



Shasta-Tehama-Trinity Joint  
Community College District

# Emergency Operations Plan 2026

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# PROMULGATION STATEMENT

Shasta-Tehama-Trinity Joint Community College is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the Board of Trustees has asked for a thorough review of district’s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of the District. It is a result of a comprehensive review and update of school policies in the context of its location in Redding CA and in the current world situation. We support its recommendations and commit District resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the campus community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

**Frank  
Nigro**

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Frank Nigro  
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Dr. Frank Nigro  
District Superintendent/President

\_\_\_\_\_  
(date)

**Kevin  
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Dr. Kevin O'Rorke  
Associate Superintendent/CEO of North State Together

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(date)

# EMERGENCY OPERATIONS PLAN

## PURPOSE

The purpose of the Shasta College Emergency Operations Plan (EOP) is to establish **policies, procedures, and an organizational structure** for response to major emergencies. The plan incorporates operating procedures from the **Incident Command System (ICS)** for managing emergencies caused by fires, floods, storms, earthquakes, hazardous materials, violent intruder incidents, and other potential disasters.

The EOP is designed to:

- Protect the safety and welfare of students, employees, and visitors.
- Provide a coordinated response across all levels of the College community.

The plan utilizes the **Standardized Emergency Management System (SEMS)**, as described by Government Code 8607(a), to manage multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted in 1995, incorporates:

- Incident Command System (ICS)
- Master Mutual Aid Agreement
- Existing mutual aid systems
- County operational area concept
- Inter-agency coordination

By promoting common terminology and command structures, SEMS improves information flow and coordination between agencies.

The Shasta College EOP is also compliant with the **National Incident Management System (NIMS)**, developed by the Department of Homeland Security in 2004, which establishes standardized nationwide processes and procedures for incident management and response.

After each major emergency, the EOP calls for an **after-action analysis** to evaluate response effectiveness and incorporate lessons learned.

## SCOPE

This plan serves as an **Emergency Operations Center (EOC) plan** guiding Shasta College personnel and resources during major natural or fabricated disasters.

- It supersedes previous plans and directs all employees to follow the established emergency organization and procedures.

## EMERGENCY OPERATIONS PLAN

- It allows for the exercise of **good judgment and common sense** in situations not specifically covered in the plan or appendices.
- The plan is **subordinate to State and Federal emergency plans** in the event of a disaster declaration by higher authorities.

## MISSION

The mission of the Shasta College EOP is to ensure a **safe, effective, and timely response** to emergencies. College personnel and equipment will be used to meet the following priorities:

- Priority I: Protection of Life and Safety
- Priority II: Maintenance of Life Support and Assessment of Damages
- Priority III: Restoration of General Campus Operations

As operations move from Priority I through III, **administrative control** will transition from the EOP structure back to the normal Shasta College organizational structure.

To the greatest extent possible, **environmental protection regulations** will be followed during disaster response activities.

## OBJECTIVES

The EOP is designed to:

- Protect the safety and welfare of students, employees, and visitors.
- Provide a **safe and coordinated emergency response**.
- Protect District facilities and property.
- Restore normal conditions **with minimal confusion and delay**.
- Ensure coordination between District sites and **City/County Emergency Operations Centers (EOC)**.
- Enable pre-designated College sites to serve as **American Red Cross shelters** when required.

## LEGAL AUTHORITIES AND EMERGENCY REQUIREMENTS FOR SCHOOLS

This section outlines the statutory and regulatory requirements that govern Shasta College's emergency preparedness, response, and recovery responsibilities. It establishes compliance with federal, state, and local mandates to ensure that the College is prepared to protect life, property, and the continuity of operations during and after a disaster.

### FEDERAL AND STATE SHELTER REQUIREMENTS

Schools, including community colleges, are required by both federal statute and state regulation to serve as disaster shelters.

- The **American Red Cross (ARC)** has access to schools to establish mass care facilities in affected areas.
- **Local governments** have the right to utilize schools for the same purpose.
- **Advance planning and coordination** are required between school officials, ARC, and local government representatives to ensure readiness.
- Reference: *Schools as Shelters: Planning and Management Guidelines for Districts & Sites* (available through the Office of Emergency Services).

### GOVERNING LAWS AND REGULATIONS

#### THE FIELD ACT (GARRISON ACT & RILEY ACT)

- Establishes **building code standards** for construction and remodeling of public schools.
- Compliance is overseen by the **Division of the State Architect**.

#### THE KATZ ACT (CALIFORNIA EDUCATION CODE §§35295–35297)

Requires schools to establish an **earthquake emergency system**, including:

- A written disaster plan.
- Drop, Cover, and Hold drills and evacuation procedures.
  - Elementary schools: one per quarter.
  - Secondary schools: one per semester.
  - Colleges: strongly recommended though not mandated.
- Training of students and staff in emergency procedures.
- Preparedness to serve as a **public shelter**.

## EMERGENCY OPERATIONS PLAN

- Mitigation measures (e.g., securing equipment and furniture).

## CALIFORNIA GOVERNMENT CODE §3100 – PUBLIC EMPLOYEES AS DISASTER SERVICE WORKERS

All school employees are legally designated as **Disaster Service Workers (DSWs)** under the following conditions:

- Local emergency proclamation.
- State of Emergency proclamation.
- Federal disaster declaration.

### Restrictions:

- No public school employee may leave the campus site during an emergency unless formally released.
- Certificated employees risk loss of credentials if they fail to comply.
- Classified employees may face misdemeanor charges.

## THE PETRIS BILL – CALIFORNIA GOVERNMENT CODE §8607

Requires adoption of the **Standardized Emergency Management System (SEMS)**.

- SEMS incorporates:
  - **ICS** (Incident Command System) – management, operations, logistics, planning/intelligence, finance/administration.
  - **EOC** (Emergency Operations Center) – central control point for coordination.
- Schools must:
  - Incorporate SEMS into all emergency plans, training, and drills.
  - Document SEMS utilization during emergencies.

## HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 5 (HSPD-5)

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive 5 (HSPD-5). This directive established a single, comprehensive national approach to domestic incident management.

### Key Provisions

- Directs the Secretary of Homeland Security to develop and administer the **National Incident Management System (NIMS)**.
- Requires adoption of NIMS as a condition for receiving **federal preparedness assistance**.

## REQUIREMENTS & RECOMMENDATIONS

### SITE EMERGENCY PLAN

In compliance with the **Katz Act (California Education Code, Sections 35295-35297)**, Shasta College must maintain a written site disaster plan.

The plan shall:

- Define roles, responsibilities, and procedures for students and staff.
- Incorporate the **Standardized Emergency Management System (SEMS)** structure.
- Remain in a state of readiness for immediate implementation.

### TRAINING REQUIREMENTS

#### ➤ Campus Drills

- Each campus shall conduct **at least one fire drill annually**.
- Objective: evacuate all facilities safely, account for all individuals, and ensure orderly procedures.
- Completed drills shall be documented and reported to the **Chief of Campus Safety**.

#### ➤ SEMS Training (Mandatory for Response Team & Management Team)

##### ➤ SEMS Introductory Course

- Audience: Personnel who may participate in multi-agency or multi-jurisdictional response.
- Content: SEMS structure, terminology, operational requirements.
- Format: Three self-study modules (~2 hours) with optional test.

##### ➤ ICS I-100 Orientation Course

- Audience: Personnel in support roles or requiring ICS familiarity.
- Content: ICS organization, terminology, resources, and facility responsibilities.
- Format: One self-study module with optional test.

### TRAINING PROGRAM

## EMERGENCY OPERATIONS PLAN

This program is consistent with **SEMS guidelines** and supports competency development for all levels of activation.

- **Orientation Training**
  - All employees shall attend a plan review and EOC orientation.
  - Delivery may be in-person or computer-based through the college website.
- **Management Tabletop Training**
  - Administrative Leadership and staff with EOC assignments shall participate in **periodic tabletop exercises**.
  - Training will emphasize ICS application, management coordination, and interagency operations.
- **District-Wide Tabletop Exercise**
  - All employees with emergency response assignments shall participate in **at least one tabletop exercise annually**.
  - Conducted at the EOC, with rotating scenarios covering a variety of incidents.
- **Communication Systems Testing**
  - All emergency communication systems and protocols shall be tested **annually** and following significant system changes.
  - Directories and checklists shall be updated after each test.
- **EOC Functional Exercise**
  - The College shall conduct **at least one functional exercise annually** simulating an actual emergency or disaster.
  - May be conducted internally or in coordination with external agencies.
  - A **post-exercise “lessons learned” meeting** shall be held to identify improvements using an After Action Report.

## AUTHORITIES AND REFERENCES

This Emergency Operations Plan (EOP) is promulgated under the authority of the Superintendent/President, the Shasta College Board of Trustees, and the State of California. The following statutes, codes, and directives provide the legal and regulatory basis for this plan:

### FEDERAL AUTHORITIES

- **Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)** – Establishes the federal framework for disaster relief and emergency assistance.
- **Federal Civil Defense Act of 1950 (Public Law 920, as amended)** – Authorizes civil defense measures and federal assistance during emergencies.

### STATE AUTHORITIES

- **California Emergency Services Act (Chapter 7, Division 1, Title 2, Government Code)**
  - Establishes state emergency powers and responsibilities during a Local Emergency, State of Emergency, or State of War Emergency.
- **California Government Code §3100 (Title 1, Division 4, Chapter 4)**
  - Declares all public employees as Disaster Service Workers (DSWs).
  - Employees may be assigned duties outside their normal scope during declared emergencies.
  - Workers' Compensation during disaster service is the responsibility of the State (OES); overtime costs remain the District's responsibility.
  - Inadequate training may expose districts to liability under §§835-840.6.
- **California Government Code §8607 (The Petris Bill)**
  - Requires use of the Standardized Emergency Management System (SEMS) by all state agencies, including colleges.
- **California Senate Bill 187 (Comprehensive School Safety Plan)**
  - Requires annual development and update of comprehensive safety plans with input from site councils and safety committees.
- **California Civil Code §1799.102 (Good Samaritan Law)**
  - Provides liability protection for individuals rendering emergency care in good faith and without compensation at the scene of an emergency.
- **California Education Code §35295-35297 (The Katz Act), §40041-40042**
  - Requires school disaster plans, roles, and procedures for staff and students.
  - Plans must comply with SEMS and Title 19 CCR §2400.

### STATEWIDE GUIDANCE

- **California Emergency Plan**
  - Promulgated by the Governor under the Emergency Services Act.
  - Provides statewide authorities, responsibilities, and operational framework.
  - Local emergency plans are considered extensions of the State Plan (§8568).

### LOCAL AUTHORITIES

- **Shasta County Ordinances, Emergency Operations Plan, and Resolutions** – Establish county-level emergency response framework and coordination with local agencies.
- **Shasta College Board Policies and Resolutions** – Authorize implementation of this plan and compliance with applicable federal, state, and local requirements.

## EMERGENCY MANAGEMENT SYSTEMS



### OVERVIEW

Emergency response requires clear coordination among multiple agencies and jurisdictions. Over the years, several models have been developed to address these needs. While the models differ, they share a common foundation: the **Incident Command System (ICS)**. As a member of Shasta College's Emergency Response Team, you must be familiar with ICS, California's **Standardized Emergency Management System (SEMS)**, and the federal **National Incident Management System (NIMS)**.

### INCIDENT COMMAND SYSTEM (ICS)

The **Incident Command System (ICS)** was developed in the 1970s by Southern California fire agencies to improve coordination during large-scale emergencies. ICS is based on common terminology, standardized roles, and five functional units, which eliminated duplication of effort and became the model for California's emergency response framework.

Within this Emergency Operations Plan, ICS provides:

- A flexible, scalable organizational structure that adapts to emergencies of varying size and complexity.
- Management control to direct and coordinate all operations and responding agencies.
- Rapid assignment of trained staff to critical functions.

- Activation of only the positions necessary for a given incident.
- Proper span of control and unity of command.
- Compliance with NIMS requirements.

**Note:** ICS structure may not mirror the College's normal reporting relationships. During an incident, staff may be reassigned, and roles may change as the situation escalates.

## STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Following the Oakland Hills Firestorm of 1991, California developed the **Standardized Emergency Management System (SEMS)** to ensure effective multi-agency coordination. SEMS is legally required for all California emergency response agencies, and state reimbursement of disaster-related costs is contingent on its use.

### SEMS Components

- **Incident Command System (ICS):** Field-level emergency response based on management by objectives.
- **Mutual Aid:** Agreements allowing jurisdictions to support each other during emergencies.
- **Multi-Agency Coordination:** Communication and resource coordination among diverse organizations.
- **Operational Area Concept:** County-level coordination of resources, requests, and damage information.

### SEMS Benefits

- Eligibility for state reimbursement.
- Improved interagency coordination and communication.
- Efficient mobilization, tracking, and use of resources.

### SEMS Levels of Operation

1. **State Level**
2. **Regional Level** (e.g., Northern Region)
3. **Operational Area Level** (County)
4. **Local Government Level** (Cities, Districts)
5. **Field Response Level**

### SEMS Functional Areas

- Management/Command

## EMERGENCY OPERATIONS PLAN

- Planning/Intelligence
- Operations
- Logistics
- Finance/Administration

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

In response to the events of September 11, 2001, the federal government established the **National Incident Management System (NIMS)**, modeled in part on California's SEMS. NIMS provides a nationwide framework for incident management across all levels of government and disciplines. Federal reimbursement for emergency response and recovery costs is tied to NIMS compliance.

California colleges are further bound by the **Petris Bill (1994)**, which requires schools—considered special districts—to use SEMS. Additionally, **Homeland Security Presidential Directive 5 (HSPD-5)** requires integration of NIMS into emergency plans.

### NIMS Features

- **All-Hazards Approach:** Applicable to any type of incident.
- **Standardized Response:** Across jurisdictions and disciplines.
- **Enhanced Coordination:** Between public, private, and non-profit entities.

### NIMS Components

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

### NIMS Organizational Structures

- Incident Command System (ICS)
- Multi-Agency Coordination Systems
- Public Information Systems

### NIMS Functional Areas

- Management/Command
- Planning/Intelligence

- Operations
- Logistics
- Finance/Administration

### UNIFIED COMMAND

Until outside responders arrive, Shasta College site teams maintain control of emergency response. Upon arrival of first responders, incident management transitions to a **Unified Command** structure.

- **Transition:** College staff will brief incoming responders on incident status and actions taken.
- **EOC Coordination:** The College's Incident Commander will work directly with responder representatives to plan and carry out operations.
- **Field Coordination:** College personnel will support and work alongside first responders unless conditions are deemed unsafe.

**Guiding Principle:** First responders are the lead professionals during emergencies. College personnel should cooperate fully and take direction from them once Unified Command is established.

## EMERGENCY PLANNING PHASES

Emergencies may develop gradually, with sufficient warning to allow protective actions, or they may occur suddenly with no advance notice. In either case, Shasta College must be prepared to respond promptly and effectively, using available resources and mutual aid to protect life, property, and continuity of operations.

Emergency management is typically organized into four interrelated phases. Not all disasters will include every phase; however, planning for each ensures a more effective overall response.



### 1. MITIGATION PHASE

Mitigation involves actions taken to reduce or eliminate the long-term risk to people and property from hazards. It is considered the most cost-effective phase of emergency management, though often the least practiced.

#### Examples of Mitigation Measures:

- Strengthening campus facilities and infrastructure.
- Abating or reducing nearby hazards.
- Improving building safety and contents protection.
- Educating students, faculty, and staff on hazard awareness.

While hazards cannot be eliminated, mitigation reduces their potential impact, resulting in fewer casualties, reduced damage, and lower response costs.

### 2. PREPAREDNESS PHASE

Preparedness includes activities conducted before an emergency to develop the capabilities needed to respond effectively.

**Preparedness Activities:**

- Reviewing and updating Standard Operating Procedures (SOPs), checklists, and resource lists.
- Assigning roles and responsibilities for response and recovery operations.
- Establishing notification procedures and communication systems.
- Conducting periodic training, drills, and exercises for employees and students.
- Ensuring staff are familiar with activation protocols for the Emergency Operations Plan (EOP).

Preparedness builds operational readiness and ensures personnel can execute their duties during an emergency.

### 3. RESPONSE PHASE

The response phase begins immediately before, during, and after the onset of an incident. It focuses on life safety, incident stabilization, and property protection.

**Response Sub-Phases:**

- **Pre-Impact:** Recognition of a developing threat, activation of warning systems, mobilization of resources, initiation of evacuations, and potential activation of Emergency Operations Centers (EOCs).
- **Immediate Impact:** Priority is saving lives, protecting property, and controlling the situation. Incident Command Posts and EOCs may be fully activated, and emergency instructions issued to the campus community.
- **Sustained Response:** Continued assistance to victims, provision of shelter and medical aid, and measures to reduce secondary hazards. Resource requirements evolve as conditions change, and support facilities may be established.

### 4. RECOVERY PHASE

Recovery consists of actions taken to restore campus operations, facilities, and community functions to pre-event conditions—or better where feasible.

**Recovery Priorities:**

- Reestablishing essential academic and administrative functions.
- Restoring facilities and services.
- Providing support to affected students, employees, and the community.
- Incorporating mitigation measures into rebuilding to reduce future risk.

Recovery planning should begin during response operations, as there is no clear division between the two phases. Integrating recovery early ensures a smoother transition from emergency response to long-term restoration.

# EMERGENCY OPERATIONS CENTER (EOC)



The **Emergency Operations Center (EOC)** is the central location for managing and coordinating Shasta College's emergency response. It serves as the command and control hub during an incident, where decisions are made, priorities are set, and resources are allocated.

The EOC is activated by the **EOC Incident Commander (IC)**, in consultation with the President or designee, and operates according to the **Standardized Emergency Management System (SEMS)**.

## FUNCTIONS OF THE EOC

The EOC provides:

- Centralized coordination of all college emergency response activities.
- Policy development and establishment of operational priorities.
- Information gathering, processing, and dissemination.
- Communication with the Operational Area EOC and mutual aid partners.
- Resource allocation and tracking to support field operations.

**Note:** The EOC does not direct tactical field operations. Tactical command remains with the Incident Command System (ICS) at the site level.

## EOC ORGANIZATION

The EOC is structured under **SEMS**, including:

- **EOC Incident Commander (IC)**
- **Section Chiefs** (Operations, Planning/Intelligence, Logistics, Finance/Administration)

- **Public Information Officer (PIO)**
- **Safety Officer**
- **Liaison Officer**

This management team ensures coordinated decision-making and alignment with external agencies.

## ACTIVATION LEVELS

**ACTIVATION LEVELS**

**Level 1 – Catastrophic Event (Catastrophic Disaster)**  
 A Level 1 Catastrophic Event activation is the highest level to which the EOC can be activated. At this level, resources within the district have been or are being stretched beyond their maximum capacity or are overwhelmed. Significant outside resources and assistance is required. The EOC would be activated 24 hours a day with complete and full staffing of all positions. Substantial assistance from neighboring counties, the state and federal government would be requested to assist in response and recovery from an event of this magnitude.

**Level 2 – Full Activation**  
 During a Level 2 activation, the EOC Operations room is staffed with most, if not all, of the Emergency Management staff. During Level 2 activation, the EOC would also initially operate continuously 24 hours a day in shifts. An event of this magnitude would greatly stress district resources and would possibly require outside aid from neighboring jurisdictions, the state and federal government.

**Level 3 – Partial Activation**  
 During a Level 3 activation, the EOC Operations room is staffed with key personnel needed to manage the event or incident at current status. Staffing for Level 3 activation will usually include the Associate Superintendent, Campus Safety Chief, Assistant Chief, Captain, Sergeant, Student Services, Technology and PIO. A Level 3 event or incident is one which requires the close attention of evolving events by emergency services and other key personnel to ensure public safety and the continuation of key services and utilities.

**Level 4 – Monitoring**  
 Represents an EOC minor activation and is usually limited to Campus Safety personnel. Under a Level 4 activation, an event or incident has or is forecasted to take place which requires a higher-than-normal monitoring of Shasta College emergency operations and resources. During Level 4, the EOC Operations room may or may not have personnel in it depending on the event complexity, but Shasta College personnel are monitoring events, operations and weather. This level may operate either virtually or staffed and, in each case, it will be communicated as Level 4 Monitoring "Virtual" or Level 4 Monitoring "Staffed".

**Level 5 – Normal Operations**  
 Shasta College EOC is always activated to at least Level 5 normal operations. This level represents normal operations of everyday activities. Under this level, emergency resources and manpower are not considered to be taxed or in short supply.

## AUTHORITY TO ACTIVATE

- The **President or designee** has the authority to activate the Emergency Operations Center (EOC).

