b>SITE SUPERVISOR</b>
TRISTA TOLLISON	TEACHER
CARRIE JACKSON	TEACHER
JENNIFER RAUH	TEACHER
ANITA HATCHER	TEACHER
Fresno County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580

Primary Evacuation Site	West Hills College Cafeteria
Secondary Evacuation Site	West Hills College Softball Field

\* \* \* \* \*

Cheney CDC

617 Sunset Street Coalinga, CA 93210

PHONE:	(559) 935 - 8346
FAX	(559) 935 - 5261
CONNIE CLEVELAND	<b>SITE SUPERVISOR</b>
LORRI REDDING	TEACHER
JOY GREGORY	TEACHER
MARISELA TAMAYO	TEACHER
ROSA CANTU	TEACHER
Fresno County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580

Primary Evacuation Site	Corner of California / Adams Streets
Secondary Evacuation Site	Cheney Kindergarten playground (corner of California/Jefferson Streets)

**Lemoore CDC Modulars**  
555 College Avenue, Lemoore, CA 93245

PHONE: (559) 925 - 3715  
FAX (559) 924 - 1539  
NANCY JEFFCOACH **SITE SUPERVISOR**  
PATRICIA ROBERTS TEACHER  
ELIZABETH RIVERO TEACHER  
SANDRA UVALLE TEACHER  
NIKKI THISSEN TEACHER  
JULIETE ARELIS TEACHER  
Kings County Contact Mary Anne Lai  
Community Care Licensing (559) 243-4580

Primary Evacuation Site Meridian on College Avenue  
Secondary Evacuation Site WHC Conference Center

\*\*\*\*\*

**Lemoore CDC Building**  
555 College Avenue, Lemoore, CA 93245

PHONE: (559) 925 - 3715  
FAX (559) 924 - 1539  
NANCY JEFFCOACH **SITE SUPERVISOR**  
ILLIANA AYALA TEACHER  
ANDRIANA GAYTON TEACHER  
ANGELI GARCIA TEACHER  
Kings County Contact Mary Anne Lai  
Community Care Licensing (559) 243-4580

Primary Evacuation Site End of sidewalk, corner of Bush Street  
Secondary Evacuation Site WHC Conference Center

\*\*\*\*\*

**Avenal CDC**  
601 E. Mariposa, Avenal, CA 93204

PHONE: (559) 386 - 2826  
ANA LEON **SITE SUPERVISOR**  
LILIA RIZO TEACHER  
LAURA LANDER TEACHER  
AMELIA MIRELES TEACHER  
ALICIA RAMIREZ TEACHER  
Kings County Contact Mary Anne Lai  
Community Care Licensing (559) 243-4580

Primary Evacuation Site Avenal High School Football Field  
Secondary Evacuation Site Floyd Rice Park – Corner of Park/Monterey

**Tamarack, Avenal CDC**  
1000 Union, Avenal, CA. 93204

PHONE:	No phone yet
ANA LEON	<b>SITE SUPERVISOR</b>
ANA GUITERREZ	TEACHER
TO BE HIRED	TEACHER
Kings County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580
Primary Evacuation Site	TBD when facility is complete
Secondary Evacuation Site	_____

\* \* \* \* \*

**Avenal Elementary School, Avenal CDC**  
501 S. 1<sup>st</sup> Street, Avenal, CA. 93204

PHONE:	(559) 386 - 9306
ERIKA PUGA	<b>SITE SUPERVISOR</b>
MARIA ORNALLES	TEACHER
ANITA "ESTER" TORREZ	TEACHER
DULCE PAZ	TEACHER
Kings County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580
Primary Evacuation Site	Baseball field behind center
Secondary Evacuation Site	Avenal Elementary Cafeteria

\* \* \* \* \*

**San Joaquin CDC**  
22058 Railroad Avenue, San Joaquin, CA. 93622

PHONE:	(559) 693 - 2148
VIRGINIA CRUZ	<b>SITE SUPERVISOR</b>
MARI CRUZ SOTO	TEACHER
VERONICA LOPEZ	TEACHER
ANGELICA ACEVEDO	TEACHER
LOURDES CAMACHO	TEACHER
Fresno County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580
Primary Evacuation Site	Corner of 9 <sup>th</sup> and Railroad
Secondary Evacuation Site	Corner of Railroad and Main

