IRVINE VALLEY COLLEGE

EMERGENCY ACTION PLAN

May 2021

Table of Contents

PURPOSE AND SCOPE

The purpose of this Emergency Action Plan (EAP) is to establish the minimum requirements for responding to emergencies and/or disasters. The Plan outlines the procedures for evacuation, responding to a fire, handling an injury or illness, dealing with a hazardous materials situation, or responding during a disaster such as an earthquake. This Plan applies to all Irvine Valley College students, staff, faculty, and visitors.

The highest priority for Irvine Valley College (IVC) is the safety and security of students, faculty, staff, and visitors. This Emergency Action Plan outlines the Emergency Response programs and procedures that are key to preparing for and responding to emergencies and disasters. This Plan meets the requirements of the California Occupational Safety and Health Administration (CAL-OSHA) as well as federal, state, and local requirements such as those of the Orange County Fire Authority.

Irvine Valley College utilizes the Incident Command System (ICS) to respond to emergencies. Emergency responders will establish an Incident Command Post to deal with on-site emergencies. If the emergency/disaster warrants escalation beyond an Incident Command Post, IVC has a dedicated Emergency Operations Center (EOC) located in the Campus Police Department.

The Emergency Action Plan is a living document and shall be updated as necessary to reflect changes in workplace conditions that affect Emergency Response. The Emergency Action Plan is available in the Campus Police Department Emergency Operations Center and the office of Facilities.

It is the responsibility of each employee of the College to know what to do in an emergency. Disaster preparedness education is provided to faculty, staff, and students so they will know how to respond. There is an Emergency Response structure of Building Marshals and Captains, as well as a Community Emergency Response Team. Irvine Valley College participates in the Great ShakeOut, a global earthquake drill held each year in October. The entire campus does a "Duck, Cover, and Hold" drill followed by a full evacuation of all buildings to the assembly areas. In addition, the College holds evacuation drills focused on each building throughout the year.

REPORTING EMERGENCIES

- If you and other people are in immediate danger, announce/raise the alarm to alert others of the emergency and evacuate the area.
- To report all emergencies, call Campus Police from a campus phone at extension 5-2-3-4 or 949-451-5234 from any phone. Give your location and the nature of the emergency.
- Students, faculty, and staff are highly encouraged to add the Campus Police phone number on speed dial.
- You can also call 9-1-1 in an emergency. It is preferable to call the Campus Police number if possible, since the response to an emergency will be more rapid. Campus Police will immediately contact 9-1-1 if necessary.

EMERGENCY EVACUATION PROCEDURES

Types of Evacuations

Most evacuations will be site-specific, typically involving a small portion of the campus or one building. Evacuees will move to their designated assembly area. Evacuation of the entire campus may be necessary in an emergency or disaster such as an earthquake or a major fire. In these cases, *all* persons on campus will be evacuated in a calm and orderly manner.

Initial Notification and Authority to Evacuate

- Building evacuations can be activated by anyone who witnesses an incident that would require an immediate evacuation.
- Fire alarms should only be activated when there is actual fire/smoke, or if there is a situation that requires evacuations such as an earthquake.
- Campus Police will evaluate bomb threats and will decide if an evacuation is necessary.
- The President/designee will authorize "go home" evacuations if it is determined to be in the best interests of students, staff, and faculty.
- Campus Police will establish contact with the City of Irvine Emergency Operations Center (EOC) or the City of Tustin EOC as necessary.
- Evacuated employees who have been sent home should monitor the IVC website, email, social media, and Emergency Notification System to receive additional instructions such as when to report back to work. If there any questions, call Campus Police at extension 5-2-3-4 from a campus phone or (949)451-5234 from any phone.

Notice to Evacuate

Campus Police, Facilities Management, Building Marshals, or Administration will broadcast alerts by the most appropriate and available means: campus phones, building alarms, Campus-wide Public Address (PA) system, Informacast, Regroup Emergency Notification System, bullhorns, or word-of-mouth. The message will include the type of disaster, who needs to evacuate, and where to go if not the assembly areas.

Evacuations of classrooms and buildings should be in a calm and controlled manner using the posted evacuation routes. If the situation permits, Building Marshals should conduct a headcount of employees in the assembly areas. Stay in assembly areas until further instructions are given.

Evacuation of Disabled Persons

Building Marshals, faculty, staff, and students should assist physically disabled individuals to evacuate as necessary. There are emergency evacuation chairs located in building stairwells.