## INCIDENT COMMANDER RESPONSIBILITIES

Upon declaration of a **Level 2 (Full Activation)** or **Level 1 (Catastrophic Event)**, the **EOC Incident Commander (or designee)**:

- Determines which positions will be activated.
- Directs the activities of activated positions.

## SECTION CHIEFS' RESPONSIBILITIES

Each **Section Chief** is responsible for:

- Overseeing mobilization of their respective units.

## EMERGENCY OPERATIONS PLAN

- Activating their assigned Sections.
- Coordinating with the **Public Information Officer (PIO)** to release announcements, including notification of employee reporting requirements.

## CONDITIONS FOR ACTIVATION

The College EOC is activated when:

- Routine resources require **support or augmentation**.
- The scope of the emergency requires **centralized management**.
- **SEMS (Standardized Emergency Management System)** is implemented to guide the College response.

The designated College official implementing SEMS may operate from the EOC or, if conditions require, from an **alternate location**.

## DEPARTMENT OPERATIONS CENTERS (DOCS)

Certain essential departments maintain **Department Operations Centers (DOCs)** to coordinate their specific response activities and interface with the EOC. Campus DOCs include:

- Campus Safety
- Maintenance & Operations
- Information Systems & Technology
- Human Resources
- Transportation
- Student Services

### DOC Role:

- May activate independently for localized events (e.g., IT outage, facility failure).
- Must notify the EOC Commander of activation.
- Take direction from the EOC during campus-wide emergencies.
- Prioritize restoration of critical business functions.

## COMMAND POSTS (FIELD LEVEL)

In a campus-wide emergency, **Command Posts** are established in each Emergency Management Area (EMA) at designated assembly areas.

### Command Post Functions:

- Serve as site-level incident command using ICS.
- Provide a contact point for response teams and resources.
- Maintain radio communication with the EOC.
- Request additional resources as needed.

- Assist with on-site emergency services (medical, sheltering, special needs).

Building Coordinators are stationed at Command Posts to provide reports and requests to the EOC.

### OFF-CAMPUS ASSISTANCE & MUTUAL AID

No single jurisdiction can manage all emergencies independently. Shasta College may request mutual aid when resources are exceeded.

- **Inter-Campus Mutual Aid:** Coordination between the main campus and satellite campuses.
- **Non-College Mutual Aid:** Requests to local, county, and state agencies (fire, law enforcement, specialty resources) through the Shasta County Operational Area.
- **American Red Cross Partnership:** The College may assist in disaster sheltering activities.

# COMMUNICATIONS & WARNING SYSTEMS

Effective communication is essential for timely decision-making, resource deployment, and public information. This section outlines communication methods used before, during, and after an emergency.

## RADIO COMMUNICATIONS (MOTOROLA HANDHELDS)

### Channel Assignments:

- Channel 1 – Campus Safety
- Channel 2 – Physical Plant
- Channel 3 – Building Coordinators

### Procedures:

1. Turn radio on (volume medium-high).
2. Use Channel 3 unless directed otherwise by Incident Command.
3. Press to transmit, release to listen.
4. Keep transmissions short and clear.
5. Leave radio on for the duration of the incident.
6. Report low batteries to Command; replacements will be delivered.
7. If radio fails, call Campus Safety at (530) 242-7910 (option 3).

## INFORMATION FLOW

### To the EOC:

- Campus Safety and Building Coordinators provide status reports and requests to the Planning & Intelligence Section.
- Emergency responders in the field provide situational updates directly to the Operations Section.

### From the EOC:

- Building Coordinators relay information to their assigned areas.
- Runners may supplement communications if radio or digital systems fail.

## PUBLIC INFORMATION

The **Public Information Officer (PIO)** is responsible for official communications to the campus community and the public. Methods include:

- Campus emergency telephone line & voicemail.
- Campus emergency website and VOIP messages.
- **SingleWire by InformaCast** for mass text, email, and phone alerts.

- Local media outlets and Shasta County Emergency Broadcast Station.
- Electronic bulletin boards, signage, phone trees, and Building Coordinators.

### REDUNDANCY & BACKUP

Because no single system is fail-proof, the College employs layered communications:

- Handheld radios
- InformaCast notifications
- Runners
- Media partnerships
- Web-based and posted announcements.

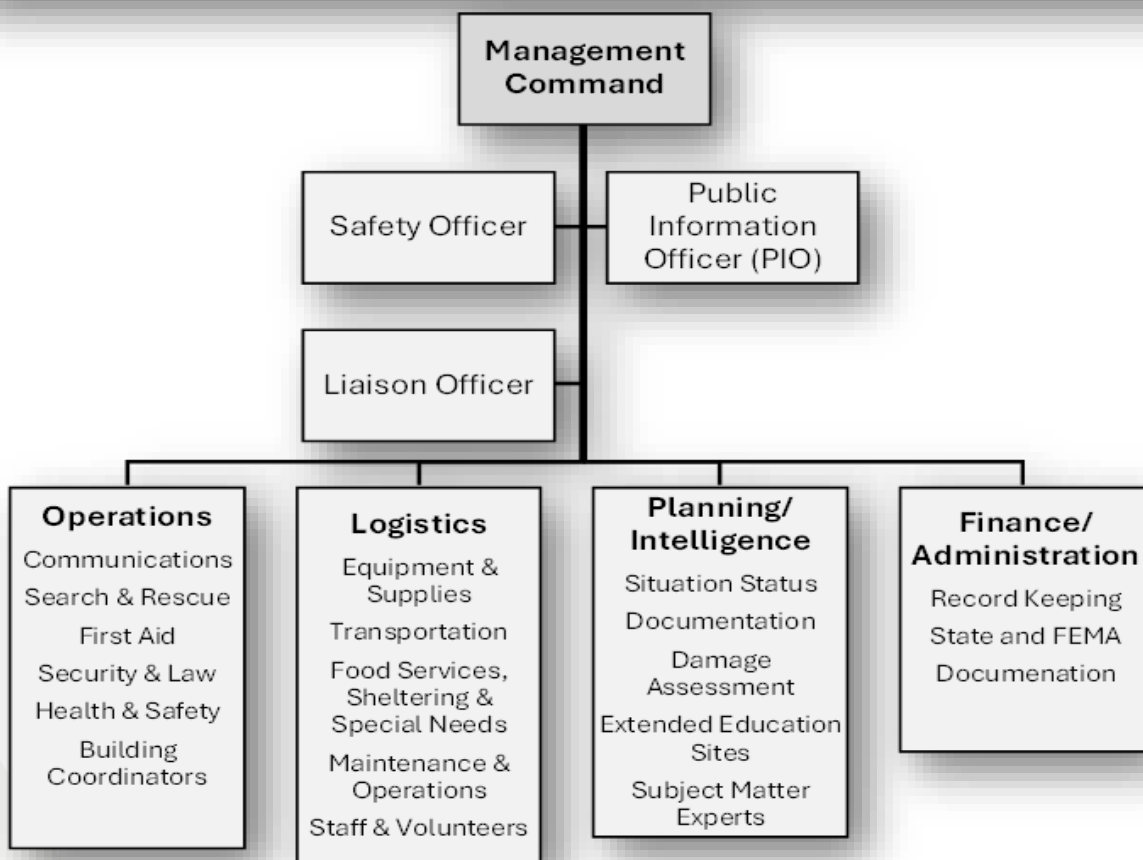
This ensures multiple avenues for warning, response coordination, and recovery updates.

## ORGANIZATION SECTIONS / DIVISION OF LABOR

Within SEMS and NIMS, an emergency response organization is structured into **five functional sections**. Each section has distinct responsibilities that together ensure coordinated management of a disaster or campus emergency.

The **Management/Command Section** provides overall direction, while the **Operations, Planning/Intelligence, Logistics, and Finance/Administration Sections** conduct specialized support and tactical activities.

### EOC INCIDENT COMMANDER: MANAGEMENT/COMMAND



### MANAGEMENT/COMMAND SECTION

Responsible for **policy decisions, overall coordination, and prioritization of response and recovery activities.**

#### Core Positions

- **EOC Incident Commander** – Leads the response, assesses incident severity, establishes objectives, manages resources, develops and monitors the response action plan, ensures documentation, and assigns or releases staff. The Incident Commander is the only individual authorized to speak to the media unless delegating this role to the Public Information Officer (PIO).
- **Public Information Officer (PIO)** – Serves as the primary link to the media and public. Prepares press releases, talking points, and announcements, and ensures consistency of messaging on behalf of the Incident Commander.
- **Safety Officer** – Ensures the safety of all students, staff, and responders. Has authority to halt unsafe activities. Coordinates with Logistics regarding utilities and hazard control.
- **Liaison Officer** – Acts as the primary contact with outside agencies and organizations (e.g., American Red Cross, law enforcement, county OES) supporting campus response.

### Key Responsibilities

- Overall management and policy direction.
- Coordination with internal sections, field units, and external agencies.
- Setting incident priorities and resource allocation.
- Approving transition to recovery and demobilization.
- Overseeing post-incident analysis and After Action Reports (AARs).

## PLANNING/INTELLIGENCE SECTION

Known as “**the thinkers,**” this section provides situational awareness, develops action plans, and anticipates resource needs.

### Core Functions

- Develop Emergency Operations Center Action Plans (EOCAP).
- Establish response schedules and shifts.
- Assess resource needs and plan for demobilization.
- Collect, analyze, and disseminate incident information.
- Maintain complete incident documentation.
- Support both immediate and long-term recovery planning.

### Teams

- **Situation Status Team** – Collects, evaluates, and documents information to support decision-making.

## EMERGENCY OPERATIONS PLAN

- **Documentation Team** – Compiles records from all EOC sections for legal, fiscal, and historical purposes. Produces Situation Status and Incident Reports.
- **Extended Education Site Coordinator / Damage Assessment Team** – Coordinates planning and reporting at extended sites; conducts facility assessments.
- **Subject Matter Experts (SMEs)** – Provide specialized knowledge to support incident response.

## OPERATIONS SECTION

Known as “**the doers,**” this section directs tactical, on-the-ground response efforts.

### Core Functions

- Execute tactical operations in the field.
- Coordinate life safety, security, and response activities.
- Provide regular updates to the EOC.
- Identify immediate resource needs.

### Teams

- **Communications / Crisis Intervention** – Provides immediate and long-term support for mental health and crisis stabilization.
- **Search and Rescue** – Conducts on-campus search and rescue operations following disasters.
- **First Aid** – Provides medical care and casualty management, including establishing a temporary morgue if required.
- **Security & Law** – Oversees evacuation, site security, hazard mitigation, and law enforcement coordination.
- **Health & Safety** – Maintains protective equipment and safety protocols for all responders.
- **Building Coordinators** – Direct evacuations, conduct status checks, and relay building conditions to the EOC.

## LOGISTICS SECTION

Known as “**the getters,**” this section ensures that **resources, facilities, and services** are available to support response operations.

### Core Functions

- Secure and provide personnel, equipment, transportation, and facilities.

- Manage food services, shelter, and support for responders and displaced individuals.
- Maintain communications and critical infrastructure.
- Procure and distribute supplies.
- Recruit, track, and deploy staff and volunteers.

### Subsections

- **Equipment & Supplies** – Manages requests and distribution of critical resources.
- **Transportation** – Coordinates vehicles for people, equipment, and supplies.
- **Maintenance & Operations** – Ensures operational stability of facilities and utilities.
- **Staff & Volunteers** – Manages personnel assignments and records.
- **Food Services, Sheltering & Special Needs** – Provides meals, shelter, and accommodations for special populations.

## FINANCE/ADMINISTRATION SECTION

Known as “**the payers,**” this section manages financial and administrative support to ensure accurate cost tracking and reimbursement.

### Core Functions

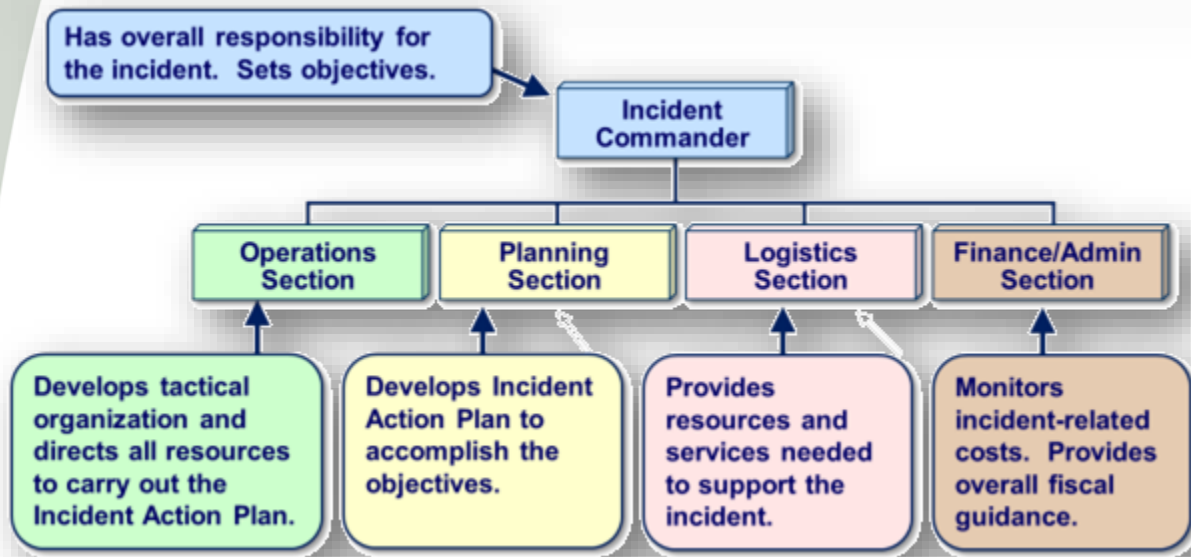
- Document all incident-related costs and expenditures.
- Manage contracts, payroll, receipts, and financial approvals.
- Support state and federal reimbursement processes (e.g., FEMA, Cal OES).
- Maintain injury claims and time records for staff and volunteers.
- Provide administrative support to all EOC sections.

### Subsections

- **Recordkeeping Team** – Tracks staff and volunteer hours, injury claims, and expenditures.
- **State & FEMA Documentation Team** – Prepares reimbursement and cost recovery documentation for state and federal agencies.

## ROLES & RESPONSIBILITIES

The following outlines the key responsibilities of personnel and groups involved in the Emergency Operations Center (EOC) and campus-wide emergency response. Each position plays a critical role in ensuring a **coordinated response, effective resource management, and a smooth transition from response to recovery.**



## INCIDENT COMMANDER / EMERGENCY OPERATIONS DIRECTOR

**Titles:** Chief Campus Safety, Assistant Chief Campus Safety

### Responsibilities

- Overall management of the incident and response.
- Directs and coordinates all EOC members, the Executive Policy Group (EPG), and field units.
- Assesses incident priorities and establishes objectives.
- Evaluates and requests additional resources as necessary.
- Coordinates with external agencies and mutual aid partners.
- Approves demobilization of resources.
- Appoints Section Chiefs and other EOC leaders.
- Oversees transition from response to recovery.
- Leads post-incident analysis and After-Action Report (AAR) process.

## EOC COORDINATOR / MANAGEMENT SECTION

**Titles:** Captain Campus Safety, Dean DAPS

### Responsibilities

- Manages day-to-day functioning of the EOC.
- Advises the Incident Commander and EOC staff.
- Serves as the EOC communication link with other agencies.
- Coordinates logistics for VIP and visitor briefings.
- Ensures implementation of applicable policies, laws, and strategies.
- Helps set incident-specific priority issues.
- Reviews and approves communication initiatives and directives.
- Maintains liaison with law enforcement representatives.

## OPERATIONS SECTION

**Titles:** Sergeant Campus Safety

### Responsibilities

- Directs on-scene tactical operations.
- Organizes and supervises field response structures.
- Provides regular updates to the EOC on tactical operations and progress.
- Identifies needs for additional resources (staff, equipment, mutual aid).
- Coordinates directly with law enforcement, fire, and emergency medical services.

## PLANNING SECTION

**Titles:** Compliance Coordinator, Special Projects Coordinator

### Responsibilities

- Develops the Emergency Operations Center Action Plan (EOCAP).
- Establishes operational periods, shifts, and scheduling.
- Anticipates future resource requirements.
- Prepares for demobilization and transition planning.
- Supports both short- and long-term recovery planning.

## **EMERGENCY OPERATIONS PLAN**

- Maintains comprehensive incident documentation, including:
  - Situation assessments
  - Communications records
  - Action plans
  - Incident maps

## **LOGISTICS SECTION**

**Titles:** Director of Physical Plant, Transportation Supervisor

### **Responsibilities**

- Provides logistical support for personnel, equipment, and facilities.
- Secures and maintains EOC facilities and equipment.
- Coordinates meals, transportation, shelter, and supplies.
- Prioritizes and fulfills resource requests.
- Maintains communications systems and infrastructure.

## **FINANCE / ADMINISTRATION SECTION**

**Titles:** Director of Business Services, Accounting Supervisor

### **Responsibilities**

- Tracks all financial and administrative aspects of the incident.
- Maintains cost documentation for reimbursement.
- Coordinates with Planning and Logistics regarding spending.
- Processes payroll related to incident operations.
- Prepares recovery and reimbursement documentation (e.g., FEMA, State).
- Provides administrative support to EOC personnel.

## **LEGAL (FOR LONG-TERM EVENTS)**

**Titles:** Director of Human Resources, Director of Planning and Development

### **Responsibilities**

- Advises Incident Commander and EPG on legal, labor, and compliance issues.
- Ensures policies, labor agreements, and laws are followed.

- Provides risk management guidance during extended operations.

## PUBLIC INFORMATION OFFICER (PIO)

**Title:** Marketing Director

### Responsibilities

- Coordinates all public communications related to the incident.
- Develops messaging for internal and external stakeholders.
- Ensures timely, accurate information is provided to staff, students, and the public.
- Maintains situational awareness through incident information gathering.

## EXECUTIVE POLICY GROUP (EPG)

**Composition:** Cabinet members

### Responsibilities

- Provides policy-level guidance to the Incident Commander.
- Determines when to activate or demobilize the EOC.
- Approves stakeholder updates and communication strategies.
- Makes policy decisions on fiscal, procurement, legal, academic, and communication issues.
- Provides strategic guidance on messaging and recovery priorities.
- Maintains broad situational awareness of potential impacts.

### Role During Incidents

- Coordinates each division's response to spillover effects.
- Ensures efficient use of College resources and avoids duplication of effort.

### Spillover Issues

- Concerns that do not require direct EOC management but still affect College operations.
- Best managed within divisions under EPG direction.

## BUILDING COORDINATORS

### Responsibilities

- Maintain evacuation plans for assigned buildings/floors.
- Educate employees on evacuation procedures.

## **EMERGENCY OPERATIONS PLAN**

- Ensure routes and Emergency Action Guides are posted.
- Identify and plan for assembly areas, including contingency plans for persons with disabilities.
- Direct building evacuations and maintain accountability at assembly points.
- Relay status reports to the Emergency Management Team (EMT) and EOC.
- Notify appropriate emergency groups in accordance with the EOP.
- Support Facilities and Campus Safety with additional resource needs.
- Maintain assigned radios, CERT bags, and other emergency equipment.
- Complete Incident Report Forms for all emergencies and drills.

## **FUNCTIONAL ROLES (FACULTY, STAFF, STUDENTS)**

### **Students**

- Familiarize with emergency procedures and evacuation routes.
- Evacuate in an orderly manner when directed.
- Follow instructions from faculty and emergency personnel.

### **Faculty & Staff**

- Know emergency procedures and evacuation routes.
- Lead students to assembly areas during incidents.
- Report emergencies promptly to Campus Safety.
- Assist individuals with disabilities during evacuation.
- Provide first aid as trained and notify Health and Wellness as needed.
- Support Building Coordinators and the Incident Command Team as directed.

### **General Actions for Faculty/Staff**

1. Maintain order and prioritize safety.
2. Call 911 in case of injuries or life-threatening emergencies.
3. Notify Campus Safety at (530) 242-7910 ext. 3, or by radio/walkie-talkie.
4. Administer first aid if trained and notify Health & Wellness (ext. 7580).
5. Conduct assigned ICS duties or accept new assignments from the Incident Command Team.

