

Emergency Operations Center

1.0 Disaster Recovery Plan (DRP)-Priority Objectives

In the event of a major disaster, whether it is natural or man-made, EAP has been developed to meet the following objectives, prioritized in order of importance:

- Life safety
- Preservation and protection of property
- Restoration of academic programs

The College resources and efforts will be concentrated on Priority 1 Objectives until these objectives have been substantially met. Priority II and III Objectives will be addressed as resources become available.

Priority 1: Life Safety

- **Communications Network:** Establish a communications network using available resources.

Resources:

- Telephones
- Cell phones
- Facilities Services Radios
- Messengers (Emergency Support Teams & Other Campus Volunteers)

- **Medical and Psychological Aid:** Evaluate medical needs and direct rescue forces to Basement Bldg. 1, Facilities Services, the Emergency Operations Center (EOC).

Resources:

- Emergency Response First Aid Teams
- Local hospitals
- Counseling Center Staff and Office of Student Life Staff

- **Search and Rescue:** Appoint search and rescue teams and acquire transportation vehicles and equipment needed.

Resources:

- Emergency Response Search and Rescue Teams

- Campus Facilities equipment
- Local Police and Fire Departments
- **Utilities Survey:** Evaluate condition of utilities and shut down/restore as able-gas, electric, steam, water, sewer. Evaluate road system.

Resources:

- Facilities Services staff
- PUD staff
- Volunteer forces

Priority II: Preservation and Protection of Property

- **Facility survey of shelter and housing:** Evaluate facilities for occupancy, giving residential units priority.

Resources:

- Facilities Services staff
- Emergency Management Group Teams

- **Food & Drinking Water:** Identify supplies and establish a distribution system.

Resources:

- Class Act Café
- Commercial Kitchen

- **Sewer System:** Evaluate sewer system and identify resources that can be used. Develop latrines if needed.

Resources:

- Facilities Services staff
- Emergency Management Group Teams

- **Criminal Activity Control:** Maintain access to campus for emergency agencies, process and deliver information received by phone or radio, evaluate access of campus to non-essential persons, faculty, staff and students.

Campus wide security:

- Provide inside perimeter patrols of fence and exterior patrols of buildings.
- Extra patrols of buildings that pose a high risk of attempted entry.

- Maintain and control buildings closed due to damage or hazardous conditions.
- Maintain vehicles for emergency purposes.
- Maintain and control radio equipment.
- Enact a curfew if disaster exceeds eight hours

Priority III – Restoration of Academic Programs

- **Valuable Materials Survey:** Identify, survey, and secure valuable materials on campus.

Resources:

- Library staff
 - Facilities Services Staff
 - Emergency Management Group Teams and Campus Volunteers
- **Records Survey:** Identify, survey, and secure all Columbia Gorge Community College records. Backup of the computer systems on campus enables the College to be back in business in approximately five working days in the event of an all campus emergency.

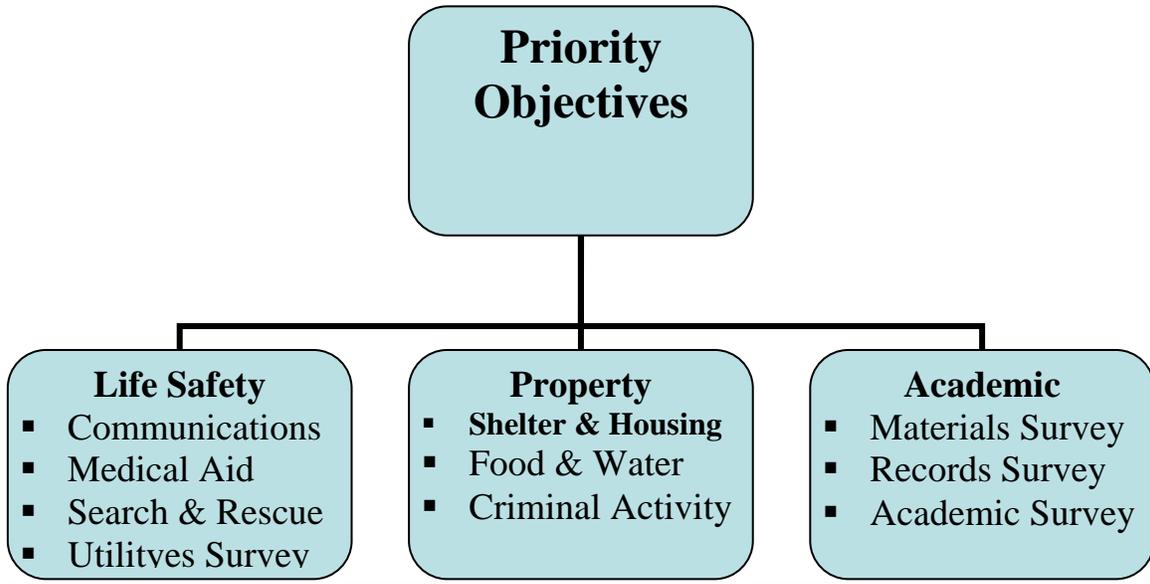
Resources:

- Business Affairs staff
 - Registrar staff
 - President and Provost staff
 - Emergency Management Group Teams and campus volunteers
- **Academic Survey:** Survey academic departments and determine requirements to begin academic operations.

Resources:

- Chief Academic Officer
- Faculty

2.0 EOC Layout Chart



3.0 EOC Procedures

Log Forms

- **Incident Status Record**
The Incident Status Record is maintained in the EOC to keep track of all incidents and responses. It is the master for incident log entries and other actions that take place in the course of an emergency management situation.
- **Emergency Management Group Status Sheet**
This sheet is generated by the senior EMGT member and designates the different response teams and what their assigned duties are.
- **Message Form**
This Form is used to send messages back and forth between the EMGT's and the EOC. If a message is received from an electronic source (phone, cell phone, radio) then the form is used to document the reception of the message. The more complete the Message Forms are the better.

They are an internal communication only and are not to be released without the consent of the President.

- **Damage Assessment Survey**
The Damage Assessment Survey is used to assess any damage that has taken place on the Campus and record it for evaluation and cost estimation.

All Forms and Sheets are included in the next few pages.

Emergency Management Group Status Sheet

Group Leader: _____ Asst. Group Leader: _____	<i>Group Assignment:</i>
--	--------------------------

Resources	Time	Inc. #	Assignment	Time Complete	Comments
<i>TEAM 1</i>					
MEMBERS: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>					
<i>TEAM 2</i>					
MEMBERS: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>					
<i>TEAM 3</i>					
MEMBERS: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>					
<i>TEAM 4</i>					
MEMBERS: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>					

MESSAGE FORM

To: _____

From: _____

Time: _____

Message Center Use Only

Incident # : _____

Time : _____

Date : ____ / ____ / ____

Incoming Outgoing

Message Text

Action Taken

4.0 EOC Resources:

- Communications equipment
- A copy of the emergency management plan and EOC procedures
- Blueprints, maps, status boards
- A list of EOC personnel and descriptions of their duties
- Technical information and data for advising responders
- Building security system information
- Information and data management capabilities
- Telephone directories
- Reserve Communications and lighting equipment
- Emergency supplies

Disaster Psychology and Team Organization

Pulling It All Together

Emergency Response Teams must be flexible, able to adapt to the needs of a changing situation. Part of the organizational challenge following a disaster is to be able to:

- Size up the scope and requirements of the situation.
- Identify resources as they become available.
- Deploy those resources in a coordinated manner.
- Continue the size-up, assessment, and deployment process on an ongoing basis as more becomes known about the post-disaster situation.

As an individual, you must be ready to function in various team roles—perhaps wear more than one “hat” at a time or “change hats” as the availability of resources changes. You will begin by assessing and managing your own personal situation, then that of the immediately adjacent area (neighbors or coworkers), and then join others in forming response teams. This type of concentric development results in an evolving team structure and requires flexibility both in its members and its managers. In this chapter you will learn to use a basic organizational framework for flexible disaster response.

When response teams assist disaster victims, physical assistance may be only part of what victims need from the volunteer workforce. “Psychological first aid” for disaster-induced stress and trauma may also be required. In preparation for this role, we begin with an overview of the psychological impact of disaster on the disaster survivors.

1.0 Disaster Psychology

Phases of a Crisis

Disaster survivors normally experience a range of psychological and physiological reactions, the strength and type of which depend on several factors:

- Prior experience with the same or a similar event.
- The intensity of the disruption.
- The length of time that has elapsed between the event occurrence and the present.
- Individual feelings that there is no escape, which sets the stage for panic.
- The emotional strength of the individual.

Survivors' reactions may become more intense as the amount of disruption to their lives increases. That is, the more the survivors' lives are disrupted, the greater their psychological and physiological reactions may become.

Some research studies have indicated that survivors go through distinct emotional *phases* following a disaster:

- In the *impact phase*, survivors do not panic and may, in fact, show no emotion. They do what they must to keep themselves and their families alive.
- In the *inventory phase*, which immediately follows the event, survivors assess damage and try to locate other survivors. During this phase, routine social ties tend to be discarded in favor of the more functional relationships required for initial response activities such as search and rescue and emergency medical operations.
- In the *rescue phase*, emergency services personnel, including ERTs, are responding and survivors are willing to take their direction from these groups without protest. They exhibit a sense of trust that their rescuers will address their needs and that they can then put their lives together quickly. This is why ERT identification, such as helmets and vests, is important.
- In the *recovery phase*, however, survivors may believe that rescue efforts are not proceeding quickly enough. That feeling, combined with other emotional stressors (for example, dealing with insurance adjustors and having to find temporary living accommodations), may cause survivors to pull together *against* their rescuers.

As ERT members, you should expect that survivors will show psychological effects from the impact of the event—and that, at some point, some degree of psychological warfare will be directed toward you. You should expect to see a range of responses that will vary from person to person. You should not, however, take the survivors' comments and actions personally. Rather, approach these responses

as part of the psychological impact of the event—not related to anything that you or your fellow rescuers have done.

Post-Event Psychological And Physiological Symptoms

Following an abnormally stressful event such as a disaster, people normally experience a range of psychological and physiological reactions even as they put the pieces back together. The following are some common responses:

Psychological Symptoms

- Irritability or anger.
- Self-blame, blaming others.
- Isolation, withdrawal.
- Fear of recurrence.
- Feeling stunned, numb or overwhelmed.
- Feeling hopeless.
- Concentration and memory problems.
- Sadness, depression, grief.
- Denial.
- Mood swings.

Physiological Symptoms

- Loss of appetite.
- Headaches, chest pain.
- Diarrhea, stomach pain, nausea.
- Hyperactivity.
- Increase in alcohol or drug consumption.
- Nightmares.
- Inability to sleep.
- Fatigue, low energy.

The intensity, timing, and duration of such responses will vary from person to person. They may be:

- Acute or mild.
- Immediate and/or delayed.
- Cumulative in intensity.

Children also may experience psychological or physical upset following a disaster. These feelings may not last long, but it is not uncommon to have disturbing reactions many months after the event.

It is important to remember that emotional responses apply to both disaster victims and rescue personnel. Be alert to signs of disaster trauma in yourself and coworkers, and take steps to alleviate stress. Also, incorporate stress-relieving elements (exercise, rest, good nutrition) into your everyday life to better prepare yourself for disaster situations.

Humanizing The Rescue Operation

The rescue operation can be made more responsive to both survivors' and rescuers' psychological needs if their feelings are recognized. Psychologists encourage open, honest expression of emotions as a self-protection mechanism. To avoid "emotional overload," survivors and rescuers should be allowed to express their feelings openly as long as doing so does not interfere with the rescue.

Emotional First Aid For Rescuers

To assist rescue workers in dealing with the effects of disaster-related stress, ERT managers should try the following approaches:

- *Brief Personnel.* Explain to rescue personnel before the rescue operation begins what they can expect to see and what they can expect in terms of emotional responses in themselves and others.
- *Emphasize Teamwork.* Sharing the workload and emotional load with team members can help to defuse pent-up emotions.
- *Rotate Personnel.* Encourage rescuers to rest and regroup and to avoid becoming overtired.
- *Encourage Breaks.* Encourage rescuers to take breaks away from the incident area, to get relief from the stressors associated with disaster.
- *Provide For Proper Nutrition.* Provide adequate food for rescue volunteers. Encourage them to stop and eat properly, drink water or other electrolyte-replacing fluids, and avoid drinks with caffeine or refined sugar.
- *Rotate Teams.* Team members can talk with each other about their experiences. This is very important to their psychological health. You are encouraged to talk with your buddy.
- *Phase Out Workers Gradually.* Do not remove rescuers from their duties abruptly. Allow rescuers to gradually stand down from the incident by working from high- to medium- to low-stress areas of the incident. Abrupt removal causes additional stress.