**Firebaugh CDC**  
819 "O" Street Firebaugh, CA. 93622

PHONE:	(559) 934 - 2951
FAX	(559) 659 - 3237
OLIVIA IBANEZ	<b>SITE SUPERVISOR</b>
ANNA GONZALES	TEACHER
GRACIELA BANDA	TEACHER
LAURA LOPEZ	TEACHER
IRMA RODRIGUEZ	TEACHER
Fresno County Contact	Mary Anne Lai
Community Care Licensing	(559) 243-4580

Primary Evacuation Site	North District Center – Reception area
Secondary Evacuation Site	Parking lot across the street from center

\* \* \* \* \*

**West Hills College Child Care Emergency Procedures**

**STANDBY LOCKDOWN:**

The situation isn't critical enough to warrant the disruption of teaching but is serious enough not to want students outside or unsupervised. All students and staff are instructed to remain in their designated room with the door locked.

**LOCKDOWN:**

1. All outside doors lock and secured.
2. All outside windows covered if possible.
3. All students and staff move to the most isolated section of the room/building.
4. All equipment and lights turned off.
5. Account for all students and staff under your control.
6. No noise or talking.
7. Wait for administration to contact you.
8. *Only open door or release from lockdown when notified by a person you know.*

**SHELTER-IN-PLACE:**

1. Same as lockdown procedures.
2. Turn off all heating and air conditioning if possible.
3. If necessary, cover heating and air conditioning vents.
4. If possible, tape all cracks around doors and windows.

**EVACUATION:**

1. Move to the primary or secondary or alternate location as directed by the College Incident Commander or Emergency Personnel.
2. Take the emergency response box or bag with you.
3. Each classroom takes their class specific evacuation kit.
4. Close all doors as you leave.
5. Lock exit doors.
6. Account for all students and staff under your control.
7. Remain in your evacuation area until directed to move by authorized personnel.
8. Return to the facility only upon being released by authorized personnel.

## WHC Coalinga – ICS TEAM, CONTACT INFORMATION

NAME	E-MAIL	EXTENSION
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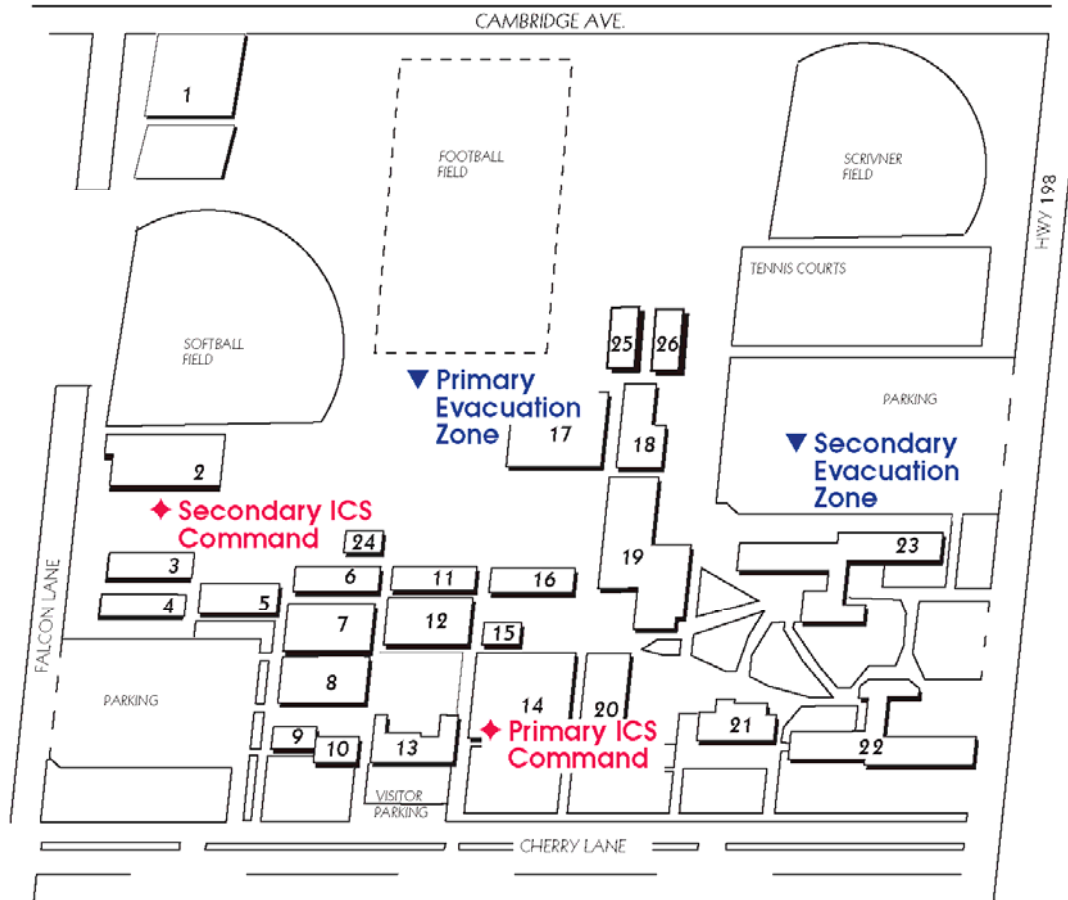
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CAMPUS AND DISTRICT MAPS