- Building Marshals or instructors should assign three people to help evacuate each person in a wheelchair, and two people to help evacuate a disabled person not in a wheelchair.
- Any person in a wheelchair on an upper floor in a multi-story building will be evacuated using the evacuation chairs in building stairwells.
- During evacuation, protect the disabled person from falling hazards that could occur in an earthquake.

General Building Evacuation Procedures

- Be aware of all marked exits from your area and building and refer to the emergency evacuation posters near the building entry points.
- Know where your designated assembly area is.
- To activate the fire alarm system, break or remove the protective cover on the fire alarm and pull the handle.
- When a building evacuation is ordered, walk quickly to the nearest marked exit and calmly ask others to do the same.
- Use stairways, not elevators.
- Building Marshals will assist in the evacuation of all building occupants.
- Evacuate the building and proceed to the designated assembly area.
- Assist the disabled in exiting the building and remember not to use elevators; notify the Building Marshal.
- Note locations of trapped or injured victims and notify Building Marshal/Captain.
- Building Captains should contact Campus Police using radio communications or campus phones to report status.

- Call 9-1-1 if there is a medical emergency, violent situation, or fire. Calling Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone will facilitate a more immediate response, since there are Emergency Responders on campus.
- Keep walkways clear for emergency vehicles.
- If requested, assist Building Marshals or Campus Police in determining that everyone has evacuated safely.
- Do not return to a building until instructed, even if the alarm is no longer sounding. Remain calm and help others remain calm. Remain in the assembly area until instructed to move. Follow instructions from Administration.

Map 1: Irvine Valley College Current Map of Campus

5500 IRVINE CENTER DRIVE, IRVINE, CA 92618 ★ Day Permit Kiosks: Lots 2, 5, 6, 8, 10 Ⓟ 30 Minute Parking: Lots 2, 3, 5, 8, 10

LEGEND
- Ⓟ 30 MINUTE PARKING
- ♿ DP PARKING
- ▨ STAFF PARKING
- ▢ STUDENT PARKING
- 🏍 MOTORCYCLE PARKING
- ⌚ EV CHARGING STATION
- ★ PERMIT DISPENSER
- ▬ LOADING ZONE
- 🚌 BUS STOP
- 📞 EMERGENCY PHONE
- 🍴 CAFETERIA
- 🚻 ALL-GENDER BATHROOM
- ● REFLECTION ROOM
- ● LACTATION ROOM
- ● CONCESSION STAND
- ▢ POWERHOUSE

A 100	Administration	HWC	Health and Wellness Center
A 200	Social Sciences	LA	Liberal Arts
A 300	Humanities, Fine Arts and District HR	LIB	Library
B 100	Classrooms, Offices and Bookstore	LSB	Life Sciences Building (B 400)
B 200	Mathematics and Physical Sciences	M 100	Facilities Management Office
B 300	Classrooms and Labs	PAC	Performing Arts Center
BSTIC	Business Sciences and Technology Innovation Center	PE 100	Health Fitness Complex
CEC	Community Education Complex	PE 200	Hart Gymnasium
CEC 1	Outreach and Community Relations	POLICE	Campus Police
CEC 7	International Student Office	SAC	Student Activities Center
DTC 1	DSPS Testing Center	SSC	Student Services Center
		TER	Live Oak Terraces

Updated January 13, 2020

Map 2: Irvine Valley College Evacation and Assembly Areas Map

Map 3: IDEA Evacuation and Assembly Area Map

IRVINE VALLEY COLLEGE | School of Integrated Design, Engineering and Automation (IDEA)

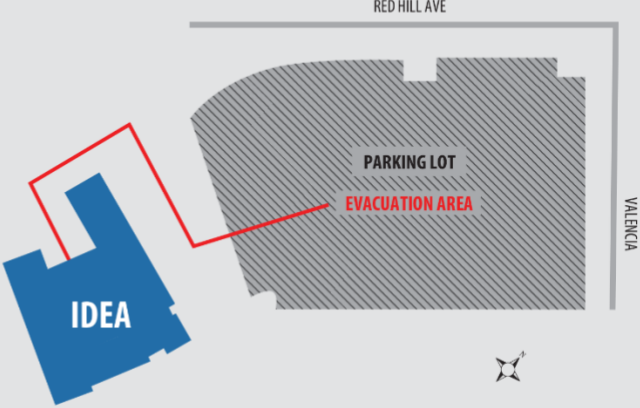**CAMPUS EMERGENCY LINE**

> From campus phones: x5234

> From mobile phones: 949-451-5234 or 911

LOCATION:

_____

EVACUATION AREA:

Parking Lot

RED HILL AVE

PARKING LOT

EVACUATION AREA

VALENCIA

IDEA

2018

BUILDING MARSHALS PROGRAM

Purpose and Scope

The Campus Building Marshals Program specifically addresses the Emergency Response responsibilities of Building Marshals and Captains. The purpose of the Program is to assist Campus Police and Facilities Department with the following tasks:

1. Provide for the safety and security of students, staff, faculty, and visitors.
2. Prescribe authority, responsibility, and operational procedures within the Campus Emergency Management organization.
3. Coordinate Emergency Response operations.
4. Protect Irvine Valley College (IVC) property and assets, if possible, always remembering that safety and security is the highest priority.

In addition to the Emergency Operations Center (EOC) in the Campus Police Department, a vehicle mobile command post could be used as an Incident Command Post as necessary. The Incident Command Post is an on-scene operations location for field personnel. The Emergency Management Program at IVC operates utilizing the Incident Command System (ICS) and the Standardized Emergency Management System (SEMS).

Building Marshal/Captain Program Overview

1. Building Marshals are assigned to a floor or specific area in campus buildings.
2. Building Captains are responsible for a building or several buildings, and the Marshals report to the Captains.
3. Building Captains/Marshals are key in assisting in the communication of evacuation orders and procedures.
4. Each building on campus has a designated assembly area where evacuees are directed immediately following the evacuation signal.
5. Building Marshals ensure the safe, timely, and orderly evacuation of Campus buildings. Captains communicate directly with the Incident Command Post from the assembly areas.
6. The Program Coordinator is responsible for recruiting, planning, training, and equipping of the Captains. The Program Coordinator also facilitates communications between the Building Captains and the Incident Command Post.
7. If you wish to volunteer for the Building Marshals Program, please contact Campus Police.

Building Captain Duties

1. Captains are responsible for confirming the safe and complete evacuation of the building.
2. Report injured or trapped people to Campus Police or to the on-scene Emergency Responders.

3. When evacuation occurs, immediately report to a safe area near your building (designated assembly area if safe) to begin taking evacuation status reports from the Building Marshals. Stay in voice communications with the Marshals.
4. Using radio communications, report the status of the area to Campus Police.
5. Attempt to take a headcount at assembly area. If possible, try to identify missing persons and report to Incident Command Post.
6. Captains supervise the assembly areas where students and employees gather after evacuation.
7. Assist Campus Police in preventing re-entry by non-Emergency Responders until the building has been deemed safe.
8. Advise personnel when it is safe to re-enter buildings.
9. Relay information received from Incident Command Post to the evacuees.
10. The Campus Police Department will maintain the master list of Building Marshals/Captains.

Building Captain Checklist

1. Put on hardhat and vest.
2. Retrieve backpack, portable radio, Marshal List, and assembly area map.
3. Captains stay in area to communicate directly with Marshals.
4. Remain at post until Marshals check-in to confirm evacuation status from buildings.
5. Report information to the Incident Command Post.
6. Prevent re-entry into the buildings.

Building Marshal Duties

1. Marshals are responsible for clearing all people from an assigned floor/area.
2. Immediately respond and provide leadership on the floor during emergencies.
3. Only when safe to do so, walk through the entire floor, including all rooms (restrooms also) to ensure all occupants have evacuated.
4. Maintain a roster of people who need special assistance to evacuate.
5. Lead employees and visitors along evacuation route to assembly area.
6. Once a sweep has been conducted, Marshals will proceed to the assembly area.
7. Report status to the Building Captain.
8. Participate in emergency drills such as the Great ShakeOut.
9. Advise personnel when it is safe to re-enter building, as designated by the Building Captain.

Building Marshal Checklist

1. Put on hardhat and vest.
2. Politely order that all staff, faculty, students, and visitors evacuate the building immediately and proceed to the assembly area.
3. Check all public areas within the building to ensure evacuation of all persons.
4. Make note of any hazardous situations and get people away from the hazard.

5. Proceed to the assembly area, encouraging others to evacuate immediately.
6. Report the situation to the Building Captain and state whether the area is clear.
7. Prevent people from re-entering the building, on the instructions of the Building Captain.
8. Follow instructions of the Building Captain, Incident Command Post, and Emergency Responders.