Furthermore, as a team, ERT members should organize a debriefing after the operation, in which workers are encouraged to describe what they encountered and how they felt about it. Experienced rescue workers find these steps helpful in controlling their own stress levels, but in some cases it may be necessary to seek help from mental health professionals.

Emotional First Aid For Victims

To assist disaster victims in dealing with the effects of disaster-related stress, try the following approaches:

- *Establish Rapport.* Talk to the victims. Encourage them to talk about their feelings as well as their physical needs.
- *Listen.* If the victim has *something* to say, take the time to listen.
- *Empathize.* Show through *your* response that you understand the person's concerns or worries and such feelings are to be expected.
- *Provide Confidentiality.* Respect *the* person's confidence. Don't repeat personal information to other people.

Using these techniques will provide the survivor the initial comfort and support he or she needs in taking a first step toward recovery.

2.0 ERT Organization

In a disaster situation, emergency on-scene management is needed to ensure the safety of disaster workers, provide clear leadership for rescuers, and improve the effectiveness of rescue efforts.

The Need For ERT Organization

The ERT organizational framework in use today was created to address the following needs for local emergency operations:

- Effective communications among agency personnel.
- A well-defined management structure.
- Accountability.

The ERT structure now in use fulfills these needs, and also provides the advantages of:

- *Terminology* that contributes to effective communication and shared understanding.
- *Consolidated action* plans that coordinate strategic goals, tactical objectives, and support activities.
- *Comprehensive resource* management that facilitates application of available resources to the right incident in a timely manner.

- *Manageable span of control* that provides for a desirable rescuer/supervisor ratio of between three and seven rescuers per supervisor.

Objectives Of The ERT Organization

In a disaster situation, the objectives of the ERT organization are to:

- Identify the scope of the incident. (*What is the problem?*)
- Determine an overall strategy. (*What can we do, and how will we do it?*)
- Deploy resources. (*Who is going to do what?*)

Because the ERT organizational structure is flexible, it can change depending on the need to achieve these objectives.

ERT Structure

The following basic rules make up the foundation of the ERT organizational framework:

- Each ERT must establish a command structure.
- An ERT leader is appointed to direct the operations of the team.
- The location of the ERT leader is considered the Emergency Operations Center for the ERT.
- The ERT leader may appoint members to assist with managing resources, services, and supplies (logistics).
- The ERT may operate as a single team that performs all functions as required.
- The ERT may be divided into small teams (ERTs) of at least three people to achieve specific goals (e.g., fire suppression, medical, search and rescue), with a leader for each ERT.
- In all situations, each functioning unit must have an identified leader to supervise tasks being performed.

Note that ERT personnel should always be assigned to teams consisting of at least three persons. One person will serve as a runner and communicate with the Command Post, and two people will “buddy up” to respond to the immediate needs. A diagram of the basic ERT structure is shown in the figure below.

3.0 ERT Decision Making

ERT Mobilization

After a disaster incident has taken place, ERT organization proceeds in the following manner:

- First, ERT members take care of themselves, their families, and their neighbors.
- Then ERT members proceed to the staging area with their disaster supplies. Along the way, they make damage assessments that would be helpful for the ERT Team Leader's decision-making.
- The first ERT member at the staging area becomes the ERT Leader for the response. As other ERT members arrive, the ERT Leader makes team assignments, including the Logistics Team Leader—who is responsible for maintaining the flow of ERT members into the staging area and tracking personnel and supplies. Other Team Leaders and team members are assigned based on their capabilities and the requirements of the incident.
- As disaster intelligence becomes available through ERT members reporting to staging area, emergent volunteers, and functional group reports (e.g., search and rescue teams), the ERT Leader must prioritize actions and work with the functional team leaders to accomplish the ERT mission.

Remember that, following an incident; information—and therefore, priorities—will be changing rapidly. The ERT Leader must stay in close contact with the Logistics Team Leader and functional team leaders to ensure that ERTs do not overextend their resources or supplies.

Rescuer Safety

Effective scene management requires the formulation and communication of strategic goals and tactical objectives that are based primarily on the safety of rescue personnel. The question to ask is always: *Is it safe for the ERT members to attempt this rescue?* Answers to this question relate primarily to the degree of structure damage, as shown in the table below

<i>Degree Of Damage</i>	<i>Should Rescue Be Attempted?</i>
Heavy	No. Too dangerous to enter. Secure the perimeter and control access into the structure.
Moderate	Perform only quick and safe removals; limit onsite medical care to checking for breathing, stopping major bleeding, and treating for shock. Minimize the number of rescuers inside the building.
Light	Yes. Locate, triage, and prioritize removal of victims to the designated treatment area.

Table: ERT Rescue Efforts Based On Degree Of Damage

The Los Angeles City Fire Department has developed additional strategies for rescue efforts based on degree of damage. These strategies are presented on page 10.

Rescuer Safety

STRATEGIES FOR DAMAGED STRUCTURES		
LIGHT	MODERATE	HEAVY
<i>Superficial Damage, Broken Windows, Fallen Plaster, Primary Damage to Contents of Building</i>	<i>Structural Stability Questionable Due to Fracturing, Tilting, or Displacement of Building Foundation</i>	<i>Partial or Total Collapse of Walls and/or Ceilings; Obvious Structural Instability</i>
<ol style="list-style-type: none"> 1. Secure building utilities (as needed). 2. Establish and coordinate search and rescue teams with medical triage personnel. 3. Establish "T" and "D" treatment areas. 4. <u>Primary Mission</u>: Locate, triage, and prioritize removal of victims to designated treatment area. 5. Continue evacuation process until all victims have been removed and accounted for. 6. Re-assess structural stability and available resources for heavy rescue problems. Communicate and document location of trapped and/or missing persons to emergency personnel. 	<ol style="list-style-type: none"> 1. Secure building utilities (gas, electrical, water). 2. Gather information (victim locations). 3. Establish control person at exit and entry points. 4. Establish and coordinate two-to four-person rescue teams. 5. <u>Primary Mission</u>: Locate, stabilize, and immediately evacuate victims to a safe area while minimizing the number of rescuers inside the building. 6. Perform triage and other medical care in a safe area. 7. Continue rescuing lightly trapped victims until complete or no longer safe. 8. Continue size-up. 9. Communicate and document the location of heavily trapped or deceased victims. 	<ol style="list-style-type: none"> 1. Communicate the location and extent of damage to emergency services personnel. 2. Secure building perimeter and control access into the structure by untrained and well-intentioned volunteers. 3. From the exterior of the building attempt to shut off gas (if it is possible and <i>safe</i> to do so). 4. Gather available information from survivors or witnesses for professional rescue teams.

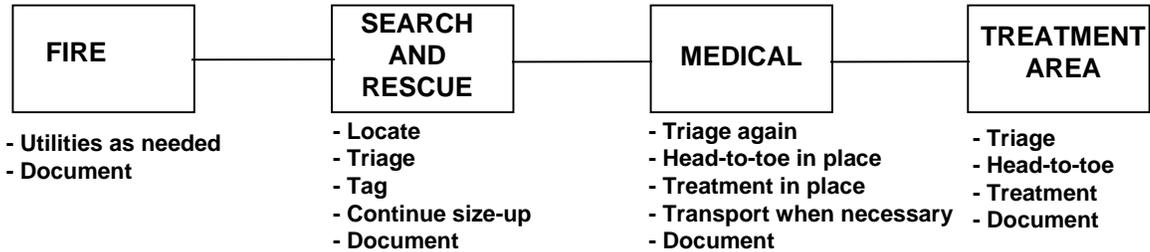
This chart is used courtesy of the Los Angeles City Fire Department.

Table: Strategies For Damaged Structures

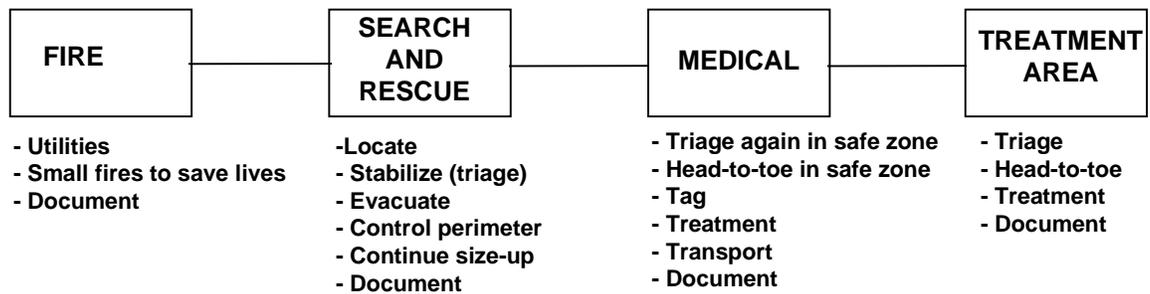
Rescuer Safety

The involvement of various ERT operations for each type of damage is shown in the figure below.

Light Damage



Moderate Damage



Heavy Damage

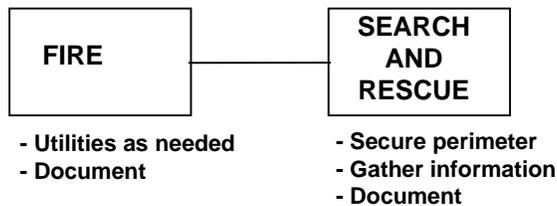


Figure: Involvement Of Functional Teams Based On Damage Level

4.0 Documentation

The Need To Document

It is vital to document and communicate information about situation and resource status at all levels throughout the response effort. Efficient flow of information makes it possible for resources to be deployed effectively and for professional emergency services to be applied appropriately. Under the ERT, each level of authority has documentation responsibilities:

- Response teams and their functional groups are responsible for providing the command post with ongoing information about damage assessment, group status, and ongoing needs.
- The command post is responsible for documenting the situation status, including incident locations, support locations, access routes, and identified hazards. This information is essential for tracking the overall disaster situation.

Forms For Documentation

Forms such as those described in the table below may be used to facilitate documentation and flow of information.

<i>Form</i>	<i>Purpose</i>
Damage Assessment Survey	<ul style="list-style-type: none">• Completed by ERT leaders. Provides a summary of overall hazards in selected areas, including:<ul style="list-style-type: none">- Fires- Utility hazards- Structural damage- Injuries and casualties- Available access• Essential for prioritizing and formulating action plans.
Group Status Sheet	<ul style="list-style-type: none">• Completed by functional group leaders. Used for:<ul style="list-style-type: none">- Tracking personnel assigned to the group- Monitoring group accountability
Message Form	<ul style="list-style-type: none">• Used for sending messages between command levels and groups. Messages should be clear and concise and should focus on such key issues as:<ul style="list-style-type: none">- Assignment completed (or reason unable to complete assignment)- Additional resources required- Special information- Status update
Incident Status Record	<ul style="list-style-type: none">• Used by the command post for keeping abreast of situation status. Contains essential information for tracking the overall situation.

Table: Forms Used For Response Documentation

Forms For Documentation

In addition to these forms, emergency response personnel use site maps and building plans to gain an overall view of the response situation. Site maps and building plans with plastic overlays are important tools for keeping an updated picture of response activities. Grease pencils or dry-erase markers may be used to mark incident locations, support locations, access, and hazards—and to update the information on a continual basis. Color-coded symbols can be used to highlight areas of particular importance.

Group Status Sheet

Group Leader: _____ Asst. Group Leader: _____	<i>Group Assignment:</i>
--	--------------------------

Resources	Time	Inc. #	Assignment	Time Complete	Comments
<i>TEAM 1</i>					
MEMBERS:					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<i>TEAM 2</i>					
MEMBERS:					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<i>TEAM 3</i>					
MEMBERS:					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<i>TEAM 4</i>					
MEMBERS:					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>					

MESSAGE FORM

To: _____

From: _____

Time: _____

Message Center Use Only

Incident # : _____

Time : _____

Date : ____ / ____ / ____

Incoming

Outgoing

Message Text

Action Taken

5.0 Summary

Post-Event Trauma

Following a disaster, children and adults may experience psychological and physiological symptoms related to the trauma. Symptoms ranging from depression to sleep disorders are common as survivors begin to rebuild their lives. The intensity and duration of the symptoms depend on the individuals' pre-event physical and mental state and on the length of time that they remain under stress.