West Hills College Coalinga

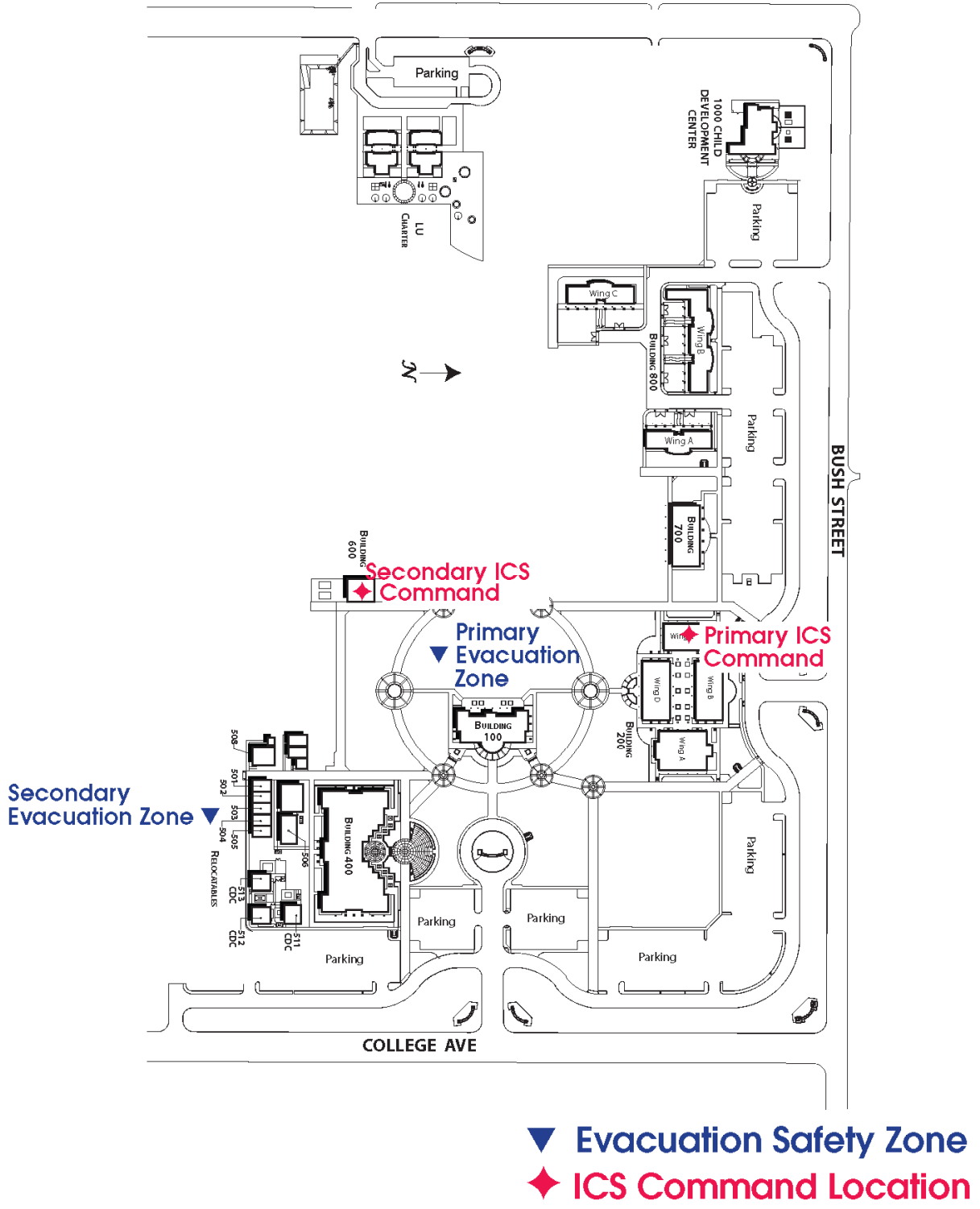
# EMERGENCY RESPONSE MAP



- ▼ Evacuation Safety Zone
- ◆ ICS Command Location

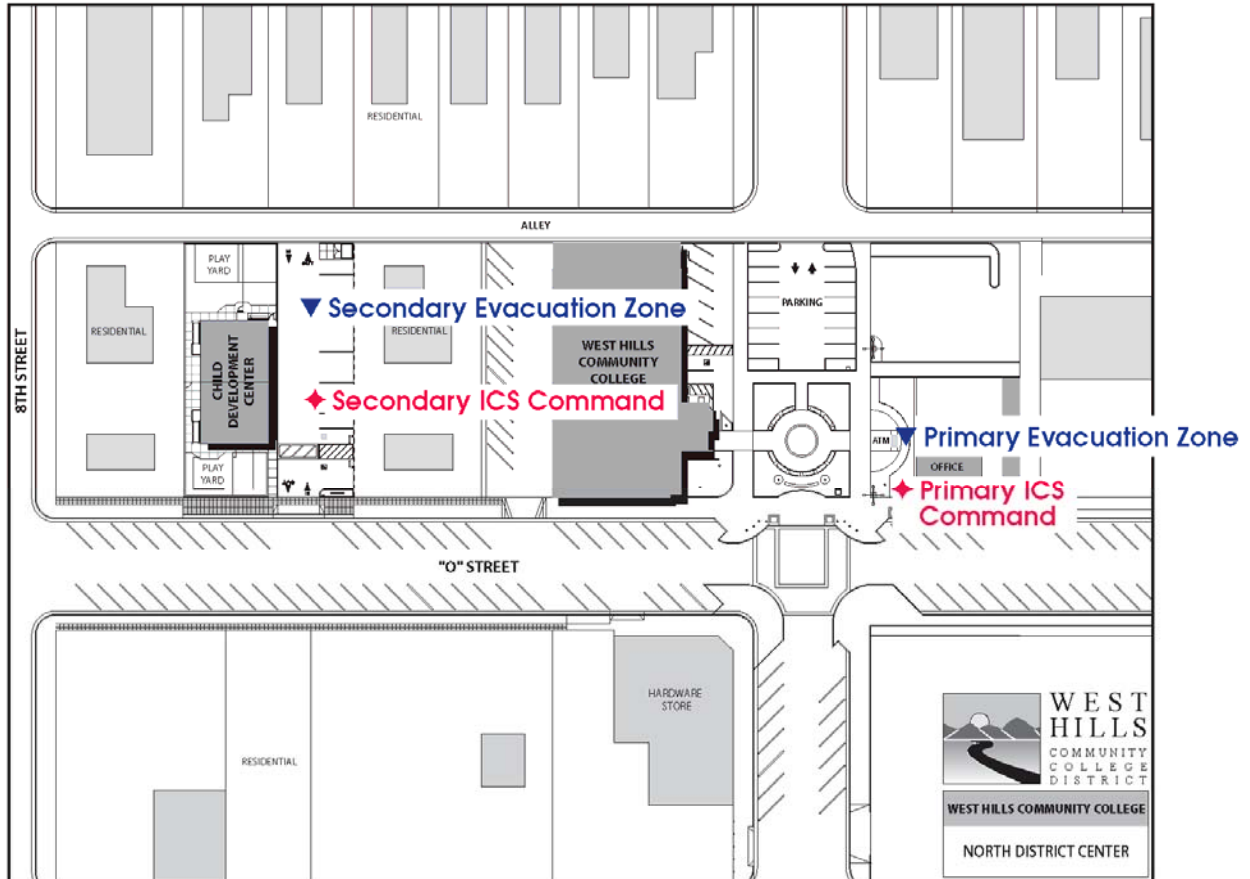
- |                               |                             |                                |
|-------------------------------|-----------------------------|--------------------------------|
| 1. Child Development Center   | 12. D Wing                  | 19. Speech/Arts Building       |
| 2. Allied Health Building     | Student Services Center     | Conference Center              |
| Classrooms AH 07-AH10         | Admissions & Records        | 20. Student Center             |
| 3. Maintenance and Operations | Counseling                  | Bookstore                      |
| 4. Duplicating Department     | DSPS                        | Mailroom                       |
| 5. G Wing                     | EOPS                        | Upward Bound                   |
| ITS                           | Financial Aid               | One Step Beyond                |
| 6. C Wing                     | CalWorks                    | 21. Cafeteria                  |
| 7. B Wing                     | Bridge Program              | 22. Ivans Hall                 |
| 8. A Wing                     | 13. Administration          | Women's Residence              |
| 9. Year Round Youth Offices   | 14. Rodney B. Fitch Library | 23. Gordon Hall                |
| 10. Faculty Offices           | 15. Everett Hall            | Men's Residence                |
| 11. E Wing                    | 16. F Wing                  | 24. J Wing                     |
|                               | 17. Gymnasium               | MESA                           |
|                               | 18. Weight Room             | 25. Athletic Training Facility |
|                               |                             | 26. Athletic Offices           |