After an Evacuation

After an evacuation, do not re-enter the Campus or building unless it has been declared safe by emergency personnel. After an earthquake, it is important to assess damage prior to allowing people to re-enter potentially unsafe situations.

EMERGENCY PROCEDURES

These procedures were developed in accordance with the South Orange County Community College District's Illness and Injury Prevention Program (IIPP), Hazard Communication Program, and Chemical Hygiene Plan.

Medical Emergencies – Injury or Illness

1. Call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone to report any injury or illness requiring immediate response by paramedics.
2. You may also call 9-1-1 if you do not know the Campus Police number, but there will be a more rapid response by calling Campus Police. When you contact Campus Police, they will immediately call 9-1-1 as necessary.
3. Identify the type of injury/illness, building and location, number of victims, what is being done, and your name/contact. Always hang up last.
4. Notify Campus Police and/or the Health and Wellness Center for help.
5. Do not move the person unless absolutely necessary.
6. Stop any bleeding by applying firm pressure on the wound.
7. Never touch blood or bodily fluids without protective equipment.
8. If qualified, evaluate and perform CPR if necessary.
9. Stay with the person until help arrives.

Power Outage

1. If evacuation is advisable and is directed by Campus Police, Building Marshals/Captains will facilitate evacuation to assembly areas. In most cases, evacuation will occur after a power outage.
2. Assist persons with disabilities to evacuate the buildings, if directed.
3. Science faculty and staff should secure laboratory experiments, activities, and equipment that might present a danger.
4. Once power is restored, the Incident Command Post will provide directions on how to proceed.
5. There are planned outages for maintenance, managed by Facilities. Marketing, Facilities, and Campus Police coordinate to ensure the campus receives timely messaging in regards to protocols for the planned outage.

Fire

1. In the case of a fire, evacuate the immediate area of the fire.
2. Pull the nearest fire alarm.
3. If it is a minor fire (one that can be put out with one fire extinguisher in less than a minute), attempt to put out the fire by pointing the stream of the fire extinguisher at the base of the fire and sweeping from side to side.
4. To use the extinguisher, follow the **PASS** rule:
    a. **P**ull the pin
    b. **A**im the nozzle
    c. **S**queeze the handle
    d. **S**weep back and forth
5. If it is a major fire, evacuate the building.
6. Do not use the elevators.
7. If the building is filled with smoke, crawl or stay near the floor while evacuating.
8. Check doors by feeling for heat. If a door is hot, do not open it.
9. Follow the instructions of the Building Marshals when evacuating, and assist with the evacuation of disabled persons as directed.
10. Close all doors when exiting the building.
11. Notify Campus Police about a fire, even if it was small and easily extinguished. Reporting to the Fire Department is required.

Wildland Fires

1. Wildland fires are a constant threat in Southern California and Orange County in particular.
2. The Santiago Fire of 2007 burned 29,000 acres in the Santa Ana Mountains. More recent fires in Orange County have affected Irvine Valley College by degrading air quality with smoke to an extent that evacuation was necessary.
3. The Crisis Management Team monitors the weather and environmental conditions to facilitate the protection of students, staff, faculty, and visitors.
4. Facilities has a plan to restrict outside air into buildings to minimize smoke contamination.
5. The Public Information Officer works with the Crisis Management Team to provide timely and accurate information to the campus community.

Active Shooter

1. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a populated area.
2. The plan to follow in an Active Shooter situation is to **RUN, HIDE, OR FIGHT.**
3. If you hear gunshots or know the location of the shooter, run in the opposite direction.
4. Once outside the building, use any available cover while moving away from the area.
5. Along the way, spread the alarm to others that may be going towards danger.

6. If you are unable to run, lock and/or barricade yourself in a room and silence all mobile devices. Hide and remain silent. If emergency buttons are available in the room, press them.
7. Remain in your secure location until notified by Police or Emergency Responders.
8. When safe to do so, contact Campus Police at extension 5-2-3-4 from a campus phone or call 949-451-5234 from any phone. Provide a description if possible.
9. If it is not possible to escape and you are confronted by the gunman, it may be necessary as a last resort to fight back.
10. When law enforcement arrives and you have escaped the immediate threat, remain calm and follow their instructions. Keep your hands empty and visible and don't make sudden movements.