Rescue workers should be alert to symptoms of disaster trauma in themselves, and ERT leaders must realize that team members are also undergoing emotional stress. Leaders can help team members deal with their stressors by:

- Briefing personnel.
- Emphasizing teamwork throughout rescue operations.
- Rotating personnel to the degree possible.
- Encouraging breaks.
- Providing for proper nutrition.
- Phasing out workers gradually.

To assist victims during this difficult period, ERT members can try several approaches, including:

- Establishing rapport with the victims.
- Listening carefully and empathizing with the victims' concerns.
- Keeping all conversations confidential.

ERT Organization

ERTs are part of the Operations function of the ICS. The ERT organizational framework provides for:

- Effective communications.
- Well-defined management structure.
- Accountability.
- Shared terminology.
- Consolidated action plans.
- Comprehensive resource management.
- Manageable span of control.

The objectives of the ERT are to identify the scope of the incident, determine an overall strategy, and deploy resources. The organizational structure is flexible, so it can change depending on the need to meet these objectives.

ERT Decision Making

The key question that ERT leaders must always ask is: *Is it safe for the ERT members to attempt this rescue?* Whether or not to attempt a rescue depends on the degree of damage to the structure involved:

- *When damage is light*, ERT members should search to locate victims, complete triage, and prioritize removal of victims to the designated treatment area.
- *When damage is moderate*, ERT members should locate, stabilize, and immediately evacuate victims to a safe area while minimizing the number of rescuers inside the building.
- *When damage is heavy*, ERT members should *not* attempt a rescue. Their primary mission in this case is to secure the building perimeter, control access into the structure, and communicate the structure's location and extent of damage to emergency services personnel.

Documentation

It is vital to document and communicate information about situation and resource status to all ERT levels throughout the response effort. Response teams and their functional groups must provide the command post with ongoing information about damage assessment, group status, and ongoing needs. The command post must document the situation status, including:

- Incident locations.
- Support locations.
- Access routes.
- Identified hazards.

There are several forms available to facilitate and standardize the documentation process. These forms include the:

- Damage Assessment Survey.
- Group Status Sheet.
- Message Form.
- Incident Status Record.

In addition to these forms, emergency response personnel use site maps and building plans to gain an overall view of incident locations, support locations, access, and hazards—and to update the information on a continual basis

Disaster Fire Suppression

1.0 Introduction

During and immediately after a disaster, the first priorities of professional fire services are life, safety, and extinguishing *major* fires. They may be hampered by impassable roads, inadequate water supply, weather conditions, burning material, and inadequate resources to deal with the number of existing major fires. At this time, CERT (Community Emergency Response Teams) fire suppression groups play a very important role in firefighting and fire prevention by:

- Putting out small fires before they become major fires.
- Preventing additional fires by removing fuel sources.
- Assisting with evacuations where necessary.

Portable fire extinguishers are an invaluable firefighting tool. They can be used to eliminate small fires that might otherwise grow into larger, more destructive fires and to prevent the loss of life and property.

Potential fuel sources include natural gas and electrical utilities as well as hazardous materials. Understanding hazardous materials and other fire hazards in the home and workplace will help you determine the appropriate course of action to take.

2.0 Fire Chemistry

Fires require three elements to exist:

- *Heat.* The temperature at which a material produces a vapor, and the temperature at which vapors will burn. (Vapors will self-ignite if the temperature is hot enough.)
- *Fuel.* The fuel for a fire may be a solid, liquid, or gas. The type and quantity of the fuel will determine which method should be used to extinguish the fire.
- *Oxygen.* Fires will burn vigorously in any atmosphere of at least 20 percent oxygen. Without oxygen, fuel could be heated until entirely vaporized, and it would not burn.

Together, these three elements are called the *fire triangle*, which is illustrated in the figure below.

Fuel is on the left, oxygen on the right, heat on the bottom.



Figure: Fire Triangle

The three elements in the proper proportions will produce fire. Extinguishments are possible when one of the three elements is missing as shown in the following figure.

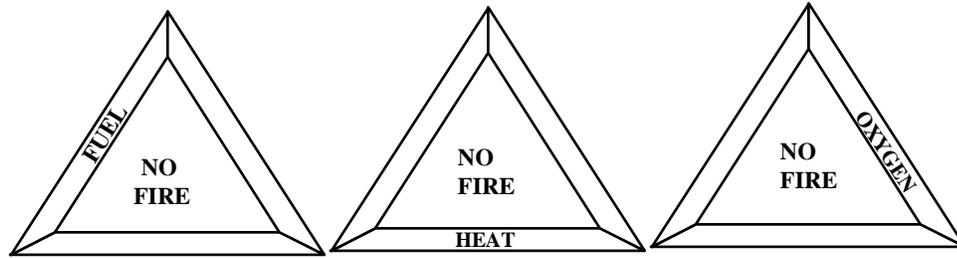


Figure: Effect Of Removing Elements Of The Fire Triangle

Classes of fire are based on the type of fuel that is burning. There are four major classes of fire:

- *Class A.* Ordinary combustibles such as paper, cloth, wood, rubber, and many plastics.
- *Class B.* Flammable liquids (e.g., oils, gasoline, kitchen grease, paints, and solvents) and combustible liquids (e.g., charcoal lighter, kerosene, and diesel fuel). These fuels burn only at the surface because oxygen cannot penetrate the depth of the fluid. If ignited, it is the vapor that burns.
- *Class C.* Electrical equipment (wiring, fuse boxes, motors, power tools, appliances).
- *Class D.* Combustible metals such as aluminum, magnesium, and titanium.

It is extremely important to identify the type of fuel so that the correct method and agent can be used to extinguish the fire.

3.0 Hazardous Materials

What Are Hazardous Materials?

Hazardous materials are any materials that corrode other materials, explode or are easily ignited, react strongly with water, are unstable when exposed to heat or shock, or are otherwise toxic to humans, animals, or the environment. Hazardous materials include, but are not limited to:

- Explosives
- Flammable gas and liquid
- Poisons and poisonous gases
- Corrosives
- Nonflammable gas
- Oxidizers
- Radioactive materials

Hazardous materials pose an ever-present danger. They are stored in all types of locations, and they are transported by a variety of means. They are commonly found in such places as industrial and commercial districts, highways, harbors, airports, and railroads. They are also found in homes and offices.

Identifying Stored Hazardous Materials

Stored hazardous materials may be identified by means of the National Fire Protection Association (NFPA) 704 Diamond system of placards. These placards are located on the outside of buildings at the entrance to the storage area. An example of the NFPA 704 Diamond is shown in the following figure.

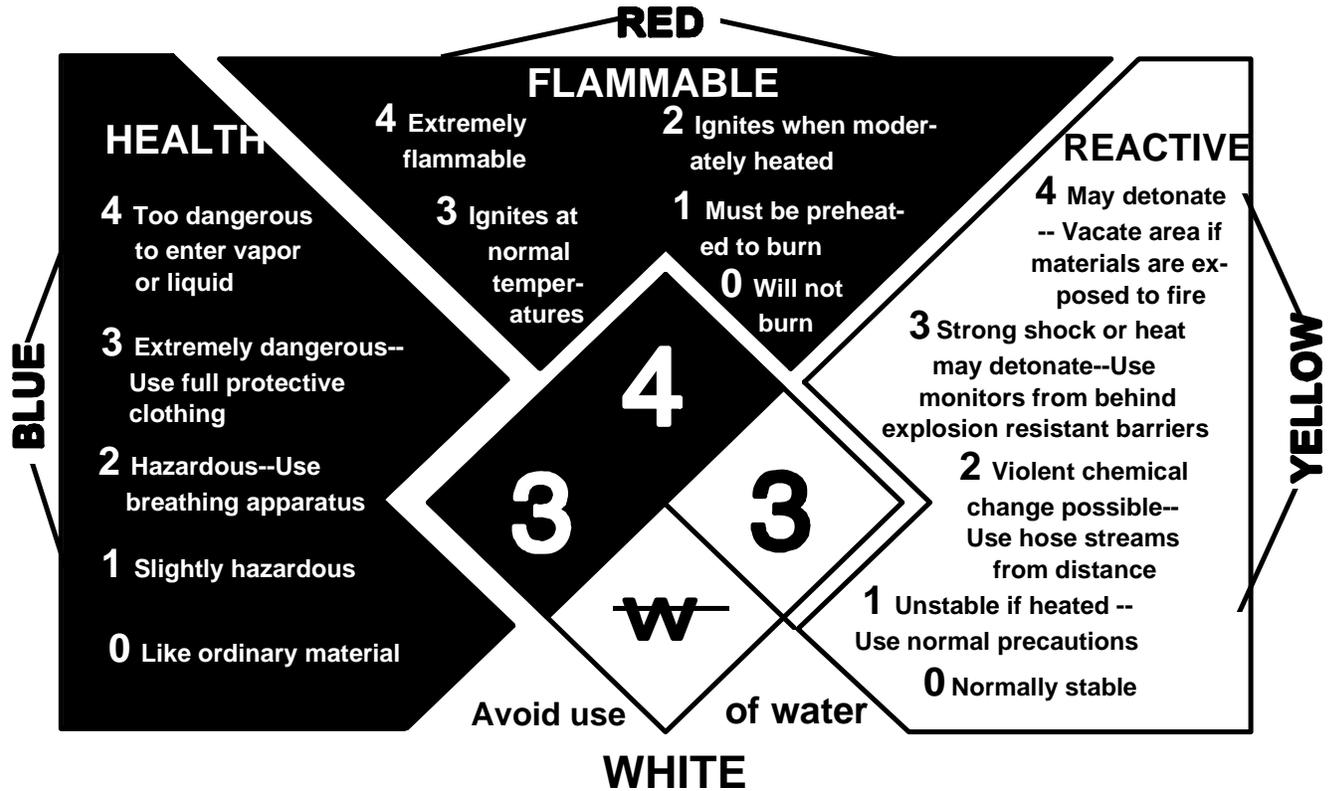


Figure: National Fire Protection Association 704 Diamond

The diamond is divided into four colored quadrants, each with a rating number inside it. The colored quadrants provide information about the type of danger caused by the material. The numbers within the red, blue, and yellow quadrants (provided for professional firefighter use only) indicate the degree of risk associated with the material. *Consider these placards a “stop sign” for CERT members, unless in your planning stages you have identified the dangers involved.*

Identifying Hazardous Materials In Transit

Hazardous materials that are being transported are marked with Department of Transportation (DOT), United Nations (UN), or North American (NA) warning placards. For the DOT system, each diamond-shaped placard includes a color, symbol, name, and number, each of which indicates the type of hazard. The DOT placards are illustrated in the figure below.

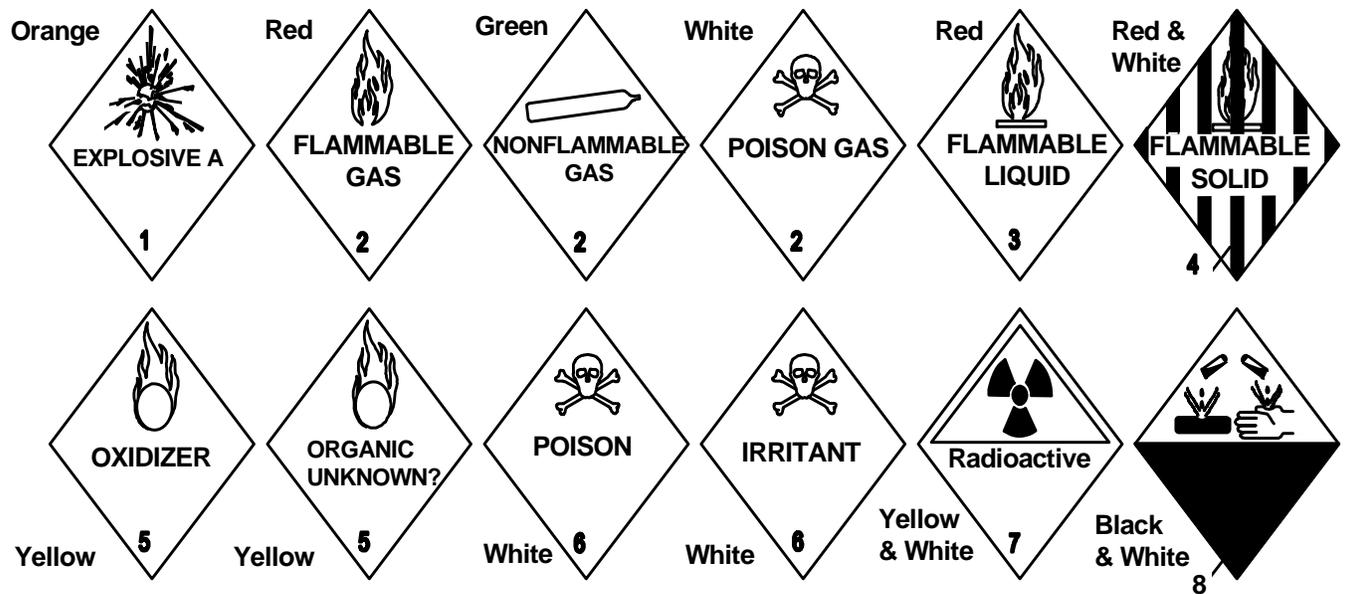


Figure: DOT Warning Placards

The UN and NA systems are displayed mainly on tank cars, cargo tanks, and portable tanks. Examples of UN and NA placards are shown in the figures below.