# EMERGENCY RESPONSE MAP

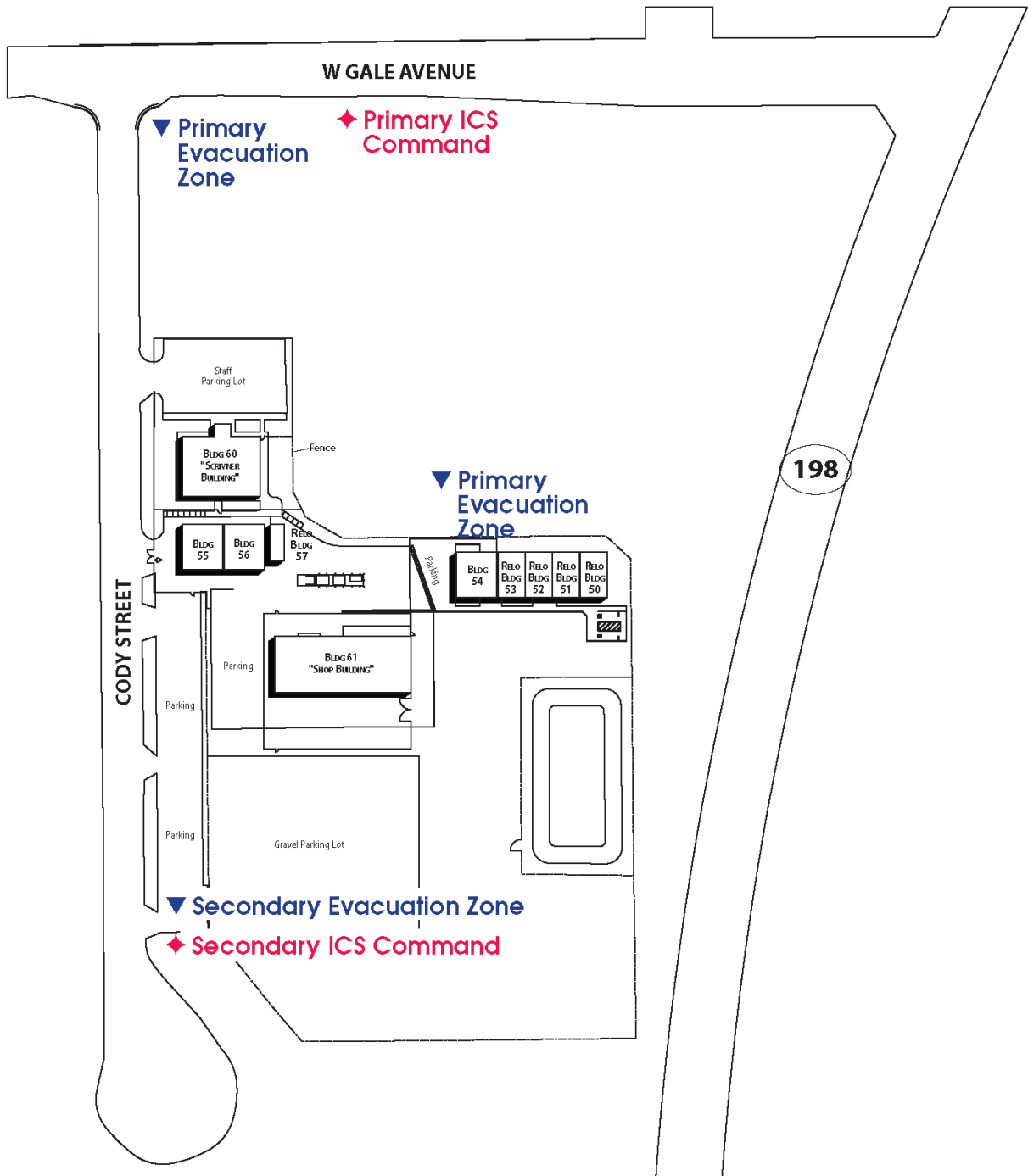


North District Center, Firebaugh

# EMERGENCY RESPONSE MAP



# EMERGENCY RESPONSE MAP



- ▼ Evacuation Safety Zone
- ◆ ICS Command Location

**INCIDENT COMMAND CENTER  
INFORMATION REPORT**

The Information Report is used to gather information about the emergency. Information used will be used to define the Incident Command Center’s Action Plan.

Please write down information as it is provided. If more information is provided than can be accommodated, please write on the back of the page.

Incident Name: \_\_\_\_\_

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of person taking information: \_\_\_\_\_

Name of person communicating information: \_\_\_\_\_

**1. Building damage:**

**Building(s) damaged:** \_\_\_\_\_

\_\_\_\_\_ Severe – Building has collapsed, is collapsing or is in danger of collapse.

\_\_\_\_\_ Moderate – Some damage to building as cracks, broken window, etc

\_\_\_\_\_ Minor – Building shows no visible damage, but items may have fallen.

**2. Are there fires?**                      **Yes** \_\_\_\_      **No** \_\_\_\_

**3. Have there been explosions?**    **Yes** \_\_\_\_      **No** \_\_\_\_

**4. Injuries:**

<b>Type of Injuries</b>	<b>Number of Injuries</b>	<b>Type of help needed</b>
Severe	_____	_____
Moderate	_____	_____
Minor	_____	_____

- ❖ Severe injuries are those which may be life threatening and require immediate medical help.