## ROLES & RESPONSIBILITIES MATRIX

POSITION / GROUP	TITLES	KEY RESPONSIBILITIES
<b>Incident Commander / EOC Director</b>	Chief Campus Safety, Assistant Chief Campus Safety	Overall incident management, set objectives, coordinate EOC/EPG/field units, assess priorities, request resources, coordinate external agencies, approve demobilization, lead after-action process.
<b>EOC Coordinator / Management Section</b>	Captain Campus Safety, Dean DAPS	Manage EOC operations, advise IC, coordinate with outside agencies, support VIP briefings, implement policies/laws, approve communications, maintain liaison with law enforcement.
<b>Operations Section Chief</b>	Sergeant Campus Safety	Direct tactical field operations, supervise response structures, update EOC on progress, identify resource needs, coordinate law/fire/EMS.
<b>Planning Section Chief</b>	Compliance Coordinator, Special Projects Coordinator	Develop EOC Action Plans, establish schedules, forecast resource needs, document situation status, plan for demobilization and recovery, maintain incident records/maps.
<b>Logistics Section Chief</b>	Director of Physical Plant, Transportation Supervisor	Provide resources, facilities, and support, maintain EOC site/equipment, secure personnel, transportation, meals, and shelter, prioritize resource requests, and maintain communications systems.
<b>Finance/Administration Section Chief</b>	Director Business Services, Accounting Supervisor	Manage financial/admin operations, track costs, payroll, and contracts, prepare FEMA/state reimbursement documentation, support EOC with admin tasks.
<b>Legal Advisor (Long-Term Events)</b>	Director Human Resources, Director of Planning & Development	Provide legal/risk guidance, advise on labor policies, ensure compliance with laws, support IC, and EPG during extended operations.
<b>Public Information Officer (PIO)</b>	Marketing Director	Coordinate public/media messaging, draft announcements, maintain situational awareness, ensure timely/accurate communication with students, staff, and public.
<b>Executive Policy Group (EPG)</b>	Cabinet Members	Provide policy direction, approve activation/demobilization, make high-level decisions (finance, legal, academic, communication), coordinate division response to spillover issues.
<b>Building Coordinators</b>	Assigned staff per building/floor	Maintain evacuation plans, direct evacuations, assist individuals with disabilities, account for personnel at assembly areas, relay info to EMT/EOC, maintain radios/CERT bags, file reports.
<b>Faculty &amp; Staff</b>	All College employees	Know evacuation routes/procedures, lead students to assembly areas, report emergencies, assist disabled persons, provide first aid if trained, follow EOC/Building Coordinator directions.
<b>Students</b>	All enrolled students	Know evacuation routes, follow instructions from faculty/emergency personnel, evacuate in an orderly manner, report issues as appropriate.

## EMERGENCY PROCEDURES & FIRST AID

# IN CASE OF AN EMERGENCY CALL 911

### EMERGENCY CONTACTS

- **Emergency (Police/Fire/EMS):** Dial **9-1-1**
- **Campus Safety (24/7 Non-Emergency):** 530-242-7910 (Option 3)
- **Student Health & Wellness Services:** 530-242-7580
- **Shasta College Physical Plant Division:** 530-242-7920

### GENERAL RESPONSE GUIDANCE

The Shasta College Department of Campus Safety responds to all on-campus emergencies. Officers are trained to provide initial assessments, administer basic first aid, and coordinate with external emergency responders. Campus Safety will notify **9-1-1** or Student Health & Wellness Services as needed.

When providing first aid:

1. Ensure personal and scene safety.
2. Provide care within your training level.
3. Document the incident using the [Report an Incident Form](#).

### LIFE-THREATENING EMERGENCIES

**Call 9-1-1 immediately** for any of the following:

- Severe chest pain
- Shock
- Uncontrolled bleeding
- Choking or respiratory distress/arrest
- Poisoning or overdose
- Prolonged unconsciousness

- Head or spinal cord injury
- Seizure activity
- Altered mental status (confusion, unusual behavior, difficulty arousing)
- Coughing up or vomiting blood
- Suicidal or homicidal intent
- Severe or persistent vomiting
- Severe burns, smoke inhalation, near drowning, or major trauma
- Sudden, severe pain anywhere in the body
- Sudden dizziness, weakness, or vision changes
- Severe abdominal pain or pressure
- Motor vehicle collision or other major accident

### **IMMEDIATE ACTIONS UNTIL HELP ARRIVES**

- Stay calm and provide clear information to dispatch (name, location, phone number, nature of emergency).
- Do not hang up until directed.
- Keep the injured person calm and reassured.
- Assign someone to remain with the injured individual.
- Keep bystanders back.
- Do not move the person unless safety requires it (consider potential spinal injury).
- Do not give food or fluids to an unconscious or semi-conscious person.
- Maintain body temperature with blankets or clothing.
- Look for emergency medical identification (bracelet, card, necklace).
- Loosen restrictive clothing if needed.

### **IF THE PERSON IS NOT BREATHING**

- **Direct someone to call 9-1-1 immediately.**
- Recognize that the first four minutes are critical.
- Begin rescue breathing/CPR if trained and continue until responders arrive.

### **FIRST AID PRIORITIES (“FIRSTS”)**

1. Survey the scene for hazards (e.g., downed power lines, fire, chemicals).
2. Evaluate: consciousness, breathing, pulse.

## EMERGENCY OPERATIONS PLAN

3. Protect spine—do not move the injured unless absolutely necessary.
  4. Prevent shock by keeping the person warm and comfortable.
  5. Loosen restrictive clothing carefully.
- 

## REPORTING

All incidents requiring first aid, medical response, or emergency intervention must be documented.

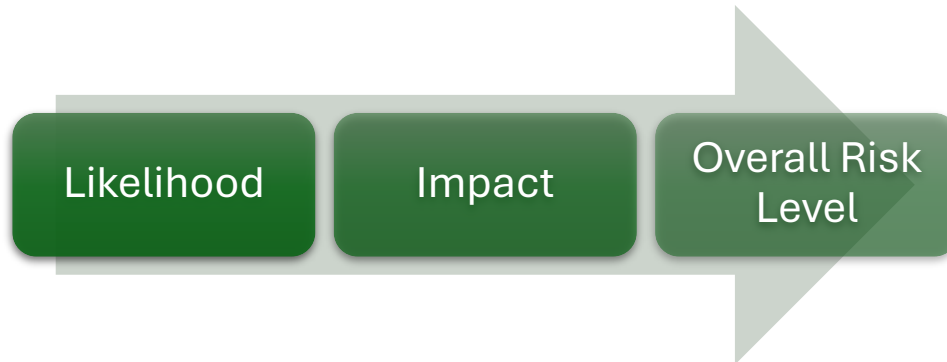
Complete the **Shasta College Report an Incident Form**: [Report Online](#).

For more information on recognizing medical emergencies, visit the following website:  
<https://medlineplus.gov/ency/article/001927.htm>

## HAZARD VULNERABILITY ASSESSMENT (HVA) SUMMARY

### PURPOSE

This section summarizes the natural and human-caused hazards that could affect Shasta College District facilities and operations. It draws on data from the *Shasta College Local Hazard Mitigation Plan*, Cal OES regional hazard profiles, and historical incident records. The assessment guides emergency-response priorities, training, and resource allocation throughout this Emergency Operations Plan (EOP).



### PRIMARY HAZARDS (HIGH-PRIORITY)

<i>Hazard(s)</i>	Description of Risk	Likelihood	Impact	Overall Risk Level
<b>Earthquake</b>	The District is in a seismically active region influenced by nearby faults and the Cascadia Subduction Zone. Strong shaking could cause building damage, power disruption, and secondary fires.	Moderate	Moderate-Low	Moderate
<b>Wildland Fire</b>	Fire threats from surrounding forested areas can lead to smoke impacts, evacuations, access closures, and regional air-quality degradation.	High	High	High
<b>Severe Weather (Snow / Heavy Rain / Flooding)</b>	Intense winter storms or prolonged rain events may cause roadway closures, localized flooding, and facility disruptions.	High	Moderate-High	High
<b>Power Outage / Rolling Blackouts</b>	Extended outages may impact communications, lighting, safety systems, and campus operations.	High	Moderate	Moderate

**SECONDARY / LOW-PROBABILITY HAZARDS**

<i>Hazard(s)</i>	<b>Description of Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk Level</b>
<b><i>Aircraft Accident</i></b>	Proximity to Redding Municipal Airport and regional flight paths presents minimal but potential crash risk.	<b>Very Low</b>	<b>High</b>	<b>Low</b>
<b><i>Bioterrorism / Terrorist Acts</i></b>	Unlikely in the local context; could cause localized exposure or public-health emergency if targeted.	<b>Very Low</b>	<b>High</b>	<b>Low</b>
<b><i>Bomb Threat / Explosion</i></b>	Possible hoax or isolated threat; procedures established in EOP annex.	<b>Low</b>	<b>High</b>	<b>Low</b>
<b><i>Civil Unrest / Crisis Intervention</i></b>	Demonstrations or emotional-distress incidents may occur; typically, small-scale and managed through standard response.	<b>Low</b>	<b>Moderate</b>	<b>Low</b>
<b><i>Fire on Campus / Gas Leak / Explosion</i></b>	Localized facility events possible due to mechanical or electrical failure.	<b>Low–Moderate</b>	<b>High</b>	<b>Low–Elevated</b>
<b><i>Hazardous Materials Spill</i></b>	Labs, maintenance, and nearby transportation routes present manageable hazmat exposure risk.	<b>Moderate</b>	<b>High</b>	<b>Elevated</b>
<b><i>Intruder / Active Shooter / Law-Enforcement Action Nearby</i></b>	Acts of violence or nearby police actions could threaten safety; addressed via ALICE and lockdown protocols.	<b>Moderate</b>	<b>High</b>	<b>Severe</b>
<b><i>Landslide</i></b>	Minor slope movements possible on steep terrain after heavy rain.	<b>Low</b>	<b>Moderate</b>	<b>Low</b>
<b><i>Mass-Casualty Incident / Transportation Accident / Vehicle Fuel Spill</i></b>	Potential large-scale event on nearby highways or field-trip sites; coordination with local responders required.	<b>Low</b>	<b>High</b>	<b>Low–Elevated</b>
<b><i>National Defense Emergency</i></b>	Large-scale geopolitical or homeland-security events; extremely unlikely to directly affect campus.	<b>Very Low</b>	<b>High</b>	<b>Low</b>
<b><i>Pandemic Illness</i></b>	Health emergencies could affect operations and staffing; mitigated through remote-instruction and health protocols.	<b>Moderate</b>	<b>High</b>	<b>Elevated</b>

## INCIDENTS & ACTIONS - OVERVIEW

This section contains specific information on twenty-one (21) Incidents, listed in alphabetical order, followed by seven (7) Actions that may be implemented in one or more scenarios, depending on the nature and severity of the emergency. These Actions represent core response strategies that may be applied across multiple incident types. The final item is the Action Plan for Recovery, which supports transition back to normal operations following any incident.

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[Cancellation of Classes Before the Campus Day](#)

[Drop, Cover and Hold On](#)

[Evacuation](#)

[Return to Building/Reverse Evacuation](#)

#### BIO-TERRORISM

[Campus Closure or Class Cancellation During Operation Hours](#)

[Cancellation of Classes Before the Campus Day](#)

[Return to Building/Reverse Evacuation](#)

#### BOMB THREATS

[Campus Closure or Class Cancellation During Operation Hours](#)

[Cancellation of Classes Before the Campus Day](#)

[Evacuation](#)

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#### CIVIL UNREST

[ALICE](#)

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# EMERGENCY OPERATIONS PLAN

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[Cancellation of Classes Before the Campus Day](#)

### EARTHQUAKE

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[Cancellation of Classes Before the Campus Day](#)

[Drop, Cover and Hold On](#)

[Evacuation](#)

[Return to Building/Reverse Evacuation](#)

### EXPLOSION

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### FIRE ON CAMPUS

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### GAS LEAK

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### PANDEMIC INFLUENZA

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## INCIDENTS



## AIRCRAFT ACCIDENT

### EMERGENCY AIRCRAFT LANDING

Shasta College is located near an airport; therefore, an emergency aircraft landing on or near campus is possible. Such an incident may involve explosions, fire, and injury.

The response will be coordinated by the Fire and/or Law Enforcement Incident Commander once the following information is obtained:

- Location of the emergency
- Initial assessment of damages by Law Enforcement, Campus Safety, or Physical Plant Operations
- Confirmation of 9-1-1 activation (Fire/Emergency Medical System)

### FALLEN AIRCRAFT

If an aircraft crashes on or near college facilities:

- Issue **DROP, COVER, AND HOLD ON** to protect against blast effects and falling debris.
- The College President (or designee), with assistance from Campus Safety, will determine which protective actions should be implemented. If immediate danger exists, faculty and staff may take protective action without waiting for administrative direction.
- Sound the fire alarm and initiate evacuation of affected buildings.

- Evacuate using standard fire evacuation procedures unless designated areas are unsafe.
  - Follow instructions regarding alternate evacuation routes and designated safety areas.
  - Be prepared to relocate to new safety areas as directed.
- 

### PROTECTIVE ACTIONS

Depending on incident conditions, the following actions may be implemented:

- [ALICE/Lockdown](#)
- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Drop, Cover, and Hold On](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)



## BIOTERRORISM

### OVERVIEW

Bioterrorism involves the deliberate release of biological agents such as bacteria, viruses, or toxins. These incidents may cause illness, fear, and disruption, and require immediate coordination with local, state, and federal health authorities.

### ANTHRAX

#### IDENTIFICATION OF SUSPICIOUS LETTERS OR PACKAGES

Characteristics may include:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles, or title without a name
- Misspellings of common words
- Oily stains, discolorations, or odors
- No return address
- Excessive weight, lopsided or uneven envelope
- Protruding wires, aluminum foil, or strange material
- Excessive tape, string, or wrapping
- Ticking sound

- Marked with restrictive endorsements (“Personal” or “Confidential”)
- Postmark location not matching return address

### SUSPICIOUS ENVELOPE/PACKAGE WITH THREATENING MESSAGE (E.G., “ANTHRAX”)

- Do not shake, open, or empty contents.
- Place in a plastic bag or container. If unavailable, cover with clothing, paper, or trash can and do not remove the cover.
- Leave the room and close the door, or cordon off the area.
- Wash hands with soap and water.
- Report immediately:
  - **At home:** Call local law enforcement.
  - **At work:** Notify 9-1-1, Campus Safety, and site administrator.
- Create a list of all people present in the room/area and provide it to law enforcement and public health authorities.

### ENVELOPE WITH POWDER OR POWDER SPILL

- Do not attempt to clean up the substance. Cover it with any material and leave it in place.
- Leave the room and close the door/section off the area.
- Wash hands with soap and water.
- Report immediately:
  - **At home:** Call 9-1-1.
  - **At work:** Call 9-1-1 and notify site administrator.
- Remove contaminated clothing, place in a sealed bag, and provide to emergency responders.
- Shower with soap and water (do not use bleach or harsh disinfectants).
- List all persons who had contact with the powder and provide to authorities.

### POSSIBLE AEROSOL CONTAMINATION

- Turn off local fans or ventilation systems.
- Leave the area immediately; close doors or restrict access.
- Report to local law enforcement (and Campus Safety if at work).
- Shut down building air-handling systems if possible.
- Provide list of exposed individuals to public health and law enforcement.

## EMERGENCY OPERATIONS PLAN

### IMPORTANT NOTES

- Anthrax is **not spread person-to-person**.
  - Early treatment with antibiotics is effective.
  - Aerosolization requires technical skills and specialized equipment.
- 

### BOTULISM

Botulism is a rare but serious illness caused by a toxin affecting the nervous system. It cannot spread from person to person.

### TYPES

- **Food-borne Botulism:** Ingested through contaminated food. Symptoms (12–36 hours after exposure): blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, descending muscle weakness, gastrointestinal upset. Respiratory failure may occur without assisted ventilation.
- **Inhalational Botulism:** Results from inhalation of aerosolized toxin. Symptoms are similar to food-borne botulism but may lack gastrointestinal signs.

### TREATMENT

- No vaccine is available.
  - Treatment involves antitoxin administration and supportive care, including mechanical ventilation if needed.
- 

### SMALLPOX

Smallpox, caused by the variola virus, was eradicated globally in the late 1970s. Routine vaccinations ceased in 1980, leaving most of today's population unprotected. The disease has a mortality rate of approximately 30%.

### PREVENTION & TREATMENT

- Vaccination is effective if administered within 4 days of exposure.
- There is no proven treatment once infection occurs.

### STEPS TO TAKE

- Monitor public health advisories.
- Report suspected or confirmed cases immediately, as well as unusual spikes in absenteeism.

- Consider designating the college as a vaccination Point of Distribution (POD) if requested by authorities.
  - Keep students and staff informed via website postings, advisories, and campus bulletins.
- 

### PROTECTIVE ACTIONS

Depending on the scope of the incident, the following protective actions may be implemented:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)



## BOMB THREATS

### ALL BOMB THREATS ARE SERIOUS

Bomb threats are most commonly received by telephone, though they may also arrive via email, written notes, or other means. All threats must be treated as credible until proven otherwise.

### IF YOU RECEIVE A BOMB THREAT

#### Remain calm.

If the threat is received by phone:

- **Do not hang up.** Keep the caller on the line as long as possible.
- **Gather as much information as you can** using the *Bomb Threat Checklist* provided at the end of this section.
- **Ask direct and specific questions** such as:
  - “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?”
- **Note the caller’s tone, background noises, and any identifying details.**

Immediately after the call ends:

- **Notify** the **Administrator** and **Chief of Campus Safety** of the threat received.
  - **Complete the Bomb Threat Checklist** in full.
  - **Turn off cellular phones, radios, or any two-way communication devices**, as radio waves may trigger an explosive device.
- 

## **ADMINISTRATOR / BUILDING MANAGER RESPONSIBILITIES**

If a bomb threat is received:

1. **Call 9-1-1** and provide:
  - Your name and call-back number
  - Exact location (including building and nearest cross street)
  - Nature of the incident
  - Number and location of any injured or affected individuals
2. **Notify:**
  - The **President's Office**
  - The **Chief of Campus Safety**
3. **Coordinate Evacuation:**
  - Follow established **fire drill evacuation procedures**.
  - The **President or designee** will determine whether to close the entire campus.
4. **Ensure Accountability:**
  - Conduct a systematic inspection of the building to confirm everyone has evacuated.
5. **Assist First Responders:**
  - Fire or law enforcement personnel will lead the search for suspicious objects.
  - Staff may assist only under their direction.
  - **Do not touch or move any suspicious object.**
6. **Maintain Communication:**
  - Keep one phone line open for emergency coordination.
7. **Secure the Area:**
  - Prevent re-entry to evacuated buildings until cleared by authorities.
  - Ensure that all individuals remain a safe distance from structures; explosions may be directed outward from exterior walls.

## EMERGENCY OPERATIONS PLAN

8. **Re-occupy** only when authorized by law enforcement or emergency services.
- 

### RECOMMENDATIONS

- Each phone that receives outside calls should display a **3x5 reminder card** listing the key questions from the *Bomb Threat Checklist*.
  - Staff should be periodically reminded of bomb threat procedures during annual emergency preparedness training.
- 

### POSSIBLE ACTIONS

- [Campus Closure or Class Cancellation During Operation Hours](#)
  - [Cancellation of Classes Before the Campus Day](#)
  - [Evacuation](#)
  - [Return to Building/Reverse Evacuation](#)
-

**BOMB THREAT PROCEDURES**

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible with the checklist on the reverse side of this card.

**☎ If a bomb threat is received by phone:**

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable. From a different phone, call 911 immediately.
7. Complete the Bomb Threat Call Checklist (reverse side). Write down as much detail as you can remember.

**📄 If a bomb threat is received by handwritten note:**

- Do not handle the note unless absolutely necessary.

**✉ If a bomb threat is received by e-mail:**

- Do not delete the message.

**📦 Signs of a suspicious package:**

- No return address
- Excessive postage
- Poorly handwritten
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Strange sounds
- Foreign postage
- Restrictive notes
- Unexpected delivery

**❌ DO NOT:**

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.

**🛡️ WHO TO CONTACT:**

While on federal property:  
Federal Protective Service MegaCenter  
**1-877-437-7411**

**\*DIAL 911 FOR EMERGENCIES\***

U.S. Department of Homeland Security  
Federal Protective Service

Connect @FPSDHS  
on social media

Learn more at [DHS.gov/FPS](https://DHS.gov/FPS)

Scan QR code to visit  
[DHS.gov/Publication/YourSafetyOurPriority](https://DHS.gov/Publication/YourSafetyOurPriority)



**BOMB THREAT CHECKLIST**

**DATE:**

**TIME:**

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

**Ask Caller:**

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

**Exact Words of Threat**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information About Caller:**

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Crackling voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

\*Courtesy of Cybersecurity & Infrastructure Security Agency (CISA)

FOLD



## CIVIL UNREST

### OVERVIEW

Civil disturbances may include protests, demonstrations, riots, unruly gatherings, or other group activities that threaten the safety of individuals, disrupt operations, or damage property. While peaceful demonstrations are permitted within designated areas and consistent with campus policy, **any situation that escalates into violence or disorder requires immediate response.**

### IMMEDIATE ACTIONS

If civil unrest or a potential disturbance occurs on or near campus:

1. **Notify Campus Safety Immediately.**
  - Contact the **Campus Safety Department** and provide detailed information, including the **location, number of participants, and nature of the disturbance.**
2. **Follow the Direction of Campus Safety Leadership.**
  - Under the direction of the **Chief of Campus Safety**, available Campus Safety Officers may assist law enforcement in containing or isolating the affected area to protect bystanders and property.
3. **Maintain Situational Awareness.**
  - Continue to update Campus Safety with new information as conditions change.