Figure: UN Placard System

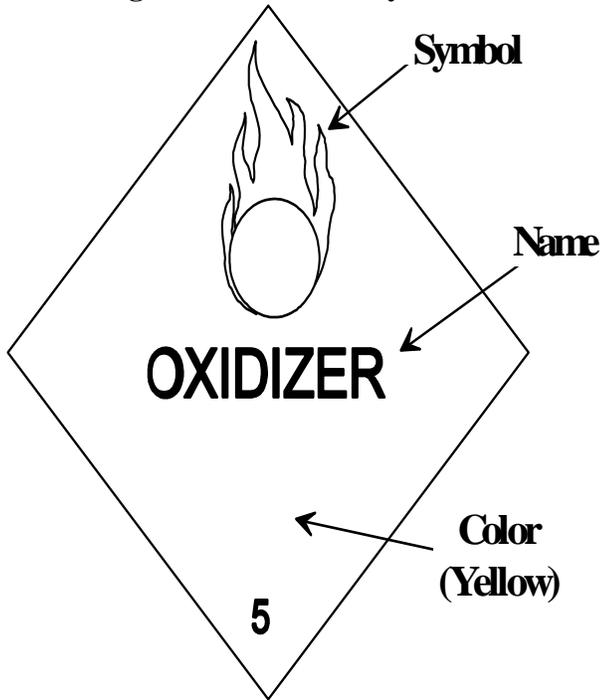
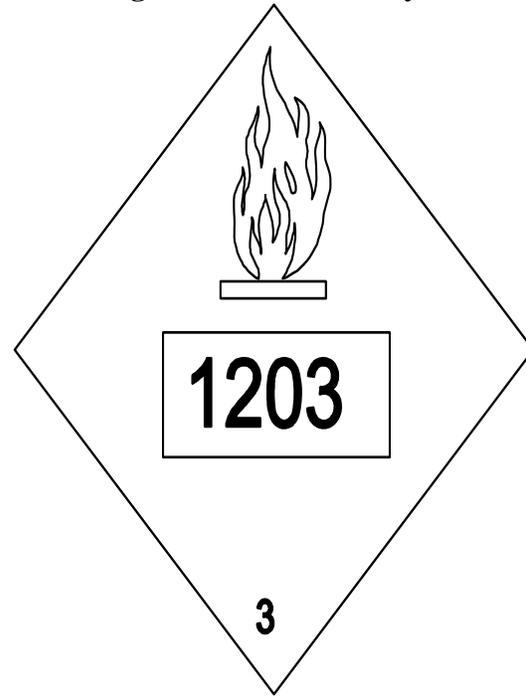


Figure : NA Number System



Like the NFPA 704 Diamond, the DOT, UN, and NA placards should mean a “stop sign” for CERT members. If they are present, there is danger. *STOP!*

4.0 Reducing Hazards In Home And Office

Introduction

What can you do about fire hazards in the home or office? Simple fire prevention practices will go far in reducing the likelihood of fires. First, *locate* potential sources of ignition. They may include electrical hazards, natural gas hazards, and flammable or combustible liquids. Then do what you can to *reduce or eliminate* fire hazards. This section will address the elimination of hazards related to:

- Electricity
- Natural gas
- Flammable or combustible liquids

Electrical Hazards

When misused or neglected, electricity can cause serious injury or death. With a little effort, however, most electrical hazards can be eliminated. Ways to reduce electrical hazards include:

- Avoid the “electrical octopus.” Eliminate tangles of electrical cords and don’t overload electrical outlets.
- Don’t run electrical cords under carpets.
- Replace broken or frayed cords immediately.
- Properly maintain electrical appliances. Remove or replace malfunctioning appliances.

Fire safety begins at home.

When an electrical emergency does occur, be prepared to handle an electrically charged appliance fire. Know where the power shut-off and circuit breakers or fuses are, and know how to shut off the power.

- For circuit boxes: Switch off smaller breakers first, then the main breaker.
- Fuse boxes: Unscrew the individual fuses, and then pull the main switch.

Examples of circuit and fuse boxes are shown in the figures below. Do *not*, however, enter a flooded basement to shut off the electrical supply.

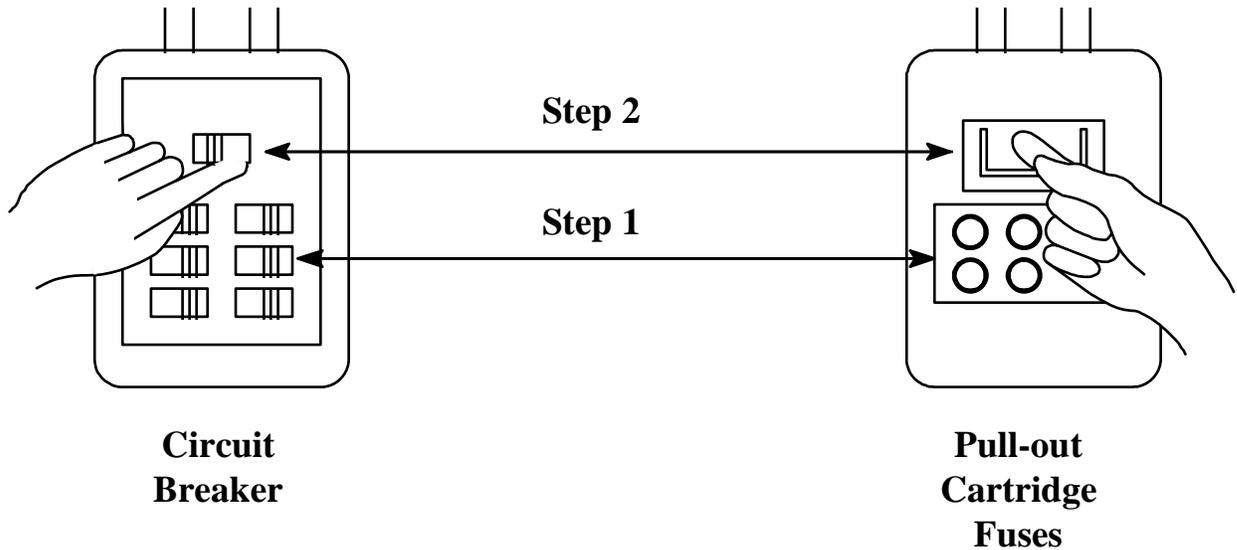


Figure: Circuit Box With Shut Off

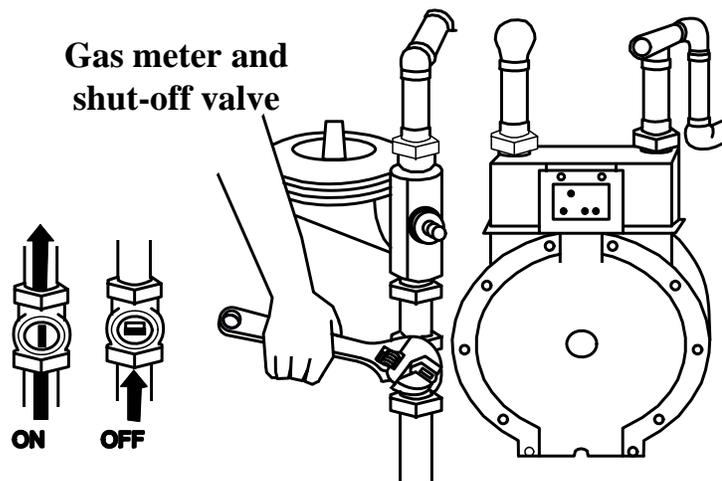
Figure: Fuse Box With Shut-Off

When turning power back on, turn the main breaker or switch on first, then switch on the smaller breakers or fuses.

Natural Gas Hazards

Natural gas presents two kinds of hazards. It is an *asphyxiant*, meaning that it robs the body of oxygen, and it is *explosive*—leaking gas can easily be ignited, causing an explosion and subsequent fires. Ways to reduce natural gas hazards in a disaster include:

- Installing a gas detector near your furnace and hot water heater and testing the detector monthly to ensure that it works.
- Locating and labeling the gas shut-off valve. (Multiple gas units in an apartment building are usually identified by apartment number or letter.) **NOTE:** After the natural gas is turned off, it should be turned on only by a trained utility technician.



Have wrench stored in a specific location where it will be immediately available

Figure: Natural Gas Meter With Shut-Off

- Knowing how to shut off the gas. The valve position indicates ON/OFF. **NOTE:** Never enter the basement of a structure that is on fire to turn off any utility.
- Having the proper tool (gas wrench, pliers, channel locks, Vise Grips, etc.) in your disaster supplies kit or near the gas valve.

Strap the water heater to the wall in two places; from the top and from the bottom of the tank. Each strap should cross behind the water tank and fasten to wall studs behind the tank. (See Figure II-10 below.)

- Have a licensed plumber attach the water heater to the gas supply by a flexible gas line with shut-off that will move in the event of an earthquake.

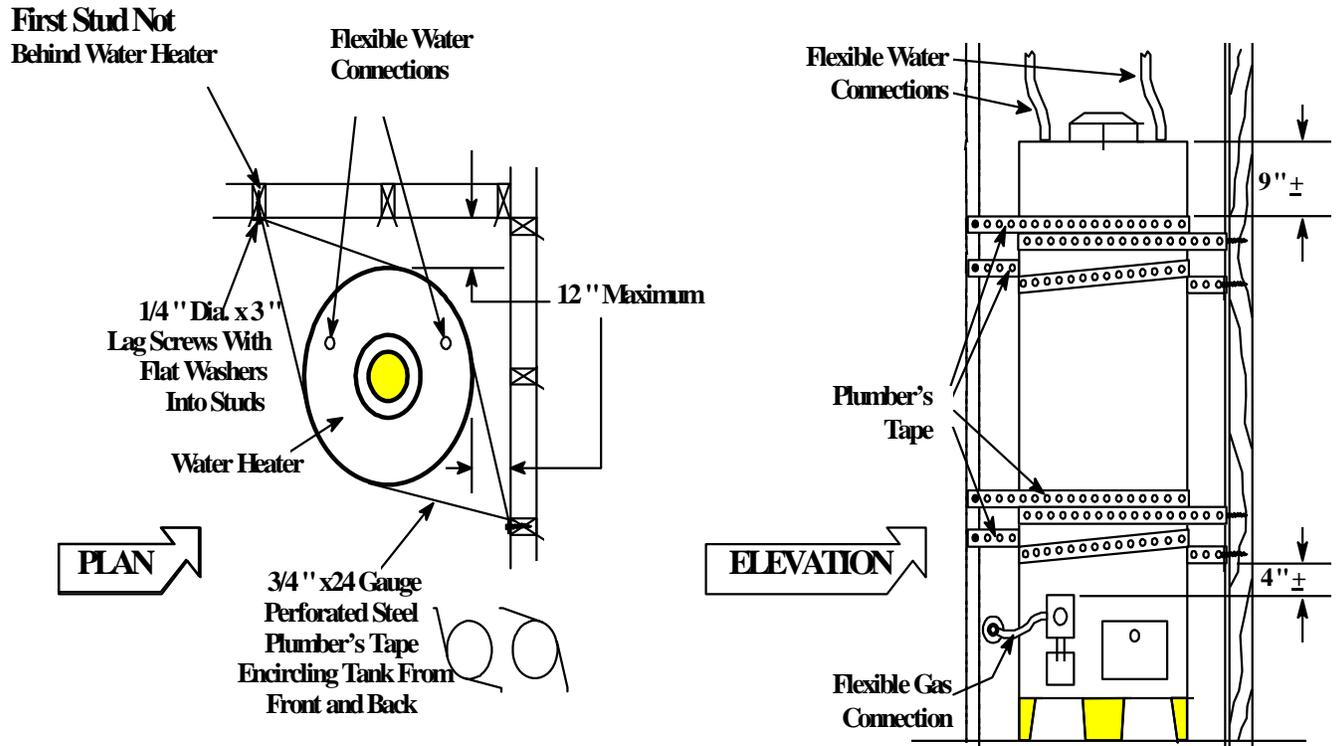


Figure: Hot Water Heater Bracing

Flammable Liquid Hazards

Many typical household products, such as gasoline, charcoal lighter, and paint thinners and removers are flammable. In addition, many household products such as air fresheners, deodorants, hair sprays, insecticides, and furniture polish are packaged as aerosols. Aerosols contain flammable propellants and may explode if heated.