Earthquake

1. Every year, Irvine Valley College (IVC) participates in the Great ShakeOut earthquake drill, held in October.
2. Duck, Cover, and Hold: When you feel an earthquake, immediately drop to the floor, put an arm around the furniture leg, clasp hands behind your head, cover your face in your arms, and close your eyes.
3. Do not stand in doorways.
4. Evacuate buildings when directed to do so by Building Marshals.
5. If outside, move away from buildings and falling hazards.
6. Stay away from windows and outside walls, and watch for falling objects.
7. Follow the instructions of Building Marshals and Captains.
8. In the event of a major earthquake, evacuate the building after the shaking has stopped using the safest route out.
9. Report to your assigned assembly area or the one closest to your location if not in your primary location.
10. Stay calm and move in a calm and deliberate manner.
11. Do not use elevators; evacuate using stairwells.
12. Assist disabled individuals or those needing assistance, under the direction of Building Marshals.
13. After an earthquake requiring evacuation, buildings must be inspected by authorized personnel prior to re-entry.
14. Do not re-enter any building until it has been deemed safe by authorities.

Bomb Threats

1. Do not evacuate the building unless ordered by Campus Police or Administration.
2. In case of a telephone threat, personnel should control their anxiety and remain calm.
3. Listen carefully to the caller and write down what is said. Listen for background noise.
4. Ask the caller to identify time of detonation, type of bomb, and location.

5. After the call, contact Campus Police immediately at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone. Provide:
    a. Time of the call
    b. Exact words of caller
    c. Gender and age of caller
    d. Behavior of caller, including speech characteristics
    e. Background noises and sounds
6. Police will advise you on what to do following the call, i.e. whether to alert others.
7. If there is a suspicious package, do not touch it or attempt to move it.
8. If the nature of the bomb threat is potentially valid, building evacuations may be initiated.
9. Campus Police will coordinate with the Irvine or Tustin Police Departments.
10. Do not use a mobile telephone or radio communications near the package.
11. If directed to do so, evacuate all persons from the area, and stop any person from entering the endangered area.
12. Assist with the evacuation of disabled persons, if it is safe to do so.

Chemical or Hazardous Material Spill

1. Vacate the area at once.
2. Immediately report the incident to Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
3. If possible, seal the area so other individuals will not be exposed.
4. If the chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic, activate the fire alarm and evacuate the building.
5. *Do not* attempt to control a chemical or hazardous material spill unless you have been formally trained and have the proper equipment.
6. *Do not* re-enter the area of the spill unless you have been authorized to do so by the appropriate authority.

Chemical Burns

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. There are chemical accident emergency showers and eye wash stations located throughout the laboratories on campus.
3. Wash with large quantities of running water (except those burns caused by phosphorus)
4. Immediately cover with a loosely applied clean cloth.
5. *Do not* use ointments, greases, powders, and other drugs in first aid treatment of burns.
6. Treat for shock by keeping the victim flat and warm.
7. Try to reassure the victim that everything is all right and help is on the way.
8. Provide a copy of the Material Safety Data for the suspected chemical, if known.

Ingested Poisons

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. Do not induce vomiting if victim is unconscious, having convulsions, or has swallowed a petroleum product or a corrosive substance.
3. If necessary, contact the Poison Control Center at 800-876-4766 or Hoag Hospital Irvine at 949-764-4624.
4. Provide a copy of the MSDS for the suspected chemical, if known.

Inhaled Poisons

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. Carry the victim to fresh air immediately.
3. Loosen all tight clothing.
4. Apply CPR if breathing has stopped or is irregular.
5. Treat for shock, prevent chilling, and wrap in blankets if necessary.
6. Provide a copy of the MSDS for the suspected chemical, if known.

Skin Contamination

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. There are chemical accident emergency showers located throughout the laboratories.
3. Apply a stream of water on the skin while removing clothing.
4. Rapidly cleanse skin thoroughly with soap and water.
5. Provide a copy of the MSDS sheet for the suspected chemical, if known.

Eye Contamination

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. Hold eyelid(s) open and immediately flush eyes with a gentle stream of running water. Do not delay. Use the eye wash station.
3. Continue flushing for 10-15 minutes.
4. Have the victim's eyes examined by a doctor as soon as possible.
5. Provide a copy of the MSDS sheet for the suspected chemical, if known.