- If it is safe to do so, **document** the situation through photos or video recordings to assist in after-action reporting and investigations.

#### 4. **Communication and Crowd Management.**

- In extreme circumstances, the **Chief of Campus Safety** (or designee) may address the group directly to advise participants of the consequences of noncompliance with campus regulations or civil law.
- Individuals refusing to comply may be subject to removal from campus by law enforcement.

#### 5. **Law Enforcement Involvement.**

- If the disturbance escalates beyond the control of Campus Safety, **law enforcement agencies will assume authority** for operational decision-making.
- Campus personnel will provide full cooperation and support as requested.

---

### **SAFETY CONSIDERATIONS**

- Avoid direct confrontation with individuals involved in the disturbance unless directed by Campus Safety or law enforcement.
- Remain indoors and away from windows if unrest occurs near your area.
- Do not attempt to photograph or record events if doing so could put you at risk.
- Follow all instructions from Campus Safety, emergency notifications, or official alerts.

---

### **POST-INCIDENT ACTIONS**

- Once the area is secure, Campus Safety will coordinate with law enforcement and the President's Office to determine when normal operations may resume.
- The **Chief of Campus Safety** will oversee incident documentation, after-action reporting, and debriefing with involved staff.
- Counseling and support services should be made available to affected students and employees as needed.

---

### **ACTIONS**

- [ALICE/Lockdown](#)
- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)

## EMERGENCY OPERATIONS PLAN

- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place](#)



## CRISIS INTERVENTION

### OVERVIEW

Following a major incident—such as an act of violence, terrorism, or other traumatic event—individuals may experience a range of emotional and psychological reactions. These may include shock, grief, anxiety, anger, confusion, or withdrawal. **Crisis intervention** focuses on providing timely emotional support and psychological stabilization to help affected students, faculty, and staff return to a healthy state of functioning.

### IMMEDIATE ACTIONS

When a crisis occurs that has a psychological or emotional impact on the campus community:

1. **Communicate with the Campus Community.**
  - Provide clear, factual information to staff, faculty, and students as it becomes available.
  - Avoid speculation and ensure all messaging is consistent with the **Chief of Campus Safety** and **Public Information Office (PIO)**.

## 2. Activate the Site Intervention Team.

- Establish a team consisting of **Counselors, Mental Health Professionals, and trained support staff.**
- Convene the team as soon as possible to assign responsibilities and determine the level of response required.

## 3. Assess Capacity and Determine Need for Additional Support.

- Evaluate whether the college's intervention team can manage the situation internally.
- If needed, request assistance from **Shasta County Mental Health** or other qualified external professionals.
  - Shasta County Mental Health: **(530) 225-5252** or **(888) 385-5201 (toll-free)**

## 4. Coordinate Arrival of Outside Resources.

- Designate a reception area for outside counselors and mental health providers.
- Establish a **sign-in and message center** for these personnel to track availability, assignments, and contact information.
- Provide each outside responder with an **Intervention Team Folder** containing relevant background, procedures, and resources.

## 5. Control Information Flow.

- Do not release any information about the incident or individuals involved.
- **Refer all media and external inquiries to the Chief of Campus Safety or PIO.**

---

## SITE INTERVENTION TEAM RESPONSIBILITIES

The Site Intervention Team will:

- **Assess the situation** and determine the scale and scope of the emotional impact.
  - **Identify at-risk students, faculty, and staff** who may require immediate attention.
  - **Designate conference areas** for individual and group counseling sessions.
  - **Coordinate with external agencies** (e.g., Shasta County Mental Health, volunteer professionals, and other support services).
  - **Conduct debriefings** following the initial intervention to reassess needs and identify any follow-up actions.
  - **Document all activities** and maintain records consistent with confidentiality requirements.
-

## EMERGENCY OPERATIONS PLAN

### FOLLOW-UP ACTIONS

- Continue to monitor affected individuals and groups for signs of ongoing distress.
  - Provide referrals to long-term counseling, employee assistance programs, or community resources as needed.
  - Conduct an **after-action review** with all involved personnel to evaluate the effectiveness of the intervention and update procedures for future incidents.
- 

### ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)



## EARTHQUAKE

### OVERVIEW

Earthquakes can occur without warning and may range from minor tremors to violent shaking capable of causing significant structural damage. Because California is located in a seismically active region, preparedness, training, and annual drills are essential to ensure that all staff, faculty, and students are familiar with established earthquake safety procedures.

Earthquakes result from the sudden release of strain energy accumulated within the Earth's crust. While most earthquakes are minor or occur in remote areas, damaging events remain a credible threat in regions with elevated seismic activity. Shasta County is classified as an area of moderate seismicity, meaning all occupants, planners, and developers should assume a measurable level of seismic risk and take appropriate mitigation and preparedness measures.

### PRIMARY EFFECTS OF EARTHQUAKES

- **Ground Shaking & Failure:** The most significant and widespread impact, capable of damaging buildings, utilities, and infrastructure.
- **Surface Faulting:** Severe earthquakes are often accompanied by fault displacement at the ground surface. Even a few inches of movement beneath a structure can be catastrophic.
- **Secondary Hazards:** Flooding may result from dam or levee failure, seismically induced settlement, or subsidence.

## EMERGENCY OPERATIONS PLAN

### FAULT HAZARDS

A fault is a fracture in the earth's crust where rocks have moved relative to one another. Active faults have a high probability of future movement. Because the forces involved are immense, the only reliable means of reducing structural risk is to avoid building directly across active fault traces.

### EARTHQUAKE CHARACTERISTICS

The potential severity of an earthquake depends not only on its overall energy release but also on:

- Duration of shaking
- Number of significant stress cycles
- Acceleration levels experienced

Together, these factors influence the level of risk to life, safety, and property.

---

### EARTHQUAKE SIZE AND IMPACTS

EARTHQUAKE SIZE DESCRIPTIONS		
DESCRIPTIVE TITLE	RICHTER MAGNITUDE	INTENSITY EFFECTS
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture Probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction, and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

---

### DURING AN EARTHQUAKE

#### IF YOU ARE INDOORS:

1. **Drop, Cover, and Hold On.**

- Instruct students and staff to take cover under desks, tables, or sturdy furniture.
- Protect the head and neck with arms and remain in position until shaking stops.

**2. Stay Away From Hazards.**

- Move away from windows, glass panes, mirrors, hanging light fixtures, or heavy objects that could fall.

**3. Remain Calm and Wait for Shaking to Stop.**

- Expect aftershocks. Stay under cover until it is safe to move.

**4. Evacuate Safely After Shaking Stops.**

- Follow standard fire evacuation routes if they are safe and unobstructed.
- Give special consideration to areas where debris, broken glass, or structural damage may block exits.

**5. Assist Others.**

- Check nearby classrooms and offices while exiting. Provide assistance to anyone injured or trapped.

**6. Mark the Room Status.**

- Clearly mark doors to indicate whether the room is **“CLEAR”** or **“INJURED PERSON(S) REMAINING.”**

**7. Move to the Designated Evacuation Area.**

- Assemble in the assigned outdoor evacuation location, away from buildings, trees, power lines, and poles.

**8. Account for Everyone.**

- Conduct a roll call and prepare a list of injured, missing, or absent individuals.

**9. Remain in the Evacuation Area.**

- Await further instructions from Campus Safety or emergency personnel.
- **Do not re-enter buildings** until they have been declared safe by authorities.

---

**IF YOU ARE OUTDOORS:****1. Stay in the Open.**

- Move away from buildings, power lines, poles, and other hazards that could fall.

**2. Drop, Cover, and Hold On.**

- If no shelter is available, crouch low, cover your head and neck with your arms, and remain still until shaking ceases.

**3. Avoid Hazards.**

## EMERGENCY OPERATIONS PLAN

- Stay clear of trees, retaining walls, and overhead structures that may collapse.

### 4. Render First Aid if Needed.

- Provide assistance to the injured using first aid kits and notify Campus Safety or emergency responders immediately.
- 

## AFTER AN EARTHQUAKE

- Expect aftershocks and remain alert for secondary hazards such as fires, gas leaks, or structural damage.
  - Report damaged utilities, water lines, or unsafe conditions to Campus Safety.
  - Follow directions from Campus Safety, local fire authorities, or law enforcement before resuming normal activities.
  - Participate in post-incident debriefings and ensure all emergency supplies and equipment are restocked.
- 

## ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Drop, Cover, and Hold On](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)



## EXPLOSION

### OVERVIEW

Explosions can occur without warning and may result from bomb detonation, gas leaks, chemical reactions, or mechanical failure (e.g., boilers, pressure systems). The immediate priorities are to **protect life, prevent additional hazards, and coordinate an orderly evacuation** once it is safe to do so.

### IF AN EXPLOSION OCCURS

#### 1. Take Immediate Cover.

- Instruct students and staff to **Drop, Cover, and Hold On** under sturdy furniture or against interior walls away from windows and falling debris.

#### 2. Assess the Situation.

- If the explosion occurs **inside the building**, remain sheltered until it is safe or instructed to evacuate.
- Listen for instructions from **Campus Safety, Fire Department**, or other emergency personnel.

#### 3. Evacuate When Safe.

- When directed or once the area appears stable, **evacuate the building** using fire-drill or earthquake evacuation procedures.

## EMERGENCY OPERATIONS PLAN

- Avoid elevators and damaged stairways.
  - 4. **Move to the Designated Evacuation Area.**
    - Assemble at your assigned evacuation location, well clear of buildings, vehicles, and potential secondary hazards.
    - Conduct a headcount and report missing or injured individuals to Campus Safety or first responders.
  - 5. **Do Not Re-Enter Buildings.**
    - Re-entry is prohibited until the **Fire Department, President**, or designee has officially declared the area safe.
- 

## IF THERE IS A THREAT OF EXPLOSION

1. **Evaluate the Situation.**
    - Determine whether there is an immediate danger (e.g., smell of gas, bomb threat, or equipment malfunction).
  2. **Take Protective Action.**
    - If an explosion appears imminent, **instruct everyone to Drop, Cover, and Hold On** until the immediate danger passes.
    - If time permits and it is safe to do so, **evacuate the building** and move people away from the threat area.
  3. **Notify Authorities.**
    - Contact **Campus Safety**, the **Fire Department**, and **utility companies** (if gas or power lines are involved).
    - Provide detailed information on the location and nature of the threat.
  4. **Bomb Threats.**
    - If the threat is received by phone or in writing, the person receiving it must **complete the Bomb Threat Checklist** (see *Incident: Bomb Threat* section).
    - Copies of this checklist should be kept near telephones in administrative offices and distributed to key staff.
  5. **Await Clearance Before Resuming Operations.**
    - Classes and normal activities may resume only after buildings have been **inspected and declared safe** by emergency authorities.
-

## ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Drop, Cover, and Hold On](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place](#)



### FIRE ON CAMPUS

#### OVERVIEW

Fire is one of the most common campus emergencies and can occur with little or no warning. Rapid, organized response is essential to protect life and minimize damage. All employees and students should be familiar with fire prevention measures, evacuation routes, and the proper use of fire extinguishers.

#### BEFORE A FIRE

##### Be Prepared:

- **Know your environment:** Locate the nearest fire extinguishers, fire alarms, exits, and evacuation routes in your area.
- **Plan two ways out:** Identify at least **two evacuation routes** from every classroom, office, or workspace.
- **Post emergency numbers:** Ensure emergency contact numbers (including Campus Safety and 9-1-1) are posted near all telephones.

##### Remember these safety rules:

- To escape smoke: **“Fall and Crawl.”**
- If your clothing catches fire: **“Stop, Drop, and Roll.”**

## IF YOU DISCOVER A FIRE

### 1. Call 9-1-1 Immediately.

- Report smoke or fire. Provide your **name, location,** and a **description of the fire** (size, color of smoke, materials burning, etc.).
- Then notify **Campus Safety**.

### 2. Activate the Fire Alarm.

- If the building alarm has not already sounded, **activate the nearest alarm pull station** to alert others.

### 3. Evacuate Immediately.

- Evacuate the area using the nearest safe exit route.
- Do not use elevators.

### 4. Use a Fire Extinguisher Only If:

- The fire is small and contained (e.g., wastebasket size).
- You have been trained in extinguisher use.
- You have a clear escape route behind you.
- **Aim at the base of the flames** and sweep side to side.

If the fire cannot be quickly contained, **evacuate immediately** and **close doors behind you** to help confine the fire and limit oxygen supply.

**Do not lock doors.**

### 5. Avoid Smoke.

- Stay **low to the ground** where air is cleaner.
- Cover your mouth and nose with a cloth, if possible.

### 6. Once Outside:

- Move to your **designated evacuation assembly area** or as directed by emergency personnel.
- **Keep walkways clear** for arriving fire trucks and first responders.

### 7. Account for All Persons.

- Without re-entering the building, determine whether all students, staff, or coworkers are accounted for.
- Report anyone missing or injured to Campus Safety or the Incident Commander immediately.

## EMERGENCY OPERATIONS PLAN

### 8. Stay Clear of the Command Post.

- Do not approach emergency responders unless you have critical information to share (e.g., location of missing persons or hazards).
- 

## ACTIONS

Possible actions following a fire may include:

- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)



## GAS LEAK

### OVERVIEW

Natural gas leaks present a serious explosion and fire hazard. Leaks may occur from broken gas lines, malfunctioning appliances, or damaged utility infrastructure. Because natural gas is highly flammable and can ignite from even a small spark, it is critical to take **immediate precautions** to protect life and prevent ignition.

### IMMEDIATE ACTIONS

If you suspect or detect a gas leak (e.g., smell of gas, hissing sound, or visible damage to a gas line):

1. **Call 9-1-1 Immediately.**

- Use a phone located **away from the affected area** (preferably from outside or off campus).
- Provide your name, location, and a description of the situation.

2. **Do Not Use Electrical Devices.**

- **Do not turn lights, equipment, or switches on or off.**
- **Do not use radios, cell phones, or fire alarms** inside the area—any spark could trigger an explosion.

## EMERGENCY OPERATIONS PLAN

### 3. Notify Campus Safety Without Using Electronic Devices in the Area.

- Send a **runner or messenger** to inform Campus Safety or building administrators.
- Do **not** activate the building fire alarm system for this type of emergency.

### 4. Await Direction from Campus Safety.

- Depending on the situation, Campus Safety may direct staff and students to either:
  - **Shelter in Place** (if evacuation could expose individuals to higher risk), or
  - **Evacuate Upwind** of the leak, moving **at least 500 feet** away from the source.

### 5. Evacuate Safely if Directed.

- Close all doors behind you to help contain gas and reduce fire risk.
- Move calmly and quietly to the designated evacuation area upwind of the leak.

### 6. Keep the Area Clear.

- Do not allow anyone to re-enter the building or affected zone until it has been declared safe by the **Fire Department, Campus Safety, or utility company personnel.**

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## ADDITIONAL SAFETY NOTES

- **Report all gas odors** or unusual hissing sounds immediately, even if faint.
- **Do not attempt to locate the leak** yourself.
- **Do not use open flames, matches, or lighters** near the suspected leak area.
- Campus Safety will coordinate directly with **Shasta College Facilities**, the **local Fire Department**, and the **gas utility provider** to secure the area and restore safe conditions.

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## ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place](#)



## HAZARDOUS MATERIALS

### OVERVIEW

Hazardous materials (hazmat) incidents may result from chemical spills, gas leaks, fuel releases, or other substances that pose a threat to health, property, or the environment. Immediate, coordinated action is required to protect life and limit exposure.

All staff should be familiar with **basic spill response protocols**, understand how to report a release, and know their role in supporting the **Chemical Spill Assessment and HAZMAT Teams**.

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### IMMEDIATE ACTIONS FOR CHEMICAL SPILLS

If a chemical spill or release occurs:

- 1. Evacuate the Immediate Area.**
  - Move all personnel and students away from the spill site.
  - Stay upwind and uphill, if possible.
- 2. Determine Appropriate Protective Action.**
  - Based on the nature of the spill, Campus Safety may direct a **Shelter-in-Place** or **Evacuation** order.
- 3. Secure the Area.**

## EMERGENCY OPERATIONS PLAN

- Restrict access by blocking doors, hallways, or other entry points.
  - Do not allow unauthorized personnel near the spill.
4. **Identify the Chemical.**
- If safe to do so, determine the name and quantity of the chemical from container labels, SDS sheets, or inventory logs.
  - Do **not** touch, smell, or attempt to clean the material.
5. **Notify Authorities.**
- Contact the **Chemical Spill Assessment Team, Campus Safety, and the Fire Department (9-1-1)** if the spill presents a threat to life, health, or property.
- 

## CHEMICAL SPILL ASSESSMENT TEAM PROCEDURES

Upon notification of a spill or threatened release:

- **Call 9-1-1** immediately for hazardous or unknown substances.
  - Provide the following information to the dispatcher and responding agencies:
    - Date, time, and **exact location** of the spill or release
    - Name and **telephone number** of the person reporting
    - **Type and quantity** of chemical involved
    - Description of **potential hazards** (e.g., flammable, toxic, corrosive)
    - **Other emergency agencies** responding (Campus Safety, HAZMAT, law enforcement, etc.)
    - **Documentation:** Record the time and date notifications were made
  - If the spill is outdoors, place **reflective triangles or cones** to mark the perimeter (do **not** use flares).
  - If spill containment materials are available and it is safe to do so, take **limited containment measures** to prevent spread (e.g., absorbent pads, spill berms).
  - Have a **fire extinguisher** nearby in case of ignition.
- 

## REPORTING AND DOCUMENTATION

After the emergency response has been completed:

- The individual who reported the initial spill must complete a **Spill Response Evaluation** within **24 hours**.
- Submit the completed report to:
  - **Captain of Campus Safety**
  - **Director of Physical Plant**

## SPILL CLEAN-UP

- **College personnel shall not clean up hazardous chemical spills.**
- Contact **Campus Safety** immediately.
- The **Captain of Campus Safety** will coordinate cleanup with an approved environmental contractor and the **Director of Physical Plant**.

## EMERGENCY CONTACTS

Agency / Contact	Phone Number
California Dept. of Fish and Wildlife (Northern Region)	(530) 225-2300
California Highway Patrol (CHP)	(530) 225-0500
California Office of Emergency Services (Cal OES)	(800) 852-7550 / (916) 845-8510
Campus Safety	(530) 242-7910
Environmental Protection Agency (EPA Region 9)	(415) 947-8000 / (866) EPA-WEST
National Emergency Response Center (NRC)	(800) 424-8802
Redding Fire Department	9-1-1 / (530) 225-4628
SHASCOM Dispatch	(530) 245-6500
Shasta County HAZMAT	(800) 528-2850
Shasta County Office of Emergency Services	(530) 245-6095 / (530) 245-6054

## Hazardous Substances

## EMERGENCY OPERATIONS PLAN

Hazardous substances may include, but are not limited to:

- Agricultural sprays
  - Airborne gases or fumes
  - Antifreeze
  - Brake fluid
  - Diesel fuel
  - Gasoline
  - Kerosene
  - Lacquer thinner
  - Motor oil
  - Paints and solvents
  - Paint thinner
  - Stains
- 

### IF A SPILL OCCURS

1. **Extinguish all ignition sources** (no open flames or sparks).
  2. **Shut off the main emergency fuel switch**, if applicable.
  3. **Move fire extinguishing equipment** to a safe, nearby location for use if needed.
  4. **Contain the spill** if it is safe to do so and you have the proper materials.
  5. **Evacuate the area** and move personnel upwind from the fumes.
  6. **If the spill is too great to handle, contact the Fire Department immediately (9-1-1).**
- 

### POST-INCIDENT ACTIONS

- The **Chief of Campus Safety** and **Director of Physical Plant** will coordinate with responding agencies to ensure proper cleanup, disposal, and documentation.
  - Participate in any **after-action debriefing** to review response effectiveness and update procedures.
  - Restock spill response kits and verify availability of SDS documentation for all hazardous materials stored on site.
-

## ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place](#)



### INTRUDER / ACTIVE THREAT (INCLUDING SHOOTING, SNIPER, BRANDISHING WEAPON, OR EXPLOSIVE)

#### OVERVIEW

An intruder or active threat is any individual—student or non-student—who is on campus without authorization, creates a disturbance, refuses to comply with campus regulations, or poses an immediate or potential threat to life safety. This includes situations involving an intruder, active shooter, sniper, brandishing of a weapon, or suspected explosive device.