To minimize hazards associated with flammable products:

- Read labels to identify flammable products.
- Store them properly (remember the L.I.E.S. rules—Limit, Isolate, Eliminate, Separate).

5.0 CERT Size-Up

Before fire suppression operations can begin, rescue teams must first ensure the safety of all rescuers, then citizen life safety. Once these primary concerns have been addressed, CERT size-up can begin.

The first task in fire suppression is the size-up or gathering of information for decision making and planning. Size-up is a continuous data-gathering process that will dictate whether to attempt fire suppression, and planning for extinguishing the fire. CERT size-up answers these questions:

- Can my buddy and I fight the fire safely?
- Do my buddy and I have the right equipment?
- Are there other hazards?
- Is the building going to collapse?
- Can my buddy and I escape?

Some of the factors involved in each step of size-up are shown in the checklist on the following pages. Use the checklist as a guide for CERT size-up. Taking the actions listed will help the CERT member make safer decisions. Practice will make this process more automatic.

5.0 CERT Size-Up (continued)

Step 1: Gather Facts	If Yes Check	If No Check
<ul style="list-style-type: none">• <i>Time</i> Does the time of day or week impact fire suppression efforts? How?		
<ul style="list-style-type: none">• <i>Weather</i> Will weather conditions impact your safety? If yes, how will your safety be impacted? Will weather conditions impact the fire situation? If yes, how will the fire situation be impacted?		
<ul style="list-style-type: none">• <i>Type Of Construction</i> What type(s) of structure(s) are involved? What type(s) of construction are involved?		

Table: CERT Size-Up Checklist

5.0 CERT Size-Up (continued)

Step 1: Gather Facts (Continued)	If Yes Check	If No Check
<ul style="list-style-type: none"> • <i>Occupancy</i> Are the structures occupied? If yes, how many people are likely to be affected? 		
<ul style="list-style-type: none"> • Are there special considerations (e.g. children, elderly)? 		
<ul style="list-style-type: none"> • <i>Hazards</i> Are hazardous materials involved? Are any other types of hazards likely to be involved? If yes, what other hazards? 		
Step 2: Assess And Communicate The Damage		
<ul style="list-style-type: none"> • Take a lap around the building. Is the damage beyond the CERT team's capability? If yes, what special requirements or qualifications are required? 		
<ul style="list-style-type: none"> • Are normal communication channels functioning? 		

Table: CERT Size-Up Checklist

d)

5.0 CERT Size-Up (Continued)

Step 3: Consider Probabilities	If Yes Check	If No Check
<ul style="list-style-type: none">• <i>Life Hazards</i> Are there potentially life-threatening hazards? If yes, what are the hazards?		
<ul style="list-style-type: none">• <i>Path Of Fire</i> What is the path of the fire? Does the fire's path jeopardize other areas? If yes, what other areas may be jeopardized?		
<ul style="list-style-type: none">• <i>Additional Damage</i> Is there great risk or potential for more disaster activity that will impact personal safety?		
Step 4: Assess Your Own Situation		
<ul style="list-style-type: none">• What resources are available with which you can suppress the fires?• What equipment is available?		
Step 5: Establish Priorities		
<ul style="list-style-type: none">• Can fire suppression be <i>safely</i> attempted by CERT members? If no, do <i>not</i> attempt suppression.• Are there other, more pressing needs at the moment?		

Table: CERT Size-Up Checklist

5.0 CERT Size-Up (Continued)

Step 6: Make Decisions

- Where will deployment of available resources do the most good while maintaining an adequate margin of safety?

Step 7: Develop Action Plans

- Determine how personnel and other resources should be deployed.

Step 8: Take Action

- Put the plans into effect.

Step 9: Evaluate Progress

- Continually size up the situation to identify changes in the:
 - Scope of the problem.
 - Safety risks.
 - Resource availability.
- Adjust strategies as required.

Table: CERT Size-Up Checklist

6.0 Firefighting Resources

A variety of resources may be available for fire suppression, including:

- *Portable Fire Extinguishers.* Portable fire extinguishers are an invaluable tool for putting out small fires. A well-prepared home or office will have at least two.
- *Interior Wet Standpipes.* In commercial buildings and apartment buildings, interior wet standpipes should be available for use by occupants or tenants. These standpipes usually consist of about 100 feet of 1 1/2-inch jacketed hose with a 3/8-inch nozzle tip. They deliver up to 125 gallons of water per minute. **NOTE:** Always work in 3-person teams when using an interior wet standpipe. One person handles the hose, another bleeds the air from the line, and the third controls the water pressure.
- *Confinement.* In interior spaces, the ability to confine the fire by closing doors is a valuable resource. Close doors to rooms and hallways to restrict the spread of smoke and heat while you escape to the outside.
- *“Creative” Resources.* Sometimes it is necessary to make use of other materials and equipment that may be at hand. Examples include:
 - Swimming pool or spa, with buckets
 - Dirt or sand and shovels
 - Garden hose and ladders (for second floor or roof)

The type of fuel will determine which firefighting agent(s) you select.

This section will focus on portable fire extinguishers, as they are the most likely resource available in an emergency.

Extinguisher Rating And Labeling

Portable fire extinguishers must be rated and approved by the State Fire Marshal and Underwriters' Laboratories. They are rated according to their effectiveness on classes of fire and their relative strength and capability and must be so labeled by the manufacturer. An example of a manufacturer's label is shown in the figure below.

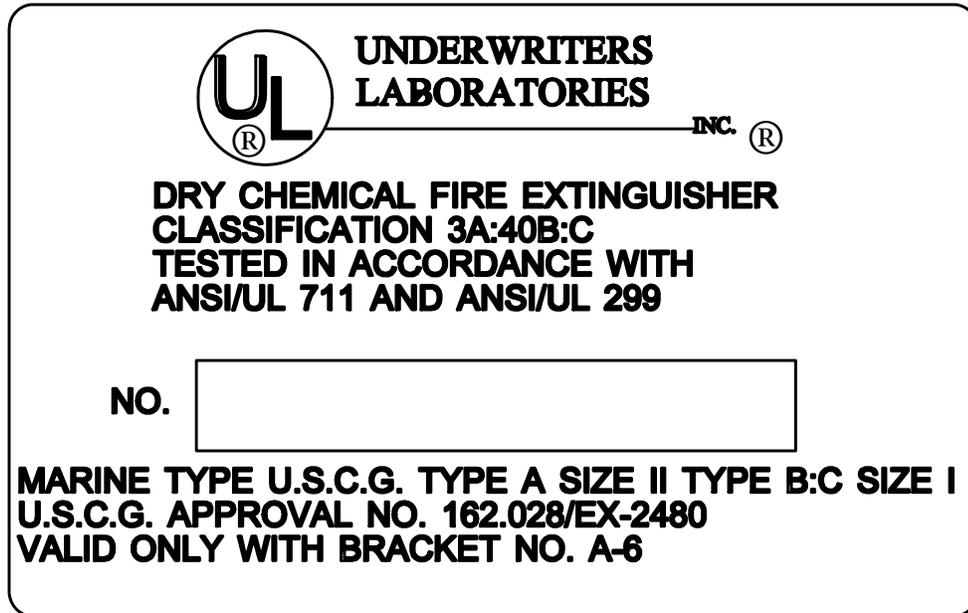


Figure: Manufacturer's Label

Each manufacturer's label also displays the NFPA *rating* code for the extinguisher. The rating provides important information about the types of fires that can be extinguished using the extinguisher.

Types Of Fire Extinguishers

There are five types of extinguishers:

- Water
- Dry chemical
- Halon
- Carbon dioxide
- Foam

It is extremely important to use the correct agent and method for the class of fire. The chart in Figure II-12 on the following page shows appropriate agents and methods for each type of fire. The characteristics of each type of fire extinguisher are listed below and on page II-25.

- **Water Extinguishers**
 - Water extinguishers are among the most commonly used. They are excellent for heat removal on Class A fires. Extreme caution should be exercised when using a water extinguisher to ensure that the water, which is under extreme pressure, does not scatter lightweight materials and spread the fire. Common characteristics for water fire extinguishers are:
 - *Capacity.* Standard size is 22 gallons.
 - *Range.* 30-40 feet.
 - *Pressure.* 110 pounds per square inch (psi).

Types Of Fire Extinguishers

FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS  	WATER FOAM	REMOVES HEAT REMOVES AIR AND HEAT
	DRY CHEMICAL	BREAKS CHAIN REACTION
FLAMMABLE LIQUIDS  	FOAM CO₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT  	CO₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
COMBUSTIBLE METALS  	SPECIAL AGENTS	USUALLY REMOVE AIR

Figure: Fire Types, Extinguishing Agents, And Methods

- **Dry Chemical Extinguishers**

Dry chemical extinguishers are also commonly used. Regular dry chemical extinguishers have a sodium bicarbonate base and are effective on Class B and C fires. Multipurpose dry chemical extinguishers have a monoammonium phosphate base and are effective for Class A, B, and C fires. Both types of dry chemical extinguishers are nontoxic. Both should be inverted monthly to prevent caking. Common characteristics for dry chemical extinguishers are:

- *Capacity.* Approximately 10-20 seconds discharge time.
- *Range.* 8-12 feet.
- *Pressure.* 175-250 psi.

- **Other Types Of Extinguishers**

Although still in use, carbon dioxide, halon, and foam extinguishers are becoming less common.

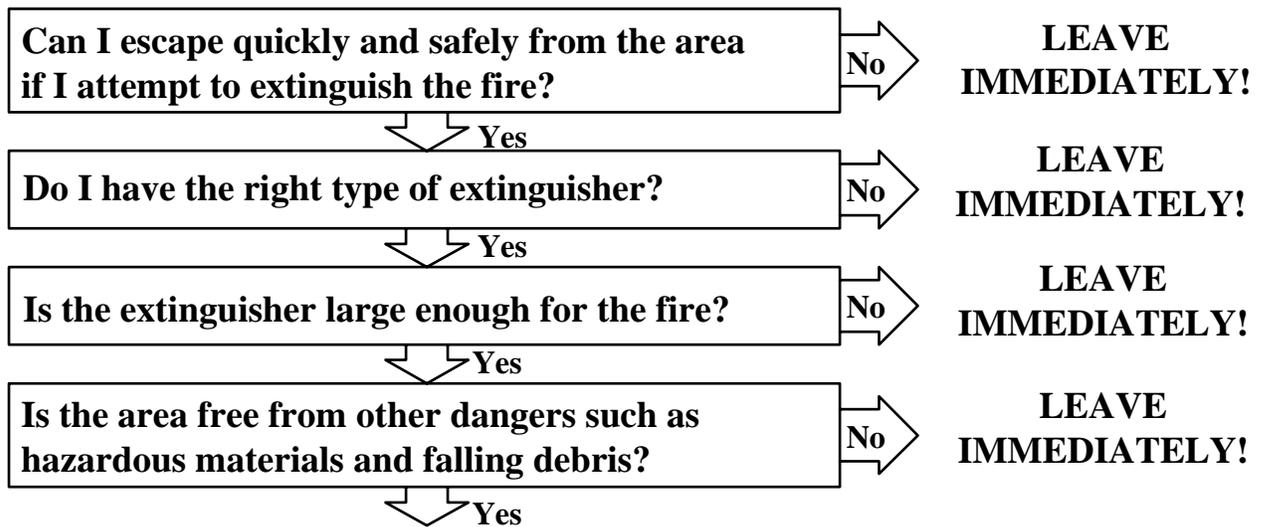
- *Carbon Dioxide Extinguishers* are used primarily on Class C fires and are also effective on Class B fires. They have limited use on Class A fires because of reflash potential. They suppress fire by displacing or diluting oxygen levels.
- *Halon Extinguishers* are best used on Class B or C fires. Halon is a clean agent and is nontoxic when used in low concentrations or in nonconfined areas. However, halon extinguishers are being phased out because of potential impact on the environment.
- *Foam Extinguishers* are used for special applications and are less common.