- ❖ Moderate injuries are those which require medical attention, but not necessarily medical help.
- ❖ Minor injuries (scrapes, minor cuts, etc.) are those which are not described above.

**5. Deaths:**

**Number of Deaths**                      **Identification available (yes / no)**

\_\_\_\_\_

**6. Have utilities been shut off?**

**Electric:** Yes \_\_\_\_ No \_\_\_\_  
**Water:** Yes \_\_\_\_ No \_\_\_\_  
**Gas:** Yes \_\_\_\_ No \_\_\_\_

**7. Telephone Service: Do the telephones work? Yes \_\_\_\_ No \_\_\_\_**

**Backup communication is:**

**Radio** \_\_\_\_\_  
**Ham Radio** \_\_\_\_\_  
**Cellular phone** \_\_\_\_\_  
**Other Systems** \_\_\_\_\_  
**(Runners, etc)** \_\_\_\_\_

**8. Are emergency response units on site? Yes \_\_\_\_ No \_\_\_\_**

**From where:** \_\_\_\_\_  
\_\_\_\_\_

**9. What assistance is immediately needed?**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**INCIDENT COMMAND CENTER  
INCIDENT MAP**

	<b>INCIDENT NAME:</b>	<b>DATE PREPARED:</b>	<b>TIME PREPARED:</b>
<b>Page</b> _____ <b>Of</b> _____	<b>PREPARED BY: NAME &amp; POSITION:</b> _____ <b>Phone #</b> _____		







# POST INCIDENT DEBRIEFING

Incident Name \_\_\_\_\_ Date \_\_\_\_\_

## What went well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## What needs improvement?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Who is responsible for changes? When?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_