Possession of dangerous or concealed weapons on campus is strictly prohibited except as authorized by District policy or law enforcement authority.

Prompt recognition, rapid communication, and immediate protective actions are critical to protecting life.

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#### IMMEDIATE ACTIONS

If an intruder or potential threat is observed on campus:

**1. Alert Authorities Immediately**

- Call 9-1-1 as soon as it is safe to do so.
- Provide location, description, behavior, direction of travel, and any observed weapons or threats.
- Activate InformaCast or Emergency Notification Systems (ENS) if trained and able.

**2. Do Not Confront or Attempt to Disarm**

- Maintain distance and discreet observation if it can be done safely.
- Do not engage, argue, or approach the individual.

### 3. Notify Campus Safety

- Contact Campus Safety at **(530) 242-7910** when safe.
- If the individual refuses to leave or the situation escalates, continue coordination with law enforcement.

### 4. Transition to A.L.I.C.E. Protocol if the Threat Escalates

- If the situation involves violence, weapons, or imminent danger, immediately follow A.L.I.C.E. response actions.

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## A.L.I.C.E. RESPONSE PROTOCOL

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) is an evidence-based, flexible response model for intruder and active threat situations. Individuals may move between steps based on real-time conditions.

### A – ALERT

- Recognize unusual or threatening behavior, sounds, or communications.
- Gunfire, shouting, explosions, or reports of weapons require immediate action.
- Early recognition saves lives.

### L – LOCKDOWN

- If evacuation is not safe:
  - Lock and barricade doors using heavy furniture or available materials.
  - Turn off lights, silence phones, remain quiet, and stay out of sight.
  - Prepare to transition to Inform, Counter, or Evacuate as conditions change.

### I – INFORM

- Share real-time, accurate information when safe.
- Use clear language (e.g., *“Shooter in Building B, second floor”*).
- Communicate through 9-1-1, Campus Safety, radio, or authorized alert systems.

### C – COUNTER

- **Last resort only** if directly confronted and escape is not possible.
- Create noise, movement, distance, and distraction to disrupt the attacker.
- Throw objects, move unpredictably, and act decisively if required for survival.
- Countering is not fighting — it is a survival strategy.

## EMERGENCY OPERATIONS PLAN

### E – EVACUATE

- Evacuate when it can be done safely.
  - Leave belongings behind and keep hands visible.
  - Move far away from danger and do not re-enter unsafe areas.
  - Once safe, call 9-1-1 and report details.
- 

### GENERAL GUIDANCE

- Trust your instincts — act immediately if something feels wrong.
  - Do **not** pull fire alarms unless directed by law enforcement.
  - Do not open secured doors until an official all-clear is given.
  - Assist individuals with disabilities when conditions allow.
  - Law enforcement’s priority is stopping the threat — follow commands and avoid sudden movements.
- 

### AFTER THE INCIDENT

- Remain in a safe area until officially released by law enforcement.
  - Do not return to buildings until cleared.
  - Be prepared to provide witness statements.
  - Counseling and psychological support may be coordinated through Student Services and the Employee Assistance Program (EAP).
  - The Emergency Operations Center (EOC) will coordinate recovery, communications, and campus reopening.
- 

### ACTIONS

Depending on severity and scope, actions may include:

- [ALICE/Lockdown](#)
- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Return to Building/Reverse Evacuation](#)



## LANDSLIDE

### OVERVIEW

Certain areas of the surrounding community and transportation routes are **susceptible to landslides**, particularly during or after periods of heavy rain, rapid snowmelt, or seismic activity. Landslides can cause road closures, isolate parts of the community, damage utilities, and endanger individuals on or near campus.

Because access routes to the college may be blocked, staff and students may be **unable to leave campus** or may need to be **evacuated to an alternate safe location**.

College personnel should remain alert for updates from **local emergency management agencies, law enforcement, or fire departments** and be prepared to act quickly if evacuation is ordered.

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### POTENTIAL LANDSLIDE CONDITIONS

If conditions indicate a potential landslide risk:

#### 1. Monitor Local Conditions.

- The **College President** or **designee**, in consultation with **local authorities** or the **State Emergency Operations Center (EOC)**, will determine whether conditions warrant **suspension or cancellation of campus operations**.

#### 2. Assess Threat Areas.

- Identify potential areas of risk through contact with local emergency management, public works, and Cal OES.
- Evaluate access roads, slopes adjacent to campus facilities, and nearby terrain for signs of instability (e.g., cracks, tilting trees, or flowing debris).

## EMERGENCY OPERATIONS PLAN

### 3. Evacuate if Necessary.

- If risk increases or a landslide is imminent, arrange for the **orderly evacuation of staff and students** to a designated **alternate safe location**.
- Follow established evacuation routes if safe; avoid slopes, streambeds, or low-lying areas.

### 4. Public Communication.

- Coordinate with the **Public Information Office (PIO)** to issue notifications to staff, students, and the public.
- Provide media updates on the evacuation status, direction of travel, and safety instructions.

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## DURING A LANDSLIDE EVENT

- Follow all instructions from **Fire, Law Enforcement, or local emergency officials**.
- If indoors during a landslide or debris flow, **Drop, Cover, and Hold On** until movement stops.
- Move to higher ground if safe to do so and stay away from slopes, gullies, or drainage channels.
- Account for all staff and students once in a safe location and report any injuries or missing persons to **Campus Safety** or emergency responders.

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## LANDSLIDE DURING NON-CAMPUS HOURS

- The **President or designee** will determine whether the campus will **open or close** based on conditions and input from local emergency management officials.
- Local media and the **Campus Safety notification system** will be used to communicate operational status and updates.

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## ACTIONS

Depending on conditions, response actions may include:

- [ALICE/Lockdown](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)



## LAW ENFORCEMENT ACTION NEARBY

### OVERVIEW

At times, **law enforcement activities occurring near campus**—such as high-speed pursuits, criminal investigations, bank robberies, hazardous material incidents, or other public safety operations—may create temporary hazards or require precautionary measures to protect the campus community.

When such situations arise, local law enforcement agencies may request that the college implement **Lockdown** or **Shelter-in-Place** procedures to ensure safety until the situation is resolved.

### IMMEDIATE ACTIONS

#### 1. Notification from Law Enforcement.

- Local authorities will notify **Campus Safety** or **College Administration** when law enforcement activity in the surrounding area may impact campus safety.
- Campus Safety will relay official instructions to staff and students through emergency notification systems (e.g., InformaCast, text, email, or PA system).

#### 2. Follow Instructions Carefully.

- Follow all directives provided by Campus Safety and law enforcement regarding lockdown, shelter-in-place, or evacuation.

## EMERGENCY OPERATIONS PLAN

- Do not attempt to leave campus unless specifically instructed to do so.

### 3. Campus Access Control.

- Law enforcement or Campus Safety may **restrict entry or exit** from the campus during the event.
- Exit roads may be temporarily **blocked with cones or barriers**, and personnel will be stationed to explain the situation and direct traffic as needed.

### 4. Stay Informed.

- Updates may also be provided via local **media, college communication systems,** and **official social media accounts.**
- Remain in a secure location until the “all clear” notification is received.

### 5. All Clear.

- The **law enforcement agency with jurisdiction** will notify the college when it is safe to reopen or resume normal activities.
- Campus Safety will issue a formal **“All Clear”** message through established communication channels.

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## ACTIONS

Depending on the nature and proximity of the law enforcement activity, response actions may include:

- [ALICE/Lockdown](#) – to secure individuals inside buildings and prevent movement across campus.
- [Evacuation](#) – if directed by law enforcement for safety or tactical reasons.
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place/ Drop, Cover and Hold On](#) - keep individuals indoors and protected from external hazards (e.g., chemical spills, armed pursuit).



## MASS CASUALTY

### OVERVIEW

A **Mass Casualty Incident (MCI)** involves multiple injuries or fatalities that **overwhelm local emergency response resources**. These incidents may result from accidents, natural disasters, acts of violence, or large-scale campus emergencies.

The primary goals during a mass casualty event are to **preserve life, ensure rapid emergency medical response, provide care to the injured, and maintain calm and communication** across campus.

### IMMEDIATE ACTIONS

#### 1. Call 9-1-1 Immediately.

- Report the situation to local emergency services.
- Provide details including:
  - The **nature of the incident** (accident, explosion, collapse, etc.)
  - **Number and condition of victims** (if known)
  - **Exact location** and any hazards present.

#### 2. Notify Campus Safety.

- Contact the **Chief of Campus Safety** or designee immediately.

## EMERGENCY OPERATIONS PLAN

- Campus Safety will assist in coordinating the response and controlling access to the scene.
3. **Assess the Situation.**
    - Determine whether the threat or cause of injury is **ongoing or contained**.
    - If conditions remain unsafe (e.g., fire, chemical release, active threat), follow corresponding EOP procedures.
  4. **Establish Incident Command.**
    - A **College representative** (Campus Safety or Administrator) will meet the **Incident Command Officer** (Fire or Law Enforcement) upon arrival.
    - The responding agency will assume command and determine the nature and scope of the incident.
  5. **Maintain Calm and Reassure Students.**
    - Keep students and staff calm and informed using clear, factual communication.
    - Discourage rumors and speculation.
  6. **Support Response Operations.**
    - Campus Safety and designated staff will assist emergency personnel with crowd control, traffic management, and providing access to medical areas.
    - Establish a **staging area** for emergency vehicles and triage operations if requested by the Incident Commander.
  7. **Activate the Crisis Intervention Team.**
    - The **Crisis Team** will convene to coordinate emotional support, counseling, and communication with families.
    - Coordinate with **Shasta County Mental Health** and other support services as needed.
  8. **Coordinate with Administration.**
    - The **College President** or designee will determine whether to **suspend classes, release students, or close the campus** in consultation with the Incident Commander and law enforcement.

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## POST-INCIDENT ACTIONS

- Provide first aid or basic life support only if it is safe and you are trained to do so.

- Account for all students, staff, and visitors and report missing persons to emergency responders.
  - Secure the affected area until cleared by law enforcement or the Fire Department.
  - Participate in a post-incident debriefing and document all actions taken.
  - Provide ongoing counseling and support for affected individuals.
- 

### ACTIONS

Depending on the severity and scale of the incident, actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#) of affected areas
- [Return to Building/Reverse Evacuation](#)

## EMERGENCY OPERATIONS PLAN



## NATIONAL DEFENSE EMERGENCY

### OVERVIEW

A **National Defense Emergency** is defined as any condition resulting from hostile actions or threats against the United States, its territories, possessions, or allies that require immediate protective measures.

These events may include **strategic warnings, attacks, or other national security emergencies.**

Notifications and protective actions will be coordinated through the **North American Aerospace Defense Command (NORAD)** and disseminated via the **Civil Defense Warning System, Emergency Alert System (EAS), and local emergency management agencies.**

The college must be prepared to activate emergency procedures, maintain communication with local authorities, and provide shelter or assistance to the community as directed.

### INITIAL ACTIONS

Upon receipt of a national defense warning or directive:

1. **Activate the Emergency Operations Center (EOC).**
  - Establish the College EOC under the direction of the **President or designee.**
  - Implement the **Incident Command System (ICS)** structure for coordination.
2. **Establish Communications.**
  - Contact the **Shasta County Emergency Operations Center** to share status, receive guidance, and coordinate protective actions.
3. **Coordinate Shelter Operations (if directed).**

- Be prepared to **cooperate with the American Red Cross** and local emergency officials in opening portions of the campus as emergency shelters or mass care centers.

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### TYPES OF WARNINGS

#### 1. STRATEGIC WARNING

A **Strategic Warning** indicates that a potential attack or national threat is developing but has not yet occurred.

Notification will come through **local authorities, Cal OES, and/or media broadcasts.**

**Actions:**

- Follow directives from local authorities regarding the release of students or closure of campus.
- Take necessary steps to **secure and close the College**, if instructed.
- Notify the **County Emergency Operations Center** when campus closure or protective actions have been completed.
- Duration of a strategic warning may vary from several hours to several days.

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#### 2. ATTACK WARNING

An **Attack Warning** indicates that an attack against the United States or its territories is imminent or in progress.

Immediate protective measures must be taken.

**Actions:**

- **Execute A.L.I.C.E. procedures** if appropriate for the threat type (e.g., active hostile event).
- **Take cover immediately** — move away from windows and glass; close blinds, curtains, or window coverings to minimize injury from flying debris.
- [Shelter in Place](#) until official notification indicates it is safe to move.
- Remain on campus until directed otherwise by local or federal authorities.

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#### 3. SURPRISE ATTACK WARNING

## EMERGENCY OPERATIONS PLAN

A **Surprise Attack** is characterized by little or no advance notice.

Detonation or impact will serve as the first and only warning, often accompanied by intense **light, heat, and shock waves**.

### Actions:

- Upon detonation, **Drop, Cover, and Hold On** to protect from blast effects.
  - Once the initial shock wave passes, **move indoors immediately** to seek shelter away from windows and exterior walls.
  - **Account for all students and staff**, report missing persons, and provide first aid to the injured as possible.
  - Await further instructions through official emergency channels before taking additional action.
- 

## POST-INCIDENT COORDINATION

- Continue coordination with the **Shasta County EOC, Cal OES, and federal authorities** for updates and directives.
  - Support community recovery efforts and potential mass shelter operations as assigned.
  - Maintain documentation of all actions taken and assist with post-incident reporting and resource requests.
- 

## ACTIONS

Depending on the type and severity of the national emergency, the following actions may be implemented:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Shelter in Place or Drop, Cover, and Hold On](#) (as directed)
- [Return to Building/Reverse Evacuation](#)



## PANDEMIC ILLNESS

### OVERVIEW

A **pandemic** is a global outbreak of a contagious disease that spreads rapidly across regions and populations. It may cause widespread illness, disrupt campus operations, and require prolonged changes to instruction and staffing.

Because the timing and severity of pandemics cannot be predicted, **advance planning and preparedness** are essential to protect the health and safety of students, staff, and the community. Colleges play a critical role in **disease prevention, continuity of instruction, and community recovery**.

The **World Health Organization (WHO)** defines six official **Pandemic Phases**, which guide global and national response efforts. The **Director-General of the WHO** determines the official phase and any transitions between them.

Local actions are coordinated with **Shasta County Public Health, California Department of Public Health (CDPH)**, and **Centers for Disease Control and Prevention (CDC)** guidance.

### PANDEMIC PREPAREDNESS GOALS

- Protect the health and safety of students, faculty, and staff.
- Maintain essential operations and critical functions.

## EMERGENCY OPERATIONS PLAN

- Support continuity of education through remote or hybrid instruction, if required.
- Coordinate with local, state, and federal health authorities.
- Provide timely, accurate, and compassionate communication to the campus community.

## WORLD HEALTH ORGANIZATION PANDEMIC PHASES AND RECOMMENDED COLLEGE ACTIONS

Phase	Description	Risk Level	Recommended College Actions
<b>Phase 1</b>	No animal influenza virus reported to cause infections in humans.	<b>Very Low</b>	<ul style="list-style-type: none"> <li>• Maintain comprehensive health and hygiene programs.</li> <li>• Integrate pandemic procedures into existing emergency plans.</li> <li>• Conduct routine inventories of medical and first aid supplies.</li> <li>• Establish illness monitoring protocols.</li> <li>• Provide general pandemic awareness training to staff.</li> </ul>
<b>Phase 2</b>	Animal influenza virus known to have caused human infections is identified.	<b>Elevated (Animal-to-Human Transmission Potential)</b>	<ul style="list-style-type: none"> <li>• Update emergency and communication plans.</li> <li>• Begin monitoring official government health sources.</li> <li>• Emphasize hygiene, respiratory etiquette, and self-isolation when ill.</li> <li>• Identify a <b>Pandemic Coordinator or Team</b>.</li> <li>• Prepare contingency plans for possible campus closures or modified operations.</li> </ul>
<b>Phase 3</b>	Sporadic or small clusters of human infection; no sustained human-to-human transmission.	<b>Moderate</b>	<ul style="list-style-type: none"> <li>• Review and refine pandemic procedures.</li> <li>• Communicate preparedness updates campus-wide.</li> <li>• Encourage reporting of symptoms, especially after travel.</li> <li>• Identify <b>essential functions</b> and personnel for potential remote work.</li> <li>• Ensure mental health resources are available.</li> <li>• Evaluate the need for social distancing or activity modifications.</li> </ul>
<b>Phase 4</b>	Verified human-to-human transmission	<b>High</b>	<ul style="list-style-type: none"> <li>• Notify all personnel of escalation.</li> <li>• Increase illness surveillance and reporting to local health officials.</li> </ul>

Phase	Description	Risk Level	Recommended College Actions
	causing community-level outbreaks.		<ul style="list-style-type: none"> <li>• Prepare to implement targeted social distancing measures.</li> <li>• Coordinate with Shasta County Public Health for containment strategies.</li> <li>• Anticipate reduced staffing and adjust operations accordingly.</li> </ul>
<b>Phase 5</b>	Human-to-human transmission in at least two countries within one WHO region.	<b>Very High – Pandemic Imminent</b>	<ul style="list-style-type: none"> <li>• Activate full <b>Pandemic Response Plan</b>.</li> <li>• Ensure decision-makers are available and reachable.</li> <li>• Cancel or postpone large gatherings and events.</li> <li>• Provide ongoing mental health support for staff and students.</li> <li>• Communicate regularly with the campus community.</li> <li>• Finalize plans for remote operations and continuity of instruction.</li> </ul>
<b>Phase 6</b>	Sustained community-level outbreaks in multiple WHO regions (global pandemic).	<b>Critical</b>	<ul style="list-style-type: none"> <li>• Coordinate closely with public health agencies.</li> <li>• Consider full campus closure or transition to virtual operations.</li> <li>• Maintain essential services (Campus Safety, IT, Facilities).</li> <li>• Issue frequent, fact-based updates to staff and students.</li> <li>• Implement quarantine or large-scale social distancing as directed.</li> <li>• Deploy Crisis Response Teams to support mental health and wellbeing.</li> </ul>
<b>Post-Peak Period</b>	Decline in pandemic activity; risk of resurgence remains.	<b>Variable</b>	<ul style="list-style-type: none"> <li>• Reassess operational status based on case trends.</li> <li>• Continue illness monitoring and reporting.</li> <li>• Plan phased return to normal operations.</li> <li>• Conduct debriefings and offer recovery support for staff and students.</li> </ul>
<b>Post-Pandemic Period</b>	Return to normal seasonal illness patterns.	<b>Minimal</b>	<ul style="list-style-type: none"> <li>• Conduct a full <b>After-Action Review</b> of the pandemic response.</li> <li>• Update preparedness plans based on lessons learned.</li> </ul>

## EMERGENCY OPERATIONS PLAN

Phase	Description	Risk Level	Recommended College Actions
			<ul style="list-style-type: none"><li>• Address long-term impacts on students and staff.</li><li>• Replenish emergency supplies and ensure future readiness.</li></ul>

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### PANDEMIC ILLNESS CONSIDERATIONS

- Designate a **Pandemic Coordinator** or Public Health Liaison to monitor state, federal, and WHO alerts.
- Maintain updated contact information for key local partners including **Shasta County Health and Human Services, CDPH, and Cal OES.**
- Ensure communication templates are pre-drafted for health alerts, closures, and recovery notices.
- Integrate pandemic preparedness into **continuity of operations (COOP)** and **emergency communications plans.**

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### ADDITIONAL PREPAREDNESS STEPS

- Monitor announcements from the **California Department of Public Health (CDPH)** and **Shasta County Department of Public Health.**
- Coordinate with **Shasta College Health & Wellness** for on-campus guidance and support.
- Maintain cleaning and disinfection protocols for all shared and high-touch areas.
- Provide reliable mental health resources for students and staff coping with isolation or grief.
- Review and maintain stockpiles of personal protective equipment (PPE) and sanitizing supplies.

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### ADDITIONAL RESOURCES

- **U.S. Government Pandemic Flu** – <https://www.flu.gov>
- **Centers for Disease Control and Prevention (CDC) – Avian Flu Information** – <https://www.cdc.gov/flu/avianflu>
- **World Health Organization (WHO) – Influenza (Avian and Zoonotic)** – <https://www.who.int/health-topics/influenza>
- **CDC Travel Health Notices – H5N1 and Other Influenza Strains** – <https://wwwnc.cdc.gov/travel>

## ACTIONS

Depending on the severity and phase of the pandemic, actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Return to Building/Reverse Evacuation](#)

QUICK REFERENCE GUIDE

PURPOSE

To guide immediate campus response actions during a pandemic or infectious disease outbreak that affects operations, health, and safety.