- **Deciding To Use A Fire Extinguisher**

Below is a decision making guide for using a portable fire extinguisher during a fire in a disaster. Ask yourself each of the questions before attempting to extinguish a fire. If you answer “NO” to any of these questions:

- Leave the building immediately.
- Shut all doors as you leave to slow the spread of the fire.

If you answer “YES” to all of the questions, you may attempt to extinguish the fire. If you feel unable to extinguish the fire, however, leave immediately.



EXTINGUISH THE FIRE!

Courtesy of Public Education Specialist, City of Colorado Springs Fire Department

Figure: Deciding To Use A Fire Extinguisher

- **Operating A Fire Extinguisher**

A portable fire extinguisher includes the following components:

- Pressure gauge.
- Hose.
- Cylinder.
- Carrying handle and trigger.

These components are shown in the figure below. Always operate extinguishers in an upright position. As shown in the figure below, the acronym to remember when operating a portable extinguisher is *P.A.S.S.*: *Pull*, *Aim*, *Squeeze*, *Sweep*. Aim at the base of the fire.

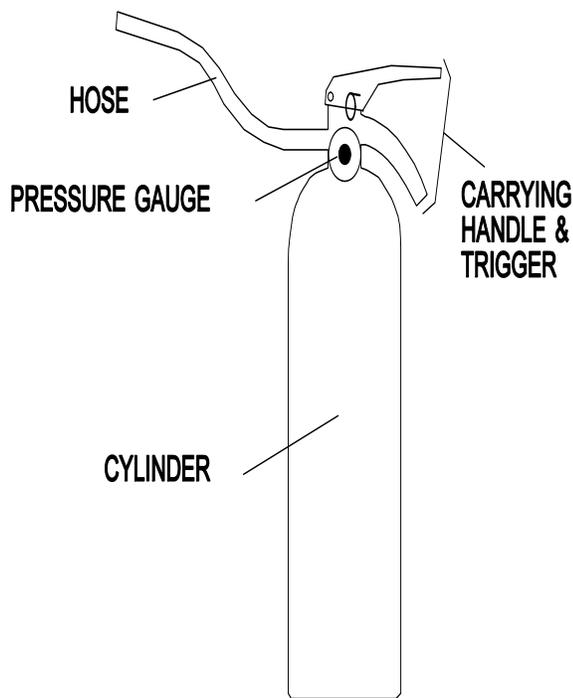


Figure: Components Of A Portable Fire Extinguisher

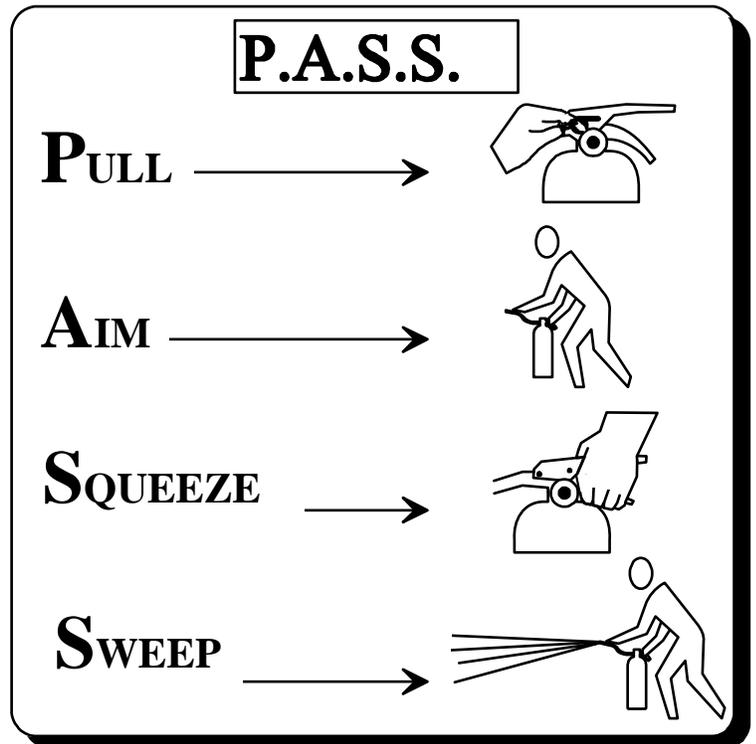


Figure: P.A.S.S.

7.0 Fire Suppression Safety

As in all emergency operations, safety is the key when fighting fires. CERT teams should use the following guidelines when approaching and suppressing a fire.

- Do *not* attempt to suppress a fire that is clearly too large for the equipment at hand.
- Use safety equipment (helmet, goggles, dust mask, all-leather work gloves, and heavy shoes).
- Work in a buddy system.
- Have a backup team when possible.
- Always have two ways to exit the fire area.
- Approach smoke-filled areas correctly. The primary component of smoke is carbon monoxide. Without proper self-contained breathing apparatus, firefighting will be limited. Use extreme caution when entering smoke-filled areas.
- Feel closed doors with the back of the hand, working from the bottom of the door up. If the door is hot, there is fire behind it.
- Confine the fire whenever possible by keeping doors closed.
- Stay low to the ground.
- Always know a second escape route.
- Use natural ventilation techniques to clear smoke.
- Open windows if possible.
- Create cross-ventilation by channeling natural wind flow.
- Maintain a safe distance. Remember the effective extinguisher range.
- Move around the perimeter of the fire to maximize coverage of the extinguisher agent.

- Overhaul ensures that every piece of burning material is completely extinguished. To prevent rekindling of the fire:
 - Locate hidden burning material. Extinguish and safely remove it.
 - Remove heat by cooling.

Wear safety equipment: helmet, goggles, dust mask, gloves, and boots.

8.0 Summary

- **Introduction**

Effective fire suppression depends on an understanding of:

- The elements required for fire to exist.
- The class of fire.
- The type of material involved.
- The resources required to extinguish each type of fire.
- Fire suppression techniques.

- **The Fire Triangle**

Fires require three elements to exist:

- Heat
- Fuel
- Oxygen

If any of the elements are missing or can be suppressed, the fire can be extinguished.

- **Classes Of Fire**

There are four types of fire:

- Class A. Ordinary combustibles.
- Class B. Flammable liquids.
- Class C. Electrical equipment.
- Class D. Combustible metals.

It is extremely important to identify the class of fire so that you can select the proper means of extinguishing the fire.

- **Hazardous Materials**

To help understand the types of materials, several organizations have developed placarding systems for hazardous and non-hazardous materials being stored or transported.

- The NFPA 704 diamond system uses a combination of colors and numbers to placard stored materials according to the type of hazard and level of danger they present.
- Several organizations have developed placarding systems for transported materials:
 - Like the NFPA 704 diamond, the DOT placard uses numbers and colors to identify placard-transported materials according to type of hazard and level of danger.
 - UN and NA placards use numbers to identify specific types of hazards.

When approaching accidents involving materials that are placarded as hazardous—or when the material is unknown—*keep away and call for professional help immediately*. Do not attempt to deal with the hazard yourself. NFPA 704 Diamond system and UN and NA placards are “stop signs” to CERT teams.

- **Firefighting Resources**

While there are many resources available for extinguishing fires, the resource that you will use most frequently is the portable fire extinguisher. Portable extinguishers are labeled according to:

- The class(es) of the fire against which they are effective.
- The fire area that they can suppress.

Water and dry foam extinguishers are the most commonly used. Water extinguishers are effective for Class A fires. Regular dry foam extinguishers are effective for Class B and C fires. Multipurpose dry foam extinguishers, however, are effective for Class A, B, or C fires.

Other types of portable fire extinguishers that are less commonly used are carbon dioxide extinguishers, halon extinguishers, and foam extinguishers.

- **Fire Suppression Techniques**

When using a portable fire extinguisher, remember to use the *P.A.S.S.* method: Pull, Aim, Squeeze, Sweep.

Light Search And Rescue Operations

1.0 Introduction

What Is Search And Rescue?

The search and rescue function is really two separate activities:

- *Search.* To look through (a place, an area, etc.) carefully in order to find something missing or lost.
- *Rescue.* To free or deliver from confinement.

Objectives

The objectives of search and rescue are to:

- Acknowledge that the most important person in a rescue attempt is the rescuer.
- Rescue the greatest number of people in the shortest amount of time.
- Rescue lightly trapped victims first.

As a volunteer worker, you will confine your efforts to *light search and rescue*; that is, the relatively uncomplicated extrication of victims from situations that pose minimal risk to the rescuer.

The Need For Planning

Experience has shown that immediately after almost every major disaster, the first response to trapped and injured victims is by spontaneous, untrained, and well-intentioned persons paying little or no regard to personal safety. In some cases, further loss of life is avoided. More often than not, however, spontaneous rescue efforts result in serious injuries and compounded problems.

To avoid the problems associated with spontaneous actions, rescue efforts should be planned and practiced in advance. The decision to attempt a rescue should be based on two factors:

- The risks involved.
- The overall goal of doing the greatest good for the greatest number of people.

Search And Rescue Resources

As shown in the figure, search and rescue operations require three components:

- *Rescuers* include trained personnel and volunteers.
- *Tools* depend on their availability and the needs of the situation. For example, storm or earthquake damage may require tools for lifting debris whereas flood damage may require boats, ropes, and life preservers.
- *Time* may be very limited for some victims. The first 24 hours after a disaster has been called the “Golden Day”—that period during which injured or trapped victims have an 80 percent chance of survival if rescued.

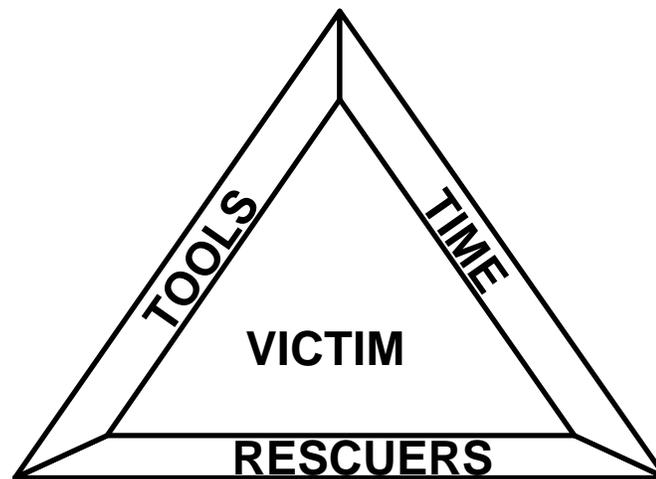


Figure: Components Of Search And Rescue Operations

In the aftermath of a disaster, each of these components may be very limited. ERT search and rescue teams can make their efforts more effective in the time available through:

- Planning (developing rescue action plans based on probable search and rescue situations), and practicing implementing those plans.
- Realistic size-up of the situation.
- Careful attention to rescuer safety.

2.0 Planning

Introduction

Planning involves assessing probable needs, risks, and resources before disaster strikes and developing an action plan that takes these factors into account. Action plans should be implemented under simulated disaster conditions to identify their strengths and weaknesses and ways to improve their implementation.

Assessing Needs And Risks

Needs and risks are determined to some extent by the types of occupancies in the local area. Type of occupancies in this case does not just refer to houses. It also refers to any place where people might be during a disaster, including:

- Apartments, condominiums, and mobile homes.
- Industrial, commercial, or office space.
- Schools.
- Places of worship.
- Hospitals and nursing homes.
- Airports.

Assessing Needs And Risks (Continued)

Part of search and rescue planning involves identifying the different types of occupancies in the local area and asking:

- What does this mean in terms of population density?
- What does it mean for the kinds of rescue efforts that may be required?
- What are the implications for rescuer safety?

Careful examination of the types of occupancies that may be involved in a disaster will provide valuable information about the human and physical resources that may be required and the amount of time that may be available for search and rescue operations.