Toxic Cloud – Shelter in Place

1. A toxic cloud situation may happen if a chemical spill affects the campus. Examples:
    a. A truck carrying hazardous materials crashes on a nearby freeway.
    b. A neighboring property has a large hazardous materials release.
    c. An act of terrorism occurs using chemical, biological, radioactive, nuclear, or explosive weapons.
    d. A large natural gas leak occurs.
2. Campus Police will evaluate the situation and determine actions, including Shelter-in-Place orders.
3. All students, faculty, staff, and visitors will be required to remain inside buildings and away from windows.
4. Facilities will attempt to restrict the flow of outside air into the buildings.
5. Remain inside buidings until instructed it is safe to leave.

Gas Leak

1. Immediately call Campus Police at extension 5-2-3-4 from a campus phone or 949-451-5234 from any phone.
2. This procedure is to be followed in the case of an emergency involving a gas release from a cylinder, distribution piping, or a natural gas line.
3. Initiate evacuation of the affected area(s) by verbal command or by pulling the fire alarm.
4. Ensure that areas downwind are either evacuated or are not endangered, including assembly areas.
5. Facilities will attempt to shut down the affected gas by turning off the valve, if safely possible. For a suspected natural gas release, Facilities will contact the utility responsible.

Flooding

The Crisis Management Team (CMT) will monitor weather and County emergency information to ascertain the best course of action in any regional flooding event such as an atmospheric river causing a large amount of rain. The CMT Core Group will monitor the situation and recommend actions necessary for the campus.

- Evacuate non-essential personnel from the campus. Deploy Facilities personnel to ready positions, if it is safe.
- Take preventive actions by deploying preplanned flood protection resources to prevent damage to critical equipment and prevent water inundation into buildings.
- Secure access to site and buildings.
- De-energize and lock out main electrical service.
- Shut down main domestic water supply to help prevent contamination of systems.
- Initiate damage assessment and mobilize recovery vendors.

PANDEMIC PREPAREDNESS, RESPONSE, AND RECOVERY

Irvine Valley College aligns itself with the latest in scientific understanding on how to prepare, respond to, and recover from a pandemic such as the COVID-19 crisis. The College has a documented (1) Pandemic Preparedness and Response Plan, (2) Pandemic Business Continuity Plan, and (3) Student Return-to-Campus Guide. These are living documents and are updated and modified according to the latest guidance from scientific experts at organizations such as the Centers for Disease Control and Prevention (CDC) and public health agencies.

HEALTH AND WELLNESS CENTER TRIAGE UNIT

1. The Health and Wellness Center (HWC) plays a critical role in medical response to an emergency or disaster.
2. There are one full-time physician position, one mental health specialist, one psychologist, and two full-time nurses (one per shift).
3. The HWC would be the lead for triage and has emergency supplies to deploy.
4. The HWC has CDC Emergency Response guidelines available in the office.
5. Trained medical staff and volunteers form the Triage Unit.
6. The Triage Unit has a crash cart and emergency supply barrel with emergency supplies to treat 100 persons.
7. The HWC maintains a food bank for students and thus has food supplies for 50 people at all times.
8. The HWC has six stretchers, one folding cot, and a wheelchair for triage.
9. The HWC maintains 14 automated external defibrillators (AEDs) that are deployed in strategic locations in buildings around the campus and in certain police vehicles.

EMERGENCY EQUIPMENT

1. Facilities maintains contracts with Emergency Response vendors for fire/life safety and hazardous materials response.
2. The college has four 2,500-watt portable generators that can sustain power for up to two hours.
3. Facilities has a fleet of electric carts, vans, trucks, and four forklifts. There are fuel contracts in place.
4. The Campus Police Department maintains an Emergency Response storage bin behind its building.
5. There is a 100,000-watt Cummins backup generator that powers both the Campus Police Department as well as the Facilities Warehouse completely.

UTILITIES SHUTOFFS AND ALARMS

1. Facilities has documented the utility shutoffs in the Big Red Book, copies of which are maintained in the Facilities main office, Campus Police, and key areas in campus buildings.
2. Fire alarm system monitoring is documented.
3. Layout maps of all campus buildings, as well as room numbers and capacities, are available.
4. The Big Red Book documents:
   a. Water isolation valves
   b. Gas shut off valves
   c. Electrical breakers
   d. Power house operations
   e. Chemical storage locations
   f. Roof access locations
   g. Hot water heaters
   h. Fire alarm pull stations
   i. Sprinkler risers
   j. Fire hydrants
   k. Stored chemical details: name, quantity, hazard, manufacturer, locations (contained in Material Safety Data).