INITIAL RESPONSE

If notified of a pandemic threat or outbreak:

1. Monitor official updates from:

- Shasta County Public Health
- California Department of Public Health (CDPH)
- Centers for Disease Control and Prevention (CDC)
- World Health Organization (WHO)

2. Notify key personnel:

- President or Designee
- Chief of Campus Safety
- Director of Health & Wellness
- Facilities Director

3. Activate the Emergency Operations Center (EOC) if operations are impacted or coordination is needed.

4. Designate a Pandemic Coordinator to track health data, guidance updates, and coordinate response actions.

OPERATIONAL PRIORITIES

Priority	Action	Responsible Party
1	Assess threat level (refer to WHO phase or local health alerts).	Pandemic Coordinator / Campus Safety
2	Communicate situation updates to students and staff via official channels (email, text, website, InformaCast).	PIO / Administration
3	Implement health measures (hand hygiene, masking, isolation of sick individuals).	Health & Wellness / Facilities

<b>4</b>	Prepare for possible transition to remote learning or modified operations.	Instruction / IT / Administration
<b>5</b>	Activate crisis intervention and mental health support for students and employees.	Health & Wellness / HR / Crisis Team
<b>6</b>	Coordinate with external agencies (County OES, CDPH, Cal OES).	EOC / President’s Cabinet
<b>7</b>	Maintain essential functions (Campus Safety, IT, Payroll, Facilities).	Department Leads

**HEALTH PROTECTION MEASURES**

- Encourage sick individuals to stay home.
- Maintain enhanced cleaning of high-touch areas.
- Increase ventilation in shared spaces.
- Provide PPE and hand sanitizer across campus.
- Support mental health and wellness resources for isolation fatigue and stress.

**COMMUNICATION GUIDANCE**

- Use official sources only. Avoid misinformation.
  - Provide clear, consistent updates regarding:
    - Campus closures or reopenings
    - Health and hygiene expectations
    - Mental health resources
- Contact points for questions or reporting illness
- The President or PIO must approve all external communications.

**CONTINUITY OF OPERATIONS**

- Identify essential functions and staff that must remain operational.
- Ensure remote work and learning systems (Canvas, Zoom, Microsoft Teams, etc.) are ready.
- Maintain chain of command and cross-train critical staff.
- Track all expenditures and actions for FEMA reimbursement eligibility.

**RECOVERY AND POST-PEAK ACTIONS**

## EMERGENCY OPERATIONS PLAN

- Continue health monitoring and follow-up reporting.
  - Conduct After-Action Review and update the Pandemic Response Plan.
  - Provide debriefings and wellness support for affected individuals.
  - Replenish supplies and restock PPE.
  - Recognize and address long-term effects on the campus community.
- 

## KEY CONTACTS

Agency / Role	Contact Information
Campus Safety (24/7)	(530) 242-7910
Shasta College Health & Wellness	(530) 242-7580
Shasta County Public Health	(530) 225-5591
California Dept. of Public Health (CDPH)	(916) 558-1784
CDC Info Line	(800) 232-4636
Cal OES – Emergency Coordination Center	(916) 845-8510

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## KEY REMINDERS

- Stay calm, informed, and follow public health instructions.
- Prioritize life safety and infection prevention.
- Maintain documentation for all response actions.
- Communicate frequently — transparency builds trust.
- Keep operations flexible; conditions can change rapidly.



**POWER OUTAGE / ROLLING BLACKOUTS**

**OVERVIEW**

It is the College’s intent that campuses remain open during a power outage if instructors are able to continue teaching.

Information about outages may be obtained by calling **PG&E at 1-800-743-5002** or by monitoring alerts broadcast through the **VOIP** or **Emergency Notification System (ENS)**.

**POWER EMERGENCY STAGES**

Stage	Description
Stage One Power Emergency	Operating reserves in the real-time market are forecasted to be less than the CAISO Minimum Operating Reserves criteria.
Stage Two Power Emergency	Operating reserves in the real-time market are forecasted to be less than <b>5%</b> .
Stage Three Power Emergency	Operating reserves in the real-time market are forecasted to be less than <b>1.5%</b> .

## EMERGENCY OPERATIONS PLAN

When notified of a **Stage 3 Power Emergency**, affected sites will be contacted as soon as practicable.

Upon notification:

- Turn off PCs, monitors, printers, copiers, and lights when not in use or not needed.
- If unable to shut down a computer, turn off at least the monitor and printer.
- Shut off lights in unoccupied rooms.

Despite best efforts to communicate, outages may occur **without advance notice**.

To stay informed, monitor local radio stations during your commute:

- **740 AM (KCBS – Shasta County)**
  - **93.1 FM (KFBK – Tehama County)**
- 

## PREPARING FOR AN OUTAGE

- Confirm the availability of **portable lighting** (flashlights and spare batteries).
  - Identify whether **emergency lighting and “Exit” signs** remain operational when power is lost.
  - Keep hallways and pathways **clear of clutter and storage materials**.
  - Check the **District’s PG&E Block List** to identify your site’s block number (note: *Block 50 is exempt from outages*).
  - Instructors should have **alternative teaching plans** for Stage 3 events.
  - Identify **windowless classrooms and offices** and prepare relocation plans.
  - Plan **alternative communication methods** (runners, radios, or cell phones).
  - Place flashlights with batteries in **restrooms and windowless locations**.
  - Encourage staff and students to have **seasonal warm clothing** available, if appropriate.
  - Use **surge protectors** for all computer equipment, major appliances, and electronics.
  - Ensure **smoke detectors** have **battery-powered backups**.
- 

## DURING AN OUTAGE

- Stay updated on outage status via official communication channels.
- Landline phones connected directly to a wall jack will typically remain operable; phones requiring electrical outlets will not.

- **Do NOT use:**
  - Barbecues, propane stoves, or hibachis indoors.
  - Candles or gas lanterns.
- Turn off all unused electronic devices and lighting to protect from power surges.
- Keep lights off in unoccupied rooms.

Rolling outages typically last **no longer than two hours**. With preparation, operations can continue with minimal disruption.

If an outage is **prolonged**, the **Building Coordinator** shall contact the **Director of Physical Plant** for direction on next steps (e.g., release of staff/students or relocation to another site).

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### POSSIBLE ACTIONS

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Return to Building/Reverse Evacuation](#)



## SEVERE WEATHER

### OVERVIEW

Severe weather events, such as floods, storms, or high winds, can occur with little warning and may cause property damage or present safety hazards to students, staff, and visitors.

The College's primary goal is to protect life safety while maintaining operations whenever feasible.

### FLOODS

#### DEFINITIONS

Alert Level	Description
Flash Flood Watch	Conditions are favorable for flash flooding in the specified area. Be alert and prepare for a possible flood emergency.
Flash Flood Warning	Flash flooding is occurring or imminent in the specified area. Move to higher and safer ground immediately.

### FLOOD RESPONSE PROCEDURES

- **Evacuation of campus** will not be attempted until:

- Approved by the **Incident Commander (IC)**.
- A **safe escape route** has been verified by law enforcement.
- Do **not attempt to cross flowing water** deeper than knee level. When in doubt, do not cross.
- Be especially cautious **at night** when flood hazards are harder to recognize.
- Do **not drive through flooded areas**. If your vehicle stalls, abandon it and seek higher ground.
- Remain informed through the **Emergency Notification System (ENS)**, radio, or official public safety updates.

## SEVERE STORM OR WINDS

### OVERVIEW

Windstorms severe enough to cause damage may occur infrequently and may be accompanied by torrential rains.

The **National Weather Service (NWS)** issues weather alerts to help communities prepare and respond appropriately.

### NWS ALERT SYSTEM

Alert Level	Description
Severe Weather Watch	Conditions are favorable for a thunderstorm with winds exceeding <b>55 mph</b> or a tornado to develop in a given area and timeframe.
Severe Weather Warning	A thunderstorm with winds exceeding <b>55 mph</b> or a tornado has been sighted in the area. Immediate precautions should be taken.

### PROCEDURES FOR A “WATCH” OR “WARNING”

- Stay alert for **updated advisories** and monitor conditions closely.
- If a **Watch** is issued during campus hours:
  - Notification will be provided by the **Operational Area Emergency Operations Center (EOC)** or local agencies.
  - Remain alert and continue monitoring updates.
- If a **Warning** is issued during campus hours:

## EMERGENCY OPERATIONS PLAN

- Provide care for students and staff on site.
  - The EOC may direct one of the following actions:
    - **Closure of the College** (if sufficient time exists before storm arrival).
    - **Shelter-in-Place** (if travel is unsafe).
  - Follow instructions from the **Incident Commander (IC)** at all times.
  - Move away from **windows** and into **hallways or interior rooms**; close doors.
  - Secure or anchor **property and equipment** that could become airborne.
  - **Shut off utilities** if directed or if damage is suspected.
  - After the storm passes, **inspect the campus** for damage and injuries before resuming operations.
- 

### IF THERE IS NO ADVANCE WARNING

- Take immediate cover in **interior rooms** or along **inside walls**.
  - Stay clear of **windows** and **large or heavy objects**.
  - **Open doors** slightly if possible to reduce pressure buildup.
  - Maintain **calm and reassurance** for students or staff under your supervision.
  - Wait for **further instructions from the Incident Commander (IC)** before leaving shelter.
- 

### POSSIBLE ACTIONS

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)



## TERRORIST ACTS

### OVERVIEW

The Department of Defense defines terrorism as:

“The calculated use of violence or the threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are political, religious, or ideological.”

Terrorist acts may involve **chemical, biological, radiological, nuclear, or explosive (CBRNE)** weapons and can result in one or more concurrent emergency incidents.

### TYPES OF POTENTIAL INCIDENTS

- **Bio-Terrorism:** Anthrax, botulism, smallpox, or other infectious agents.
- **Bomb Threats**
- **Chemical or Hazardous Materials Release**
- **Intruder or Armed Individual on Campus**
- **Mass Casualty Incident (MCI)**
- **Power Outage or Infrastructure Disruption**
- **Shooting, Sniper, Brandishing Weapon, or Explosive**

Each of these may require coordination between Campus Safety, local law enforcement, public health, and emergency management partners.

### HOMELAND SECURITY ADVISORY SYSTEM

The **National Terrorism Advisory System (NTAS)** replaces the former color-coded Homeland Security Advisory System (HSAS).

NTAS provides concise summaries of credible threats, details on actions taken to ensure public safety, and recommended steps for individuals, communities, and institutions to help prevent, mitigate, or respond to threats.

When an NTAS alert or bulletin is issued:

- Campus Safety and the District Emergency Planning Team will review the advisory.
- Staff will be notified of any heightened security posture or procedural changes.
- Communications will be shared via the Emergency Notification System (ENS) or other approved methods.



Describes current developments or general trends regarding threats of terrorism



Warns of a credible terrorism threat against the United States



Warns of a credible, specific and impending terrorism threat against the United States

**For more information:**

- Department of Homeland Security (DHS)
- CBRNE Standards Strategy

### ADDITIONAL RESOURCES

Agency	Website	Purpose
California Office of Emergency Services (Cal OES)	<a href="http://www.oes.ca.gov">www.oes.ca.gov</a>	State-level emergency preparedness

Agency	Website	Purpose
Centers for Disease Control and Prevention (CDC)	www.cdc.gov	Disease control and public health safety
Department of Homeland Security (DHS)	www.dhs.gov	National security and threat updates
Federal Bureau of Investigation (FBI)	www.fbi.gov	Federal threat response and investigation
Federal Emergency Management Agency (FEMA)	www.fema.gov	Federal emergency coordination and recovery
National Association of School Psychologists (NASP)	www.nasponline.org	Crisis response and mental health recovery
Ready.gov	www.ready.gov	Disaster preparedness information

## ACTIONS

Actions may include:

- [ALICE/Lockdown Protocol Activation](#): For armed intruder or active shooter incidents.
- [Cancellation of Classes Before the Campus Day](#)
- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Drop, Cover and Hold On](#): For blast or shockwave protection.
- [Evacuation](#) : When directed by the Incident Commander (IC).
- [Return to Building/Reverse Evacuation](#): When cleared by law enforcement or the EOC.
- [Shelter in Place](#): When remaining indoors is the safest option.

**Preparedness saves lives.** Remain vigilant, report suspicious activity immediately, and follow established emergency procedures to ensure safety and coordinated response across the District.



### TRANSPORTATION ACCIDENT / VEHICLE FUEL SPILL

#### OVERVIEW

Transportation accidents and vehicle fuel spills pose risks of fire, explosion, and environmental contamination. Immediate actions must be taken to control the situation, prevent escalation, and ensure safety of all personnel and students.

#### INITIAL RESPONSE

When a spill has occurred, the **first priority** is to prevent the situation from worsening. Follow these steps:

- **Shut off the emergency switch** to stop fuel flow if applicable.
- **Avoid skin contact** with fuel or contaminated materials.
- **Isolate the spill** from people and vehicles by blocking all entry points.
- **Stop and evaluate hazards** before approaching the spill.
- **Prevent discharge into storm drains:**
  - Divert the flow using absorbent materials or barriers.
  - Use absorbent “socks” or “booms” to contain the spill.

- Prevent runoff into soil or drainage systems.
  - **Identify the source and estimate the quantity spilled;** stop the release **only if it can be done safely.**
  - **Attend to any injured persons** and call for medical assistance if needed.
  - **Notify Campus Safety** for chemical or hazardous material spill assistance.
  - **Call 9-1-1** and request the **Fire Department** if the spill is unmanageable or poses immediate danger.
- 

## NOTIFICATIONS AND REPORTING

If the release continues to pose a **present or potential threat** after containment efforts:

- Notify the **California Office of Emergency Services (Cal OES)** and **local emergency response organizations** (fire, police, etc.).
  - Provide the following information:
    - Date, time, and exact location of the release.
    - Name and telephone number of the reporting individual.
    - Type of fuel spilled and the estimated quantity.
    - Description of potential hazards posed by the spill.
  - Document the **time and date** of all notifications and the **information provided.**
  - A **written report** to the appropriate office of the **California Department of Health Services** is required **within 15 days** of the incident. Contact the **Captain of Campus Safety** for assistance in preparing and submitting this report.
- 

## SAFETY PRECAUTIONS

- Do not smoke or allow open flames near the spill area.
  - Keep vehicles and equipment away from the spill to prevent ignition.
  - Do not attempt to wash the spill into drains or soil.
  - Wear appropriate **personal protective equipment (PPE)** if trained and available.
  - Maintain communication with Campus Safety and follow all instructions from responding agencies.
- 
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## EMERGENCY OPERATIONS PLAN

### ACTIONS

Actions may include:

- [Campus Closure or Class Cancellation During Operation Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)
- [Shelter in Place](#): When outdoor air or proximity to the spill poses a hazard.

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**Safety Reminder:** Quick isolation, accurate information, and coordinated response are essential in minimizing environmental damage and ensuring life safety during fuel spill incidents.



## WILDLAND FIRE

### OVERVIEW

Some portions of the District are surrounded by wooded or grassland areas that pose a significant **wildland fire threat** to college sites, surrounding communities, and nearby residences. Early communication and coordination with local agencies are critical to ensure a safe and effective response.

### COORDINATION AND NOTIFICATION

Contact local and regional emergency management agencies to determine the **potential area threatened** and obtain situational updates:

- **Shasta County Office of Emergency Services** (via Shasta County Sheriff): 530-245-6095
- **Tehama County Office of Emergency Services** (via Tehama County Sheriff): 530-529-7900
- **Trinity County Sheriff's Office**: 530-623-3740
- **California Office of Emergency Services (Cal OES)**: (916) 845-8510

Upon notification of a wildfire that may threaten District property or facilities:

- **Provide care for students and staff on site.**
- **Coordinate evacuation** of staff and students to a safe alternate location if directed by emergency officials.
- **Notify local media** regarding student or staff relocation to keep the public informed.

## EMERGENCY OPERATIONS PLAN

- **Activate or prepare to activate the Emergency Operations Center (EOC).**
  - **Immediately contact the County Emergency Operations Center** for coordination and resource requests.
  - **Prepare to open college sites as emergency shelters** if requested by the County EOC or **American Red Cross.**
- 

## FIRE PREPAREDNESS AND PREVENTION

- Maintain **defensible space** around buildings and clear vegetation as part of annual maintenance.
  - Ensure that **fire lanes and hydrants** remain accessible at all times.
  - Keep **emergency contact lists** and **building maps** readily available for first responders.
  - Verify that **emergency generators, water sources, and fire extinguishers** are functional.
  - Participate in **annual wildfire evacuation drills** where feasible.
- 

## DURING A WILDLAND FIRE EVENT

- Follow directions from the **Incident Commander (IC)** or responding fire agency.
  - If smoke or ash is heavy, **shelter-in-place** until conditions improve or evacuation is ordered.
  - Close windows, vents, and doors to prevent smoke intrusion.
  - Shut down HVAC systems if directed by emergency personnel.
  - Be prepared to **assist individuals with mobility limitations** during an evacuation.
  - Maintain ongoing communication with the County EOC and Campus Safety.
- 

## ACTIONS

Actions may include:

- [Cancellation/Closure of School During Campus Hours](#)
- [Cancellation of Classes Before the Campus Day](#)
- [Evacuation](#)
- [Return to Building/Reverse Evacuation](#)

# ACTION PLANS

## ACTION PLANS

The following **seven (7) Action Plans** outline the detailed procedures to be followed during various emergency situations. These plans are listed in **alphabetical order** and serve as operational guidance for staff, faculty, and emergency responders during the **Response Phase** of the Emergency Operations Plan (EOP).

Each plan specifies activation criteria, step-by-step actions, communication protocols, and responsibilities for both Campus Safety and site personnel.

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### 1. **A.L.I.C.E./Lockdown**

Guidelines for responding to an active threat, including Alert, Lockdown, Inform, Counter, and Evacuate procedures.

### 2. **Cancellation / Closure of School During Campus Hours**

Procedures for closing the campus once classes are already in session, including notification, transportation, and communication processes.

### 3. **Cancellation of Classes Before the Campus Day**

Steps for determining and communicating preemptive closures due to safety or infrastructure concerns.

### 4. **Drop, Cover, and Hold On**

Protective actions for earthquakes, explosions, or similar events requiring immediate shelter from falling debris.

### 5. **Evacuation**

Procedures for the safe and orderly evacuation of buildings or entire campuses, including routes, assembly areas, and accountability measures.

## EMERGENCY OPERATIONS PLAN

### 6. Return to Building / Reverse Evacuation

Instructions for reentry following an evacuation or for bringing students and staff indoors during an external hazard.

### 7. Shelter-in-Place

Procedures for remaining indoors when outside conditions pose a hazard (e.g., hazardous materials, air quality, severe weather).

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## RECOVERY PHASE

The **final phase of the EOP** is **Recovery**, which begins once immediate life-safety concerns have been resolved. Recovery focuses on restoring normal operations, supporting the emotional and physical well-being of students and staff, and documenting response actions for after-action review and improvement planning.

# ALICE

ALERT  
LOCKDOWN  
INFORM  
COUNTER  
EVACUATE

## A.L.I.C.E./LOCKDOWN

### PURPOSE

To establish standardized procedures for responding to an **active shooter, armed intruder, or other life-threatening threat** on campus using the **A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)** protocol or **Lockdown procedures**, depending on the situation and available options. The goal is to **maximize survivability** through proactive, flexible, and situationally appropriate actions.

### DECISION GUIDANCE: WHEN TO LOCKDOWN VS. USE A.L.I.C.E.

The A.L.I.C.E. protocol is designed to **empower staff and students to make independent safety decisions** based on their proximity to the threat. A **Lockdown** is one protective option within A.L.I.C.E., but individuals may need to **adapt** as the situation evolves.

### LOCKDOWN – WHEN TO STAY PUT AND SECURE

A **Lockdown** is appropriate when:

- The **threat is nearby or inside your building**, and movement would increase risk.
- You **do not have clear information** on the suspect's location or direction of travel.
- You are in a **room that can be secured** and effectively barricaded.
- **Evacuation is unsafe** due to gunfire, unknown threat location, or open exposure.

### LOCKDOWN = SHELTER IN PLACE.

Stay quiet, secure the door, and remain out of sight until the *"All Clear"* signal is given by law enforcement or Campus Safety.

### A.L.I.C.E. – WHEN TO ADAPT AND TAKE ACTION

Use **A.L.I.C.E.** when:

- You have **real-time information** indicating the threat is in another area.

## EMERGENCY OPERATIONS PLAN

- There is a **safe evacuation route** away from danger.
- Your location becomes **unsafe or compromised** (e.g., the intruder breaches your area).
- You are **outside or in open areas** when the event begins.