Assessing Resources

The very first step in search and rescue operations is to identify local resources *before* a disaster even occurs. Search and rescue resources may include personnel, equipment, and tools. ERT planners should use the questions in the table below to guide their resource planning efforts.

<i>Resource</i>	<i>Planning Questions</i>
Personnel	<ul style="list-style-type: none">• Who lives and/or works in the area?• During which hours are these people most likely to be available?• What skills or hobbies do they have that might be useful in search and rescue operations?• What might be the most effective means of mobilizing their efforts?
Equipment	<ul style="list-style-type: none">• What equipment is available locally that might be useful for search and rescue?• Where is it located?• How can it be accessed?• On which structures (or types of structures) might it be most effective?
Tools	<ul style="list-style-type: none">• What tools are available that might be useful for lifting, moving, or cutting disaster debris?

Table: Search And Rescue Resource Planning Questions

Considering each of these questions will greatly facilitate search and rescue operations under disaster conditions.

3.0 Search And Rescue Size-Up

What Is Search And Rescue Size-Up?

As described earlier, size-up is a continuous analysis of facts that forms the basis for decision making and planning. Rescues must be planned and carefully executed to ensure the success of the rescue and the safety of the rescuer. Like size-up for other disaster operations, search and rescue size-up continues throughout the disaster response. It includes seven steps:

- Step 1: Gather facts.
- Step 2: Assess damage to the building.
- Step 3: Identify your resources.
- Step 4: Establish the rescue priorities.
- Step 5: Develop a rescue plan.
- Step 6: Conduct the rescue.
- Step 7: Evaluate your progress.

Each of the size-up steps will provide information that may be critical to search and rescue efforts.

Step 1: Gather Facts

Let the facts of the situation guide your search and rescue efforts. Consider the types of structure and construction, location, and severity of damage, as well as environmental conditions and hazards, the probable number of victims, and their conditions. Because the search and rescue situation continually changes, gather facts about the situation on a continual basis and revise plans as needed. Some of the questions that ERT search and rescue personnel must answer during fact-gathering are included in the table below. The answers to these questions will enable you to complete size-up Step 2: Assess Damage To The Building.

<i>Planning Factor</i>	<i>Questions</i>
Time of Day/Week	<ul style="list-style-type: none"> • How does the time of day/week affect numbers of people possibly trapped in the area? • Where are the victims likely to be (e.g., home, work, in bed, on the road)? • How much daylight is available for search and rescue efforts—or, if none: <ul style="list-style-type: none"> - How long will it be until sunrise? - Is artificial lighting available and practical?
Occupancy Type	<ul style="list-style-type: none"> • Where are potential victims likely to be in the structure? • How many potential victims are likely?
Construction Type	<ul style="list-style-type: none"> • What types of construction have been affected? • What are the implications for search and rescue? • Is the age of construction significant?
Weather	<ul style="list-style-type: none"> • What is the current and forecast weather? • How will the weather affect rescue efforts? • How will it affect victims? • How will it affect rescuers?
Hazards	<ul style="list-style-type: none"> • What and where are the general hazards in the area (e.g., utilities, natural hazards, hazardous materials)? • What steps are necessary to mitigate these hazards? • How long will mitigation efforts take? • What effect might the delay have on the victims?

Table: Planning Factors For Search And Rescue Fact-Gathering

Step 2: Assess Damage To The Building

There are no hard and fast rules for assessing damage. However, the damage categories in the table below will serve as a reference point for defining your primary search and rescue mission.

<i>If Structural Damage Is . . .</i>	<i>Then The ERT Mission Is . . .</i>
Light: Superficial or cosmetic damage, broken windows, fallen plaster; primary damage to contents of structure . . .	To locate, triage, and prioritize removal of victims to designated treatment areas by the medical operation teams.
Moderate: Questionable structural stability; fractures, tilting, foundation movement or displacement . . .	To locate, stabilize, and immediately evacuate victims to a safe area while <u>minimizing the number of rescuers inside the building</u> .
Heavy: Obvious structural instability; partial or total wall collapse, ceiling failures . . .	To secure the building perimeter and control access into the structure by untrained but well-intentioned volunteers.

Table: ERT Mission By Structural Damage Category

After—or in conjunction with—the damage assessment, ERT search and rescue personnel must consider probable amounts of damage and rescue requirements based on the type and age of construction.

Experienced search and rescue personnel can anticipate probable amounts of damage following a disaster event based on the severity of the event and the types of structures involved. The table below presents examples of the types and degree of damage likely to be found in various types of structures after an earthquake.

Assess the damage from all sides by “taking a lap” around the building.

<i>Construction Type</i>	<i>Description</i>	<i>Probable Damage Areas</i>	<i>Severity</i>
Single-Family Dwelling	• Wood frame	• Masonry chimney • Utilities	Light
	• Pre-1933	• Foundation movement • Utilities • Porches	Moderate
	• Hillside	• Unique hazards • Ground failure	Heavy
Multiple-Family Dwelling	• Up-and-down and/or side-by-side living units	• Soft first floor • Utilities	Moderate

Un-reinforced Brick	<ul style="list-style-type: none"> • Pre-1933 construction • Lime or sand mortar • “King Row” or “Soldier Row” (bricks turned on edge every 5-7 rows) • Reinforcing plates 	<ul style="list-style-type: none"> • Arched/recessed windows and doors • Walls collapse, then roofs 	Heavy
Tilt-Up	<ul style="list-style-type: none"> • Large warehouses and plants • Concrete slabs lifted into place • Walls inset approximately 6-8 inches • Lightweight roof construction 	<ul style="list-style-type: none"> • Roof collapses, then walls 	Heavy
High-Rise	<ul style="list-style-type: none"> • Steel reinforced 	<ul style="list-style-type: none"> • Broken glass • Content movement • Exterior trim/fascia 	Light

Table: Probable Severity And Type Of Damage Based On Construction Type

Step 3: Identify Your Resources

In this step, the rescue team identifies all of the resources, such as personnel, equipment, and tools that are available to assist in rescuing victims.

Step 4: Establish The Rescue Priorities

Once resources have been identified, the rescuers must determine what the priorities are for the situation at hand. For example, in a building there may be water rising, with victims trapped inside. In that case, the priority becomes getting out those victims who can be easily reached and removed without putting any rescuers at risk.

Step 5: Develop A Rescue Plan

Next, the rescuers decide specifically how they are going to complete the tasks that they have determined are the highest priorities. In the example just cited, the plan might be, “Joe, you and Bill do a quick search of the first floor. John and Sue, gather up all the loose 2 x 4 lumber you can find and break it into lengths of 3 feet and 6 feet. Sally, you will keep in voice contact with Joe and Bill when they go inside. Any questions? Great, let’s get started.”

Step 6: Conduct The Rescue

Once the plan has been developed, the rescue team puts it into action and begins the rescue.

Step 7: Evaluate Your Progress

This is the most important step from a safety standpoint. The rescuers must continually monitor the situation to prevent any harm to the rescuers. Also, they determine if their plan is working, and if not, how it can be changed to make it work.

Safety Considerations

In assessing your own situation and making decisions about search and rescue strategies, rescuer safety must be the primary concern. The two most frequent causes of rescuer deaths are *disorientation* and *secondary collapse*. The following are guidelines for safe search and rescue.

- *Buddy System*. Always work in pairs, with a third person acting as a runner.
- *Hazards*. Be alert for hazards, such as sharp objects, dust, hazardous materials, power lines, leaking natural gas, high water, fire hazards, and unstable structures. If water is present, check the depth before entering. Never enter rising water.
- *Safety Equipment*. Wear safety equipment and clothing appropriate to the task. In search and rescue operations, the equipment will include:
 - Helmet or hard hat.
 - Goggles.
 - Dust mask.
 - Whistle (e.g., Clog rescue whistle) for signaling other rescue workers.
 - Leather work gloves.
 - Clothing appropriate for the weather (e.g., protection from cold or rain).
 - Sturdy shoes (preferably steel-toed).

Remember, a dust mask offers protection only against airborne particulates. It will not filter harmful materials such as carbon monoxide or other hazardous materials.

- *Rotate Teams*. Have back-up teams available. Monitor the length of exposure of active teams. Be alert to signs of fatigue. Establish regular search and rescue shifts or rotate personnel (as a team) as needed. Have teams drink fluids and eat to maintain themselves.

Evacuation

Evacuation is the organized withdrawal from an area for purposes of protecting the safety of the area's inhabitants. In the event that evacuation becomes necessary, use the following steps as guidelines to ensure safety and organization.

<i>Step</i>	<i>Action</i>
1. Determine the need	Determine whether there is a need for total or partial evacuation.
2. Identify a relocation area	Select an area that is free of hazards and easily accessible.
3. Communicate	Communicate to everyone involved the need to evacuate and the locations of shelters.
4. Predestinated routes	Designate routes from the area to be evacuated to the area of relocation. Consider alternatives.
5. Report the evacuation	Be sure to inform emergency management personnel about the evacuation to avoid unnecessary duplication of effort and risk.

Table: Guidelines For Safe Evacuation

4.0 Conducting Search Operations

Introduction

Once the decision is made to initiate search operations within a specific structure or area, ERT members must systematically inspect the area for victims, as assigned by the ERT Area Team Leader. This involves two processes:

- Locating potential victims.
- Employing search techniques appropriate to the operation.

By following these processes, search operations will be more efficient, thorough, and safe and will facilitate later rescue operations.

Locating Potential Victims

The first step in locating potential victims is to gather any additional information required for the specific structure or area. This requires searchers to conduct a “mini-size-up” to gain more precise damage information and develop priorities and plans. Detailed information about a structure, together with information about the type of construction, will provide information about areas of entrapment. Inspecting a structure by taking a lap around it will also provide useful information.

Areas Of Entrapment

Locating victims in and around a damaged structure generally means finding the areas of entrapment—or *voids*—in which they are concealed. There are several types of voids to look for.

- *Pancake Voids*. Pancake voids (most common in pre-1933 buildings) are small voids throughout a structure that are created by weakening or destruction of load-bearing walls and the resulting collapse of floors onto each other. Pancake voids are the most difficult and time-consuming to search.

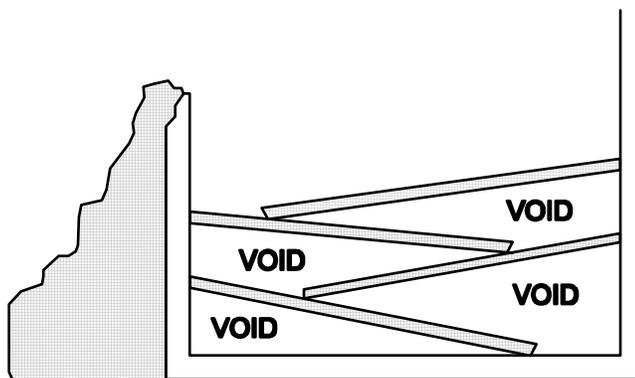


Figure: Pancake Void

- *Lean-To Voids.* Lean-to voids are created when a collapsed wall or floor is resting against an outside wall, creating a pocket of space. A victim trapped in this type of void has the greatest chance of being alive. An example of a lean-to void is shown in the figure below.

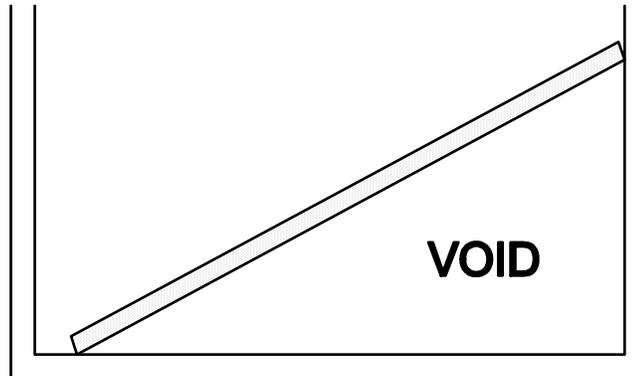


Figure: Lean-To Void

- *“V” Voids.* These voids are created by a “V” collapse of a floor or wall: the middle collapses and the ends lean against the outside walls. Upturned heavy furniture or materials may be concentrated near the center of the floor. A drawing of a “V” void is shown in the figure below.