EMERGENCY NOTIFICATION SYSTEMS

Irvine Valley College has Emergency Notification Systems in place. One of the keys to emergency communications is redundancy. A Crisis Communications Plan designates stakeholders and priorities for emergency communications. There is a designated Crisis Communications Team with designated Public Information Officers.

Public Address System

This notification system transmits to the speakers in campus buildings, and is controlled by Campus Police.

Informacast

- Informacast is a call-out system managed by Campus Police.
- Campus Police can send messages through phone lines (can be heard through external phone speakers) assigned to campus builidngs, including classroom phones.
- Informacast also transmits messages through the blue emergency phones on poles outside campus buildings and in campus public areas.
- The detailed instructions for using Informacast are contained in the Emergency Binder located in the Campus Police Department.

<u>ReGroup</u>

- ReGroup is the Campus mass Emergency Notification System, facilitated by the Crisis Communications Team.
- The system sends messages to mobile phone numbers listed in Workday, the Human Resources system/database. The great majority of students, staff, and faculty are in the ReGroup database. ReGroup also sends emails. It is essential that students, faculty, and staff enter and update their mobile phone numbers in the system.

<u>Radio Systems</u>

- The Campus Police Department uses the 800 MHz radio system to communicate on a routine basis. The Department can communicate directly with law enforcement agencies.
- Facilities uses the 400 MHz radio system to communicate internally.
- The Campus Police Department communications system incorporates both 800 MHz and 400 MHz radios.
- Building Captains use 400 MHz radios assigned to them.

CRISIS MANAGEMENT

Emergency Response Teams self-activate on campus in response to an emergency or disaster. The Building Marshals/Captains, Community Emergency Response Team (CERT), Campus Police Department, and Facilities are trained and ready to respond. The Crisis Management Team (CMT) will activate if the emergency has the potential to expand into a crisis or disaster.

1. The Campus Police Department maintains a ready-to-function command post, a Tahoe SUV.
2. There is a dedicated Emergency Operations Center (EOC), located in the Campus Police Department. The alternate location for the EOC is Administration A 123. The tertiary EOC location is the Integrated Deisgn, Engineering and Automation (IDEA) building located in the Advanced Technology and Education Park (ATEP) in Tustin.
3. A CMT Core Group composed of Administration, Police, Communications, Facilities, and Technology Services will immediately confer and decide if EOC activation is required.
4. The CMT represents all the critical areas on campus and utilizes the Incident Command System (ICS). The IVC Emergency Management System has an Incident Commander, Safety and Security, Communications/Liaison, and four operational sections:
   a. Operations
   b. Logistics
   c. Planning
   d. Finance

6. Irvine Valley College adheres to the Standardized Emergency Management System (SEMS). SEMS is a structure for coordination between the government and local Emergency Response organizations. It provides and facilitates the flow of emergency information and resources within and between the organizational levels of field response, local government, operational areas, regions, and State Emergency Management.
7. National Incident Management System (NIMS) is a national model for public and private sectors to use the common methodology of the Incident Command System.
8. IVC has documented the purpose, priorities, and immediate actions for the Crisis Management Team in the Preliminary Crisis Management Team Guide.
9. IVC has documented the operations of the Crisis Management Team and Emergency Operations Center in the IVC Emergency Operations Plan (EOP).

TRAINING AND DRILLS

- There are two full-scale evacuations held each year. One is held in conjunction with the Great ShakeOut, a global earthquake drill in October. Another evacuation drill is scheduled during the evening classes and swing shift.
- A "Duck, Cover, and Hold" drill is performed with the evacuation drills, which are based on earthquake scenarios.
- The Campus Police Department conducts regular training sessions for students, staff, and faculty on how to respond to an Active Shooter event.
- The Campus Police Department conducts regular fire extinguisher trainings for campus personnel.
- During full-scale evacuation drills, Emergency Notification Systems are tested and improvements made as necessary.
- The Campus Police Department maintains Emergency Response training records and Emergency Response Team rosters.

EVENT DEBRIEF

1. After any emergency, it is essential for the participants to debrief in order to identify lessons learned for improvement.
2. The Incident Commander should lead the debrief session with the participants.
3. Establish the timeline and sequence of events that occurred.
4. What went right? What went wrong? What could be improved?
5. Document these assessments on the Debrief Form and identify the improvements necessary. Who will implement the improvements? In what timeframe?
6. Submit the report to the Campus Police Department.