### A.L.I.C.E. = OPTIONS-BASED RESPONSE.

Use any or all of the five steps — Alert, Lockdown, Inform, Counter, Evacuate — in any order that maximizes survival.

### QUICK DECISION MATRIX

<i>Situation</i>	<i>Best Initial Action</i>	<i>Continue With</i>
<i>You hear gunfire nearby or can't tell where it's coming from</i>	<b>Lockdown</b>	Barricade, stay out of sight, stay quiet until informed otherwise
<i>You receive an alert that the threat is in another building</i>	<b>Evacuation (ALICE)</b>	Move quickly away from campus or to a secure off-site location
<i>The attacker enters your area</i>	<b>Counter (ALICE)</b>	Distract, move, throw, overwhelm, and escape if possible
<i>You're outdoors or in open space when event begins</i>	<b>Evacuation (ALICE)</b>	Move off campus or take hard cover

### ACTIVATION CRITERIA

This plan is activated when:

- An **armed individual** is confirmed or suspected on or near campus.
- Shots are fired or credible threats of violence are reported.
- Campus Safety or law enforcement determines that immediate protective action is required.

Activation may occur through:

- 911 notification
- InformaCast or other **Emergency Notification System (ENS)** alerts
- Direct observation or report by staff, students, or the public

### RESPONSE ACTIONS – A.L.I.C.E. MODEL

Step	Objective	Action Guidance
<b>A – ALERT</b>	Recognize and announce the threat.	<ul style="list-style-type: none"> <li>- Call 911 if safe to do so.</li> <li>- Initiate an InformaCast or ENS alert if trained and able.</li> <li>- Clearly state the location, description, and direction of the suspect.</li> </ul>
<b>L – LOCKDOWN</b>	Secure the area to deny access and increase survivability.	<ul style="list-style-type: none"> <li>- Lock and barricade doors using heavy furniture or belts.</li> <li>- Turn off lights, silence devices, and stay out of sight.</li> <li>- Maintain a quiet, secure position and be prepared to move or counter if entry is attempted.</li> <li>- Traditional lockdown procedures may be most appropriate if the threat is not nearby or evacuation is unsafe.</li> </ul>
<b>I – INFORM</b>	Provide real-time information to others and law enforcement.	<ul style="list-style-type: none"> <li>- Continue to update dispatch and ENS with any new information.</li> <li>- Use plain language (no codes).</li> <li>- Share building numbers, room identifiers, or nearby landmarks.</li> </ul>
<b>C – COUNTER</b>	Distract, disorient, and disrupt the attacker’s focus to reduce accuracy.	<ul style="list-style-type: none"> <li>- As a <b>last resort</b> if escape is not possible, use movement, noise, and objects to distract or overwhelm the intruder.</li> <li>- Commit fully to your defensive actions.</li> </ul>
<b>E – EVACUATE</b>	Move to safety when it can be done safely.	<ul style="list-style-type: none"> <li>- Escape through windows, alternate doors, or other exits.</li> <li>- Encourage others to leave but do not delay.</li> <li>- Keep hands visible when encountering law enforcement.</li> <li>- Move far from danger and do not re-enter until cleared.</li> </ul>

## DETAILED LOCKDOWN PROCEDURES

### In Classrooms and Offices

1. Shut and lock doors and all windows (if available, pull draperies or close blinds and blacken any doorway windows).
2. **DO NOT** open the door for anyone or peek out windows until an official “*All Clear*” signal is given.
3. Move away from windows and stay low (below window line).
4. Follow A.L.I.C.E. protocol—**get out safely if you can.**
5. Keep calm and quiet.

## EMERGENCY OPERATIONS PLAN

6. Communicate if everyone is safe or if students are missing/injured on an exterior door or window **only if it is safe to do so.**
7. **REMAIN** in classrooms and offices until the “*All Clear*” signal is given or until escorted out by first responders.

### In the Cafeteria, Library, or Gymnasium

1. Shut and lock doors and all windows (if available, pull draperies or close blinds and blacken any doorway windows).
2. Move away from windows and stay low (below window line).
3. Keep calm and quiet.
4. REMAIN in place until the “*All Clear*” signal is given or until escorted out by first responders.

### Outdoors

1. IMMEDIATELY leave the area or move inside the nearest building.
2. Shut and lock doors and all windows (if available, pull draperies or close blinds and blacken any doorway windows).
3. Move away from windows and stay low (below window line).
4. Keep calm and quiet.
5. REMAIN in place until the “*All Clear*” signal is given or until escorted out by first responders.

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## ADDITIONAL LOCKDOWN PROCEDURES

### Short-Term Lockdown (Less Than 8 Hours):

- Open emergency supply box/kit as needed or as directed by the Incident Commander.

### Long-Term Lockdown (More Than 8 Hours):

- Open emergency supply box/kit to provide necessary supplies, food, water, and communication resources.

### After “All Clear” Signal is Given, Campus Safety Will:

- Post an alert on the Shasta College website.
- Initiate contact with the **Crisis Intervention Team** for grief support, trauma recovery, and follow-up services.

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## COMMUNICATION PROCEDURES

- **Initial Notification:** Activate ENS, InformaCast, or public address system as soon as a threat is confirmed or suspected.
- **Emergency Coordination:**

- Campus Safety and law enforcement assume joint command under the **Incident Command System (ICS)**.
- Establish communication between the **Emergency Operations Center (EOC)** and **law enforcement command post**.
- **Staff Updates:** Share ongoing updates via InformaCast, radios, or other approved methods as conditions change.
- **All Clear:** Issued only by **law enforcement** or the **Incident Commander (IC)** once the threat is neutralized.

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## ROLES AND RESPONSIBILITIES

Role	Primary Responsibilities
<b>Incident Commander (IC)</b>	Activates the EOC, coordinates response efforts, ensures communication with law enforcement.
<b>Campus Safety Officers</b>	Secure perimeters, assist with evacuation, communicate updates, provide access for emergency responders.
<b>Faculty &amp; Staff</b>	Implement A.L.I.C.E. steps, maintain calm, ensure student accountability, assist those with disabilities.
<b>Public Information Officer (PIO)</b>	Releases verified information to media and campus community as authorized.
<b>Counseling / Student Services</b>	Provide post-incident crisis counseling and support for affected individuals.

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## RECOVERY ACTIONS

- Remain sheltered until the official All Clear is issued.
- Provide first aid and emotional support as needed.
- Conduct accountability checks for all students, staff, and visitors.
- Assist law enforcement with witness statements and incident documentation.
- Coordinate mental health and debriefing services through Student Services and the Employee Assistance Program (EAP).
- Participate in After-Action Review meetings to identify lessons learned and improve preparedness.



### CAMPUS CLOSURE OR CLASS CANCELLATION DURING OPERATING HOURS

#### PURPOSE

To provide procedures for the **orderly cancellation or closure of school operations during campus hours** when conditions pose a danger to students, staff, or the community.

Closures may also be necessary when a college site is required for **public sheltering, emergency medical operations, or mass prophylaxis** during large-scale incidents.

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#### ACTIVATION CRITERIA

A school closure may be initiated when conditions make continued operations unsafe or impractical, including but not limited to:

- Aircraft accident
- Bioterrorism
- Bomb threat
- Civil unrest
- Crisis intervention or active threat
- Earthquake or aftershocks
- Explosion
- Hazardous materials incident
- Landslide

- Mass casualty event
- National defense emergency
- Pandemic influenza
- Power outage or rolling blackout
- Severe weather (flooding, high winds, lightning, etc.)
- Terrorist act
- Transportation accident
- Wildland fire

**RESPONSIBILITIES**

<b>Role</b>	<b>Primary Responsibilities</b>
<b>President / Incident Commander (IC)</b>	Makes the determination to cancel or close the college and initiates emergency communications. Coordinates with County Emergency Operations Center (EOC), local law enforcement, and Cal OES if applicable.
<b>Campus Safety</b>	Assists with dissemination of closure information, traffic control, and securing facilities. Provides updates to the IC.
<b>Public Information Officer (PIO)</b>	Posts public notifications through official communication channels (website, ENS, media).
<b>Building Coordinators &amp; Supervisors</b>	Ensure all employees and students within assigned areas are informed of the closure and assist with orderly evacuation if required.
<b>Operations Section</b>	Supports logistics, utilities, and facility shutdowns as directed by the IC.

**CANCELLATION / CLOSURE PROCEDURES**

1. **Notify Campus Safety and/or the President.**
  - Campus Safety evaluates the situation and provides a recommendation to the President or designee.

## EMERGENCY OPERATIONS PLAN

2. **Incident Command (IC)** will notify staff and students by one or more of the following methods:
  - a. **PA System Announcement (if available):**

“Attention please: The college is closing due to [type of emergency]. Please follow closure procedures and exit campus in an orderly manner. Additional information will be provided as it becomes available.”
  - b. **Runners / Building Coordinators:**
    - Deliver closure messages directly to each building or program area.
    - Ensure all classrooms, offices, libraries, cafeterias, gymnasiums, and on-campus programs (such as childcare) are notified.
3. **Issue an Emergency Text Message** through the **Emergency Notification System (ENS)** or **InformaCast**.
4. **Post an Alert** on the **College website** with closure details and contact information for updates.
5. **Post “School Closed” signs** at all **main entry points**.
  - Include details such as a phone number, radio station, or website for additional information.

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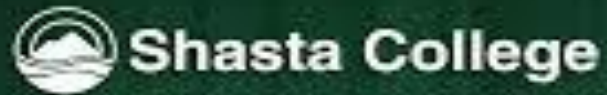
## SECTIONS INVOLVED IN SCHOOL CANCELLATION / CLOSURE

- **Management / Command Section**
  - President, Campus Safety Chief, Public Information Officer
- **Operations Section**
  - Facilities, Maintenance, and Security teams responsible for securing campus, shutting down utilities, and assisting with evacuation if necessary.

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## SPECIAL CONSIDERATIONS

- The **College President**, at the request of the **Department of Emergency Services**, **American Red Cross**, or designee, may authorize the **conversion of a campus for use as a public shelter** or emergency mass prophylaxis site.
- Coordinate closely with the **County Emergency Operations Center (EOC)** and **Public Health Department** to ensure proper support, staffing, and facility readiness.
- Maintain clear documentation of the decision-making process, notifications issued, and closure timelines for after-action reporting.



Shasta College

# Tehama Campus Closed

## CANCELLATION OF CLASSES BEFORE THE CAMPUS DAY

### PURPOSE

To establish a clear and consistent process for **canceling classes or closing the college prior to the start of the campus day** when conditions threaten the safety of students, staff, or the surrounding community.

This plan ensures that all closure decisions are properly communicated to staff, students, and media outlets in a timely and coordinated manner.

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### WHEN TO CLOSE THE COLLEGE

The college may be closed or classes canceled before the start of the day for any of the following conditions or threats:

- Aircraft accident
- Bioterrorism
- Bomb threats
- Civil unrest
- Crisis intervention or active threat
- Earthquake or aftershocks
- Explosion
- Hazardous materials incident
- Landslide
- Mass casualty event
- National defense emergency

## EMERGENCY OPERATIONS PLAN

- Pandemic influenza
- Power outage / rolling blackout
- Severe weather (flooding, snow, high winds, etc.)
- Terrorist acts
- Transportation accident
- Wildland fire

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## RESPONSIBILITIES

<i>Role</i>	<i>Primary Responsibilities</i>
<b>Chief of Campus Safety</b>	Evaluates incident information and communicates recommendations to the President or designee.
<b>President / Incident Commander (IC)</b>	Makes the final decision to close the college or cancel classes and initiates notification procedures.
<b>Public Information Officer (PIO)</b>	Coordinates with media outlets, ensures accuracy of messaging, and updates official communication channels.
<b>Facilities / Operations</b>	Secures buildings, posts closure signage, and assists with access control and hazard mitigation as needed.
<b>Staff / Supervisors</b>	Communicate closure information to team members through established phone trees or notification systems.

---

## CANCELLATION PROCEDURES

1. **Notify the Chief of Campus Safety**, who will immediately inform the **President** or designee of the situation and recommendation for closure.
2. Upon authorization:
  - **Shasta College notifies the County Emergency Operations Center (EOC).**
  - **Post “Campus Closed” signs** at all major entrances.
  - **Post a Closure Alert** on the **Shasta College website** with details about the reason, expected duration, and communication updates.

- **Issue an emergency text message** via the **Emergency Notification System (ENS)** to all students and staff.
  - **Notify staff and faculty** using internal notification systems or established **phone trees**.
  - **Notify radio and television stations** to ensure public communication is widespread and accurate.
- 

### COMMUNICATION GUIDANCE

All public information will be released through **official channels** only.

No unauthorized individuals should contact the media or make independent closure announcements.

The **Public Information Officer (PIO)** is the sole authorized representative to communicate with media outlets on behalf of the college.

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### SECTIONS INVOLVED IN SCHOOL CANCELLATION / CLOSURE

- **Management / Command Section**
  - President, Campus Safety Chief, Public Information Officer
- **Operations Section**
  - Facilities, Maintenance, and Security teams responsible for securing campus, shutting down utilities, and assisting with evacuation if necessary.

## EMERGENCY OPERATIONS PLAN



### DROP, COVER, AND HOLD ON

#### PURPOSE

**Drop, Cover, and Hold On** is a **self-protective action** used when there is **immediate danger from falling or flying debris**, such as during an earthquake, explosion, or structural failure.

While most commonly associated with earthquakes, this action may also be used during other hazards that create sudden impact or debris hazards, such as severe weather or terrorist activity.

The objective of this action plan is to **reduce injuries** by taking immediate cover and protecting vital areas of the body.

#### WHEN TO DROP, COVER, AND HOLD ON

This procedure should be initiated during any event in which falling objects, debris, or structural hazards pose an immediate threat, including but not limited to:

- Aircraft accident
- Civil unrest
- Earthquake (event itself will initiate action)
- Explosion
- Landslide
- National defense emergency
- Terrorist act

#### ACTIVATION

The order to “Drop, Cover, and Hold On” may be:

- **Automatically initiated** by the occurrence of an earthquake or explosion.

- **Announced** by faculty, staff, or Campus Safety when debris or impact hazards are present.
- **Relayed** through the Emergency Notification System (ENS) or over the PA/VOIP system if time permits.

The call to take cover is **typically initiated by classroom staff or supervisors** present at the scene.

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### DROP, COVER, AND HOLD ON PROCEDURES

#### Indoors

1. **Drop** immediately to the floor.
2. **Take cover** under a sturdy desk, table, or workbench.
3. **Hold on** to the furniture with one hand and use your other arm to **protect the back of your neck and head**.
4. Stay put until the **“All Clear”** announcement is given.
5. After shaking or danger subsides, **check for injuries** and **account for all students and staff**.

#### In Hallways or Bathrooms

1. Move to a **bare, interior wall** away from windows, mirrors, or fixtures.
2. **Kneel and cover** the back of your neck with your hands.
3. Stay in position until movement stops or the **“All Clear”** is given.
4. Assess for injuries and ensure all persons are accounted for.

#### Outdoors

1. **Move quickly away** from buildings, power lines, trees, poles, or signs.
  2. **Drop to the ground** and protect the back of your neck with your hands.
  3. Remain in place until the **“All Clear”** signal is issued.
  4. **Check for injuries** and assist those in need.
- 

### SECTIONS INVOLVED IN DROP, COVER, AND HOLD ON

Depending on the scope and duration of the event, the following **Incident Command System (ICS)** sections may be activated:

- **Management / Command Section** – Provides direction and situational updates.
  - **Operations Section** – Coordinates safety checks, medical response, and damage control.
-

## EMERGENCY OPERATIONS PLAN

- **Logistics Section** – Supports communications, supplies, and resource allocation as needed.
  - **Planning / Intelligence Section** – Collects situational data and reports ongoing impacts.
  - **Finance / Administration Section** – Tracks time, costs, and resource usage if the incident escalates.
- 

## SAFETY REMINDERS

- Stay alert for **aftershocks** following an earthquake or explosion.
- Do **not evacuate** until directed by Campus Safety or the Incident Commander.
- Be aware of falling debris, unstable structures, and downed power lines.
- Remain calm and reassure others around you.



## EVACUATION

### PURPOSE

An **evacuation** is initiated when it is determined that it is **unsafe to remain in college buildings or on campus grounds**.

This action involves relocating students, staff, and visitors to a **designated safe location**, either **on-site or off-site**, depending on the nature and severity of the incident.

The **President** or **designee** authorizes an evacuation upon recommendation from **Campus Safety**, emergency services, or the **Incident Commander (IC)**.

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### WHEN TO EVACUATE THE COLLEGE

Evacuation may be necessary during, or immediately following, any of the following events:

- Aircraft accident
- Bomb threat
- Civil unrest
- Earthquake
- Explosion
- Fire on campus
- Gas leak
- Hazardous materials incident
- Landslide

## EMERGENCY OPERATIONS PLAN

- Law enforcement action nearby
  - National defense emergency
  - Severe weather
  - Terrorist acts
  - Transportation accident
  - Wildland fire
- 

## TYPES OF EVACUATION

1. **On-Site Evacuation** – Relocation to an alternate safe area **within campus grounds**.
  2. **Off-Site Evacuation** – Relocation to a **predetermined external location** coordinated with law enforcement and emergency management.
- 

## EVACUATION PROCEDURES

### ON-SITE EVACUATION

1. **Notify Campus Safety** immediately of the need to evacuate.
2. **Sound the fire alarm** (if appropriate) and **initiate emergency notifications**.
3. **Notify staff and students** through one or more of the following methods:
  - **VOIP system announcement (authorized use only):**

“Your attention please. Your attention please. Students and staff should proceed immediately to [designated evacuation site].”

- **If the VOIP system is unavailable** and it is safe to do so, Campus Safety will send **runners** to each building with the evacuation message.
  - Ensure that **all classrooms, offices, cafeterias, gymnasiums, libraries, and on-campus programs** (e.g., childcare centers) are notified.
4. Once at the evacuation site:
    - **Building Coordinators** account for all staff, students, and visitors.
    - Record names of any **missing or injured individuals**.
    - Include **guest/visitor counts** in accountability reports.
  5. **Campus Safety** will issue an **emergency text alert** and post an **update on the Shasta College website**.

## OFF-SITE EVACUATION

1. **Notify law enforcement** and coordinate with the County Emergency Operations Center (EOC).
2. **Activate the Transportation Plan**, if needed, to move individuals safely to the designated off-site location.
3. **Post signs** at key campus entry points with:
  - Directions to the new evacuation site
  - Emergency phone numbers and website for updates
4. The appropriate designee will make an **authorized VOIP or radio announcement**:  
 “Your attention please. Your attention please. Students and staff should proceed immediately to [designated off-site evacuation site].”
5. If the VOIP system is not functional, **Campus Safety will deploy runners** to communicate evacuation instructions directly to all areas.
6. **Campus Safety** will:
  - Send an **emergency text message** via ENS.
  - Post a **website alert** with details and further instructions.

## ACCOUNTABILITY

- Building Coordinators must confirm **headcounts and status** for all individuals under their supervision.
- Reports of **missing persons or injuries** must be communicated to Campus Safety or the Operations Section Chief immediately.
- Maintain a written record of all individuals evacuated and their destination site.

## SECTIONS INVOLVED IN EVACUATION

<i>Section</i>	<i>Primary Responsibilities</i>
<b>Management / Command</b>	Authorize and direct evacuation; coordinate with emergency services.

## EMERGENCY OPERATIONS PLAN

### *Operations*

Manage fire suppression, site security, maintenance, assembly areas, and student/staff release.

### *Logistics*

Activate and manage the **Transportation Team**; provide supplies, vehicles, and communication support.

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## SPECIAL CONSIDERATIONS

- Be mindful of individuals with **mobility limitations**—assign staff or volunteers to assist.
- Carry **emergency go-kits** (first aid, roster lists, flashlights, radios) when evacuating.
- Maintain communication with the **EOC** and **local emergency services** throughout the event.
- Avoid re-entry until the **“All Clear”** has been issued by the IC or law enforcement.





# HEALTH SCIENCES UNIVERSITY CENTER

## Evacuation Route



**Shasta College**

[www.shastacollege.edu](http://www.shastacollege.edu)

Shasta College is an equal opportunity educator and employer.




**Health Sciences  
University Center**  
(530) 339-3600






# INTERMOUNTAIN CAMPUS

## Evacuation Route



 **Shasta College**  
[www.shastacollege.edu](http://www.shastacollege.edu)  
 Shasta College is an equal opportunity educator and employer.

**Intermountain Campus**  
 (530) 242-7750 opt. 4  
[extedss@shastacollege.edu](mailto:extedss@shastacollege.edu)



# TRINITY CAMPUS

## Evacuation Route



**Shasta College**

[www.shastacollege.edu](http://www.shastacollege.edu)

Shasta College is an equal opportunity educator and employer.



**Trinity Campus**

(530) 242-7750 opt. 4

[extedss@shastacollege.edu](mailto:extedss@shastacollege.edu)



# TEHAMA CAMPUS

## Evacuation Route



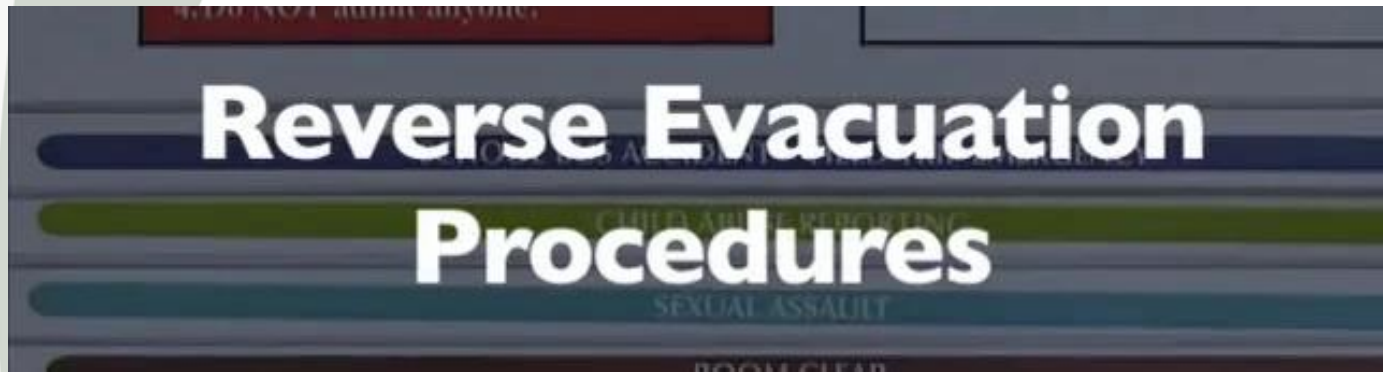
**Shasta College**

[www.shastacollege.edu](http://www.shastacollege.edu)

Shasta College is an equal opportunity educator and employer.



**Tehama Campus**  
(530) 242-7750



## RETURN TO BUILDING /REVERSE EVACUATION

### PURPOSE

**Return to Building** or **Reverse Evacuation** is an emergency protective action designed to **quickly move individuals from outdoor areas back indoors** when conditions outside pose an immediate threat.

This procedure is most often used during **severe weather, law enforcement activity, or environmental hazards** that make it unsafe to remain outside.

---

### WHEN TO INITIATE REVERSE EVACUATION

This action may be ordered when outside conditions present a direct or potential danger to students, staff, or visitors, including but not limited to:

- Aircraft accident
- Bomb threats
- Civil unrest
- Earthquake (after initial shaking has stopped)
- Explosion
- Fire on or near campus
- Gas leak
- Hazardous materials release
- Landslide or ground instability
- Law enforcement activity nearby
- National defense emergency
- Severe weather (lightning, windstorm, hail, etc.)

- Terrorist acts
  - Transportation accident
  - Wildland fire
- 

## ACTIVATION

A **Reverse Evacuation** may be initiated by the **President, Incident Commander (IC), Campus Safety, or designee** when outside conditions are deemed unsafe.

Staff and faculty should be prepared to execute this action immediately upon instruction.

---

## PROCEDURES

### 1. Authorized Announcement:

The appropriate designee will issue an announcement over the **VOIP system** or **Motorola radios**, when safe and available:

“Your attention please. Students and staff should return to your classrooms or offices immediately and stand by for further instructions.”

- If the VOIP system is unavailable or unsafe to access, Campus Safety will deploy **runners** to communicate the message to outdoor areas and fields.
- Ensure all **outdoor classes, athletic programs, maintenance crews, and public areas** are reached.

### 2. Movement Indoors:

- Staff will escort students and visitors **back into buildings immediately** using the nearest safe entrances.
- Close exterior doors once everyone is inside.
- Avoid windows and remain in interior areas away from potential hazards.
- Continue monitoring for further instructions through the public address or emergency notification system.

### 3. Notification and Communication:

- **Campus Safety** will be notified of the action and will coordinate with the **Incident Commander** or **law enforcement** as needed.
  - Once the hazard has been assessed and cleared, Campus Safety or the IC will issue the **“All Clear”** to resume regular activities.
-

## EMERGENCY OPERATIONS PLAN

- The **Public Information Officer (PIO)** will post an **alert on the Shasta College website** to provide official updates and status information.

---

### ACCOUNTABILITY

- Faculty and supervisors should immediately **verify that all individuals under their supervision are present** once inside.
- Report any **missing persons, injuries, or hazards** to Campus Safety or the IC.
- Maintain calm and provide reassurance to students or visitors until the “All Clear” is issued.

---

### SECTIONS INVOLVED IN REVERSE EVACUATION

<i>Section</i>	<i>Primary Responsibilities</i>
<b>Management / Command</b>	Authorizes and coordinates the Reverse Evacuation.
<b>Operations</b>	Ensures safe and orderly movement indoors; assists with traffic and site security.
<b>Planning / Intelligence</b>	Monitors developing hazards and assists in determining when conditions are safe to resume normal operations.
<b>Logistics (as needed)</b>	Provides communication equipment, shelter space, and support resources.
<b>Public Information Officer (PIO)</b>	Issues web and ENS alerts and communicates updates to staff, students, and the public.

---

### SPECIAL CONSIDERATIONS

- **Do not** use outdoor assembly areas if the hazard originates outside.
- Ensure **doors and windows are secured** and HVAC systems are shut off if hazardous materials are suspected.
- If reverse evacuation coincides with other hazards (e.g., power outage or active threat), follow the most protective action plan applicable.
- Provide assistance to individuals with **disabilities or mobility challenges** during reentry.

# Shelter In Place



## SHELTER-IN-PLACE

### PURPOSE

The **Shelter-in-Place** procedure is implemented when conditions make it **safer for students, staff, and visitors to remain indoors** rather than evacuate.

This action is typically taken in response to **hazardous materials, airborne contaminants, or security threats** in or near campus grounds.

The objective is to minimize exposure to outside dangers while maintaining safety and accountability inside buildings.

---

### WHEN TO SHELTER-IN-PLACE

A Shelter-in-Place order may be issued during incidents that release or threaten to release harmful materials into the environment, or when conditions outside are unsafe. Examples include:

- Civil unrest
- Explosion
- Gas leak
- Hazardous materials incident
- National defense emergency
- Terrorist acts
- Transportation accident

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### ACTIVATION

## EMERGENCY OPERATIONS PLAN

A Shelter-in-Place may be ordered by the **President, EOC Incident Commander, Campus Safety, Law Enforcement, or Fire Department** when remaining indoors provides greater safety.

All staff should be prepared to implement Shelter-in-Place procedures immediately upon direction.

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### SHELTER-IN-PLACE PROCEDURES

1. **Notify Campus Safety**, who will confirm the hazard, activate the Emergency Notification System (ENS), and coordinate with the Incident Commander.
2. **Campus Safety or designee notifies staff and students** using the following authorized methods:
  - a. **VOIP system announcement (authorized use only):**

“Your attention please. Your attention please. Students and staff should immediately prepare to shelter-in-place and stand by for further instructions.”

b. If VOIP is unavailable and it is safe to do so, **Campus Safety will send runners** to all buildings to communicate instructions directly.

- o Ensure all **classrooms, libraries, cafeterias, gymnasiums, offices, and on-campus programs** are notified.
  3. **Close and secure all buildings:**
    - o Shut all **windows and exterior doors**.
    - o **Turn off ventilation systems (HVAC)** if directed by Facilities or emergency services to prevent contaminated air from entering.
    - o Close blinds or drapes to reduce visibility and glass hazards.
    - o Move away from windows and remain in interior areas of the building.
  4. **Remain indoors** until an “All Clear” is issued by the Incident Commander or emergency authorities.
- 

### OUTDOOR AREAS

If you are **outside** when a Shelter-in-Place is announced:

- Move **immediately into the nearest building**.
  - Close doors and windows behind you.
  - Pull blinds or drapes closed.
  - Wait for official communication of **“All Clear”** before exiting.
-

## ACCOUNTABILITY AND COMMUNICATION

- Faculty and supervisors should verify the **presence and condition** of all students, staff, and visitors under their supervision.
- Report missing or injured persons to **Campus Safety** or the **Operations Section Chief**.
- Avoid using telephones or cell networks unless necessary for emergency communications.
- Continue to monitor official communication systems (ENS, VOIP, or radio).

## SECTIONS INVOLVED IN SHELTER-IN-PLACE

<i>Section</i>	<i>Primary Responsibilities</i>
<i>Management / Command</i>	Authorizes and coordinates Shelter-in-Place activation and “All Clear.”
<i>Operations</i>	Supports internal safety measures, assists with hazard containment, and coordinates with external responders.
<i>Logistics</i>	Provides necessary supplies (lighting, water, radios, etc.) if the event is prolonged.
<i>Planning / Intelligence</i>	Monitors incident status and determines ongoing sheltering needs.
<i>Finance / Administration</i>	Tracks costs and resources if the event is extended.

## SPECIAL CONSIDERATIONS

- Most Shelter-in-Place incidents are **short-term (typically 1–3 hours)**.
- There is **no danger of running out of oxygen** or suffocation when properly sealed inside.
- Maintain calm, reassure others, and avoid unnecessary movement.
- If the event is extended, the IC may authorize limited internal movement for restroom or medical needs.



## RECOVERY PHASE

### TRANSITION TO RECOVERY

Following the completion of response activities outlined in the preceding Action Plans, the District transitions into the **Recovery Phase**. This phase begins once the immediate threat to life, property, and campus operations has passed. The focus shifts from emergency response to restoring normal functions, assisting those affected, and evaluating the effectiveness of the College's response.

### PURPOSE

The **Recovery Phase** provides guidance for restoring operations, supporting the health and safety of the campus community, and addressing the physical, emotional, and financial impacts of an incident. Recovery efforts aim to strengthen resilience and improve preparedness for future emergencies.

### OBJECTIVES

- Ensure the **health, safety, and welfare** of students, staff, and visitors following an incident.
- Restore **critical functions and essential services** as quickly and safely as possible.
- Provide **mental health and emotional support** to affected individuals.
- Conduct **damage assessments** and manage recovery resources.
- Document actions taken for **compliance, reimbursement, and continuous improvement**.

### IMMEDIATE RECOVERY ACTIONS

1. **Confirm the "All Clear"** from law enforcement, fire services, or the Incident Commander (IC) before recovery begins.

2. **Account for all personnel, students, and visitors**; report missing or injured persons to Campus Safety.
3. Provide **first aid and crisis counseling** to those affected.
4. Conduct **safety inspections** of buildings, utilities, and grounds prior to reoccupation.
5. **Secure damaged areas** to prevent injury or unauthorized entry.
6. Reestablish **critical services** such as communications, IT, payroll, and instructional continuity.
7. Activate the **Continuity of Operations Plan (COOP)** if necessary.
8. Begin collecting **documentation of damages, costs, and response activities** for reimbursement and after-action review.

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### INTERMEDIATE RECOVERY ACTIONS

- Coordinate with **Facilities** and **Physical Plant** for structural assessments, debris removal, and utility restoration.
- The **Public Information Officer (PIO)** will issue official updates regarding reopening schedules, temporary relocations, and recovery progress.
- Establish **temporary learning or workspaces** if primary buildings are unavailable.
- Work with **County EOC, Cal OES, or FEMA** for disaster assistance if eligible.
- Continue **mental health support** through **Counseling Services** and the **Employee Assistance Program (EAP)**.
- Engage **community partners**, such as the Red Cross or Public Health, to assist with ongoing recovery needs.
- **Restore communications systems** and verify connectivity for critical operations.
- **Institute data recovery procedures** for all digital and information systems.
- **Plan for temporary or alternative housing or office locations** if facilities are damaged or unsafe.
- **Monitor staff well-being** and the emotional impact of the crisis.
- **Identify and offer follow-up interventions** such as counseling, peer support, or employee assistance programs.

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### LONG-TERM RECOVERY ACTIONS

## EMERGENCY OPERATIONS PLAN

- Complete **damage and loss assessments** for insurance and federal/state reimbursement.
- Prepare and submit **FEMA or Cal OES Public Assistance documentation**, if applicable.
- Conduct **After-Action Reviews (AAR)** and develop a formal **Improvement Plan (IP)** with corrective actions.
- Review and revise emergency procedures and training based on lessons learned.
- Recognize staff, faculty, and responders for their service and contributions.
- Continue **emotional recovery and wellness programs** for students and employees.
- **Conduct formal debriefings** with staff, first responders, and partner agencies.
- **Assess curricular or training activities** that can incorporate lessons from the event.
- **Allocate appropriate time and resources** for community-wide recovery before full resumption of operations.
- **Plan commemorations or remembrance events** to respectfully acknowledge major incidents.
- **Capture “lessons learned”** and integrate them into future EOP updates, training, and exercises.
- **Complete all financial and administrative reports** for disaster aid and recovery funding.
- **Work with local, state, and federal emergency services** to maximize reimbursement and cost-recovery opportunities.

## ROLES AND RESPONSIBILITIES

<i>Role</i>	<i>Responsibilities</i>
<b><i>Incident Commander (IC)</i></b>	Declares transition to recovery; oversees demobilization and coordination.
<b><i>Campus Safety</i></b>	Maintains site security, assists with safety inspections, and coordinates with law enforcement and EOC.
<b><i>Facilities / Physical Plant</i></b>	Conducts structural assessments, coordinates repair, cleanup, and utilities restoration.
<b><i>Risk Management / Finance</i></b>	Tracks costs, manages insurance claims, and coordinates reimbursement efforts.
<b><i>Counseling Services / EAP</i></b>	Provides crisis intervention, counseling, and mental health support.

<b>Public Information Officer (PIO)</b>	Communicates accurate, timely recovery updates to staff, students, and the public.
<b>President / Cabinet</b>	Provides strategic leadership and resource prioritization for full restoration of operations.

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## RECOVERY COMMUNICATION

- All recovery-related updates must be released through **official channels only**, including:
  - The **Shasta College website**
  - The **Emergency Notification System (ENS)**
  - Official **social media platforms** and local media partners coordinated by the PIO
- Messages will emphasize **safety, reassurance, and transparency** to maintain public trust and confidence.

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## TRANSITION TO NORMAL OPERATIONS

Recovery concludes when:

- Campus facilities are certified safe for re-entry.
- Critical operations and essential services are restored.
- Regular class schedules and business functions resume.
- All documentation, after-action reports, and improvement plans are completed.

Upon completion of recovery objectives, the College transitions into **Mitigation and Preparedness** activities—using lessons learned to strengthen emergency plans, training, and campus resilience for the future.

---

## END OF RECOVERY PHASE / TRANSITION TO MITIGATION & PREPAREDNESS

The conclusion of the Recovery Phase marks the transition from reactive emergency operations to proactive preparedness and mitigation. Shasta College will use the lessons learned from each incident to strengthen the safety, resilience, and readiness of its campuses. Departments are encouraged to review their emergency procedures, conduct staff debriefings, and integrate improvements into planning, training, and future exercises. This continuous cycle of **Preparedness, Response, Recovery, and Mitigation** ensures the District remains equipped to protect life, property, and the educational mission in all future emergencies.

## **EMERGENCY CONTACT LIST**

### **HOSPITALS**

Mayers Memorial, Fall River Mills	530-336-5511
Mercy Medical Center, Redding	530-225-6000
Shasta Regional Medical Center, Redding	530-244-5400
St. Elizabeth Community Hospital, Red Bluff	530-529-8000
Trinity Hospital, Weaverville	530-623-5541

### **LAW ENFORCEMENT**

CA Highway Patrol (Shasta Co.)	530-242-4300
Red Bluff Police Department	530-527-3131
Redding Police Department	530-225-4200
Shasta County SHASCOM	9-1-1/ 530-245 6500
Shasta County Sheriff	530-245-6540
Tehama County Sheriff	530-529-7940
Trinity County Sheriff	530-623-3740

### **GOVERNMENT/PUBLIC AGENCIES**

CA Dept. of Fish and Wildlife	530-225-2300
CA Office of Emergency Services (CAL OES)	916-894-5209
Cal Fire	530-225-2418
Crisis Hotline	530-225-5252
Forest Service (Shasta Lake Ranger Station)	530-275-1589
Poison Control Center	800-222-1222
Red Cross (Redding)	530-244-8000
Road Conditions	800-427-7623
Shasta County Department of Health and Human Services	530-229-8400
Shasta County District Attorney	530-245-6300
Shasta County Environmental Health Division	530-225-5787
Shasta County Supt. of Schools	530-225-0227
Tehama County District Attorney	530-527-3053
Tehama County Health and Human Services	530-527-88491/ 800-240-3208
Trinity County Dept. of Environmental Health	530-623-1354

**MEDIA****Television Stations**

KRCR-TV 7	530-243-7777
KSHL-TV 12 (Chico)	530-342-0141
KNVN-TV 24 (Redding)	530-226-6600

**Newspapers**

Redding Record Searchlight/Redding.com	530-222-4433
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**Radio Stations**

KQMS	530-221-1400
KVIP	530-222-4455
KRRX	530-223-6200
KNNN	530-223-6900
KSHA	530-226-8200
KNRO	530-226-9500
KRDG	530-226-9500
KLXR	530-244-5082
KESR	530-244-9700
KEWB	530-244-9700
KHRD	530-244-9700
KKXS	530-244-9700
KNCQ	530-244-9700
KCNR	530-605-4565

**TRANSPORTATION**

RABA (Redding Area Bus Authority)	530-241-2877
TRAX (Tehama Rural Area Express)	530-385-2877
Trinity Transit	530-623-5438

**GOVERNMENT**

Redding Chamber of Commerce	530-225-4433
Shasta County Board of Supervisors	530-225-5550
Tehama County Board of Supervisors	530-527-4655
Trinity County Board of Supervisors	530-623-1217

**GLOSSARY**

Action Plan	The plan prepared on-site by the Management Team that will guide response to the emergency at hand.
Activate	The verb used to describe the intention of implementing the emergency plan.
American Red Cross	A national volunteer agency that provides disaster relief.
Damage Assessment	The process used to determine the amount and severity of damage caused by a disaster or emergency.
Disaster	A sudden, calamitous event that causes damage, loss, and destruction to people and property.
Disaster Service Worker	Any public employee or any unregistered person impressed into service consequent to a state of emergency.
Emergency	A condition of disaster or extreme peril to the safety of persons and property.
Emergency Operations Center	The location from which centralized management is performed during emergency response.
Emergency Operations Plan	The plan that outlines the chain of command, span of control and individual responsibilities of Shasta College staff for responding to disasters and/or crises.
EOC Incident Commander	The individual responsible for the overall management during an emergency response requiring an EOC activation. In a Unified Command situation, two or more individuals representing multiple agencies may perform this function.
Exercise	A simulated emergency designed to evaluate an organization or agency's level of preparedness.
Federal Disaster Assistance	The federal government's in-kind and financial assistance provided to disaster victims, the state, or local government agencies through the Federal Disaster Relief Act.
First responder	A collective term used to describe law enforcement, fire, EMS, public works, and public health personnel; those agencies generally first on the scene during emergencies.
Hazard	Any source of danger or element of risk to people, property, or the environment.
Hazard Mitigation	Any measure taken that attempts to eliminate or reduce the potential for damage or injury from a disaster.
Incident	An occurrence or event, natural or man-made that requires action by emergency personnel.
Incident Command System	The national standard for on-scene emergency management.

## ACRONYMS

ARC		American Red Cross
CERT		Community Emergency Response Team
DES		County Department of Emergency Services
DHS		Department of Homeland Security
DO		District Office
DPH		Department of Public Health
DSW		Disaster Service Worker
EAS		Emergency Alert System
EOC		Emergency Operations Center
EOP		Emergency Operations Plan
FEMA		Federal Emergency Management Agency
FRS		Family Radio System
HAZMAT		Hazardous Materials
ICS		Incident Command System
LOG		Logistics
MOU		Memorandum of Understanding
NIMS		National Incident Management System
OASIS		Operational Area Satellite Information System
OES		Office of Emergency Services (California)
OP AREA		Operational Area
OPS		Operations
PA		Public Address
PIO		Public Information Officer
RACES		Radio Amateur Civil Emergency Services
S&R		Search and Rescue
SEMS		Standardized Emergency Management System
SOP		Standard Operations Procedure
SIT STAT		Situation Status
VOAD		Volunteer Organizations Active in Disasters
VRC		Volunteer Reception Center
WMD		Weapon of Mass Destruction



**Shasta College**

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