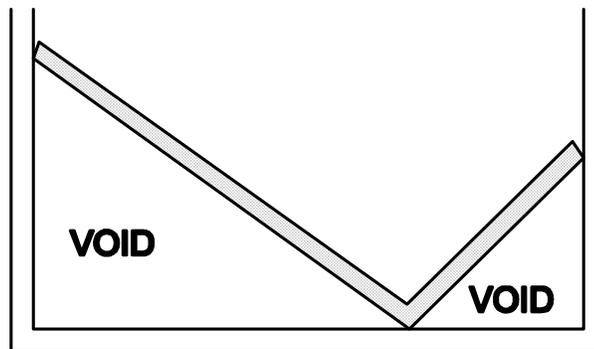


Figure: “V” Void

- *Individual Voids.* Individual voids are spaces into which the victim may have crawled for protection. For example, victims might be found under desks or in bathtubs.

After identifying the possible areas of entrapment, the next step is to determine the potential number of victims and identify the most probable areas of entrapment. Some of this information may be known through preplanning, but some may need to be obtained by other means, such as by talking with bystanders. When talking with bystanders, get as much information as possible. (For example, how many people live/work here? Where would they be at this time? What do you know about the building layout? What have you seen or heard? Has anyone come out?) Realize that bystanders may

be traumatized by the event, however, and may tend to exaggerate potential numbers or may not remember events—or even building floor plans—accurately.

Finally, determine the normal exit routes from the building. Some victims may have become trapped while trying to escape.

After gathering the additional information, ERT members will be able to plan search priorities and implement the search.

Search Methodology

An effective search methodology:

- Is systematic and thorough.
- Avoids unnecessary duplication of effort.
- Provides for documentation of search results.

Experienced search and rescue personnel have found the search procedures listed below to be effective.

- *Call Out.* Begin the search by shouting something like, “If anyone can hear my voice, come here.” If any victims respond, give them further directions such as “Stay here” or “Wait outside” (depending on the condition of the building). Be sure to ask victims for any information they may have about building damage or about others trapped in the building.
- *Be Systematic.* Use a systematic search pattern to ensure that all areas of the building are covered. For example:
- *Bottom-Up/Top-Down.* Searching from the bottom of the building up and/or from the top down is well suited to multi-story buildings.
- *Right Wall/Left Wall.* Moving systematically from one side to the other is well suited to single-floor structures and avoids repetition. The wall is the rescuer’s lifeline. If you or your partner becomes disoriented, reverse your steps, staying close to the wall until you get back to the doorway. Throughout your search, maintain voice contact with your partner so you do not get separated.

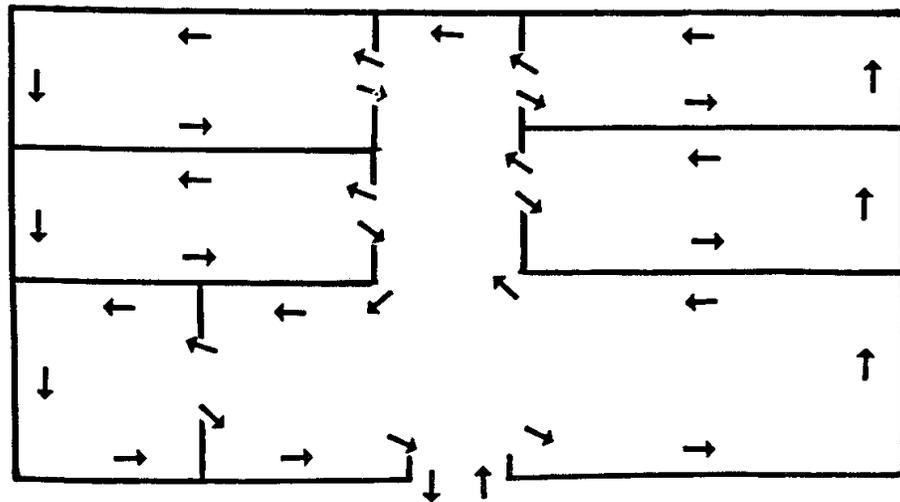


Figure: Systematic Room-Search Pattern

- *Listen Carefully.* Stop frequently and just listen—for tapping sounds, movement, or voices.
- *Triangulate.* Triangulation enables rescuers to view a single location from several perspectives. Three rescuers, guided by victim sounds, form a triangle around a designated area and direct flashlights into the area. The light shining from different directions will eliminate shadows that could otherwise hide victims. Triangulation is illustrated in Figure V-6 on the next page.
- *Use The Buddy System.* Working together, two rescuers can search a structure more effectively—and provide an additional measure of safety to each other. Buddies should also use a web belt to connect one another, especially in dark or smoke-filled areas.

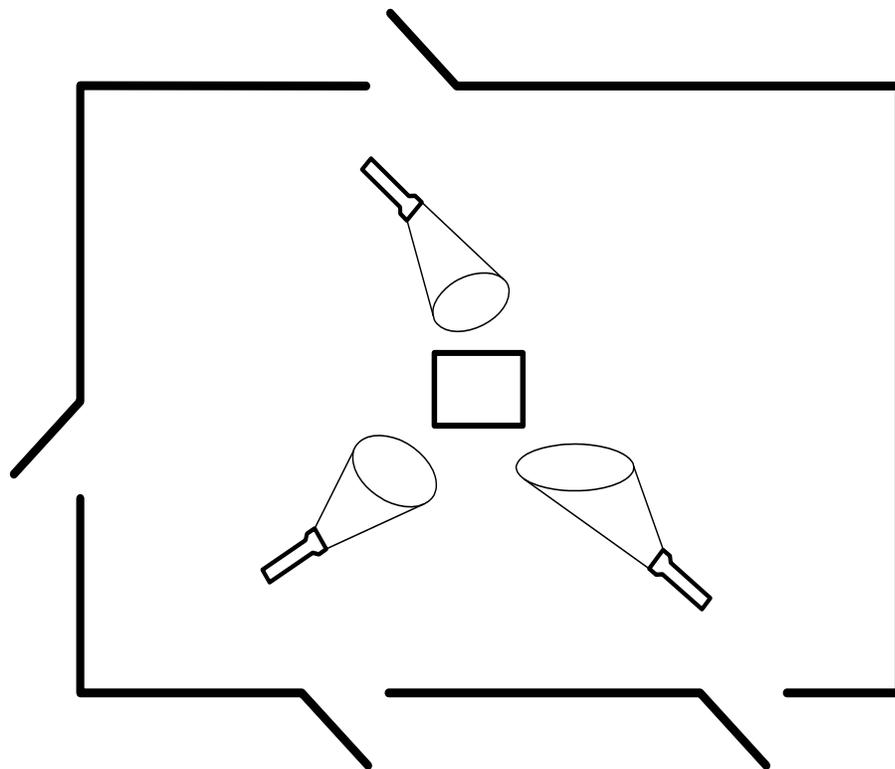


Figure: Triangulation

Search Methodology (Continued)

- *Mark Searched Areas.* Marking searched areas prevents duplication of efforts and identifies where rescuers are and have been. Make a single diagonal slash on or next to the door just before entering. Make an opposite slash (creating an “X”) when all occupants have been removed and the search of that area is finished (as shown on the left side of the Figure below). As shown on the right side of Figure, the four quadrants of the “X” can be used to indicate the initials of the searcher (left quadrant), the time/date of the search (top quadrant), personal hazards (right quadrant), and number of victims still inside (bottom quadrant). Use a zero if no victims are found. Put a box around the “X” if it is not safe to conduct search and rescue efforts in the room or building
- *Document Results.* Keep complete records both of removed victims and of victims who remain trapped or dead, then report this information to emergency agencies when they reach your ERT.

Following these steps will avoid duplication of effort and will help rescue operations.

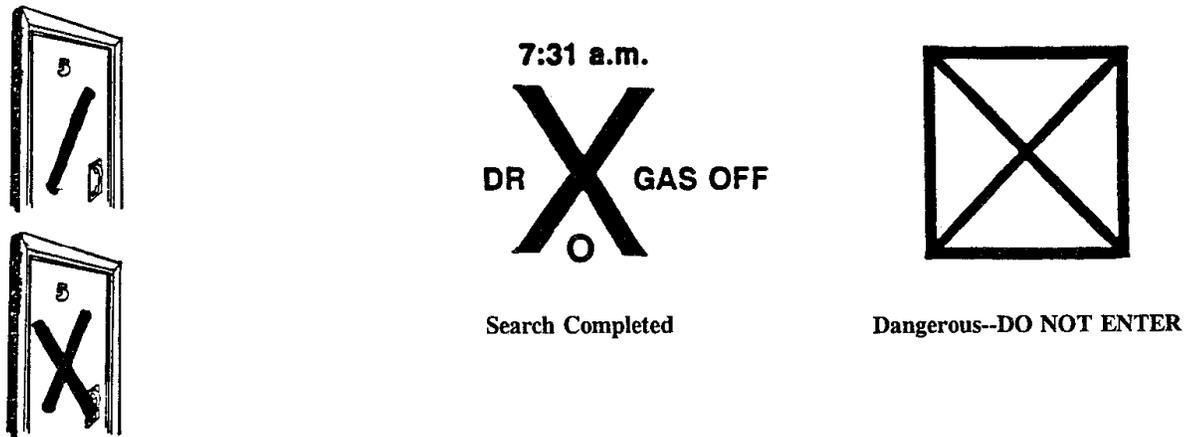


Figure: Marking Searched Areas

5.0 Conducting Rescue Operations

Introduction

Rescues involve three primary functions:

- *Creating a safe rescue environment.* Creating a safe rescue environment may involve lifting objects out of the way, using tools to move objects, shoring up walls, and removing debris.
- *Triaging or stabilizing victims.*
- *Victim removal.* Search and rescue teams will remove victims immediately from moderately damaged buildings to a safe zone. Medical teams will remove victims from lightly damaged buildings, after head-to-toe assessment and treatment.

This section will focus on creating a safe environment and victim removal.

Creating A Safe Rescue Environment

The goals of victim rescue operations are to:

- Maintain rescuer safety.
- Triage in lightly damaged buildings.
- Stabilize (airway, bleeding, and shock) and evacuate as quickly as possible from moderately damaged buildings, while minimizing additional injury.

None of these goals can be achieved without first creating as safe an environment as possible prior to beginning extrication. There are precautions that all ERT rescuers must take to minimize the risk involved in rescue efforts.

Know Your Limitations

- Many well-intentioned volunteers have been injured or killed during rescue operations simply because they did not pay attention to their own physical and mental limitations. As a ERT rescuer, you must know your limits and monitor your condition. Take time to eat, drink fluids, rest, and recuperate so you can return with a clear mind and refreshed energy. Remember: *Fatigue leads to injury.*

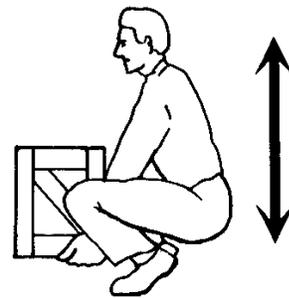
Follow Safety Procedures

Always protect yourself by wearing and/or using the safety equipment required for the situation and following established procedures, including:

- Working in pairs.
- Never entering an unstable structure.
- Following recommended procedures for lifting and carrying.

Lifting should always be done in a way that protects the rescuer's back from strain or other injury. To lift safely:

- Bend your knees and squat.
- Keep the load close to your body.
- Keep your back straight.
- Push up with your legs.



Proper body position for lifting is shown in the picture to the right.

Figure: Proper Body Position For Lifting

Never put your own safety in jeopardy. You can only be valuable as a rescuer if you remain healthy and uninjured.

Identifying Tool And Equipment Requirements

Rescue tools may be anything that can be used to find and reach victims or to move large objects out of the way. Tool and equipment requirements will vary somewhat depending on the type of disaster and rescue requirements. Identify probable tool and equipment requirements during planning so that appropriate tools and equipment will be more readily available when needed.

Leveraging And Cribbing

When a large object such as a collapsed wall or heavy debris needs to be moved in order to free victims, leverage and cribbing may be used.

- *Leverage* is obtained by wedging a lever (pole or other long object) under the object that needs to be moved, with a stationary object underneath it to act as a fulcrum. When the lever is forced down over the fulcrum, greater force is obtained to lift the object.

- A *crib* is a framework of wooden or metal bars used for support or strengthening. *Box cribbing* means arranging pairs of wood pieces alternately to form a stable rectangle. In a disaster situation, debris may be available to use for cribbing.

•
Leveraging and cribbing are used together by alternately lifting the object a little (using the lever) and placing cribbing materials underneath the lifted edge to stabilize it. The process should be gradual: “*Lift an inch—crib an inch.*” When leveraging and cribbing one end of an object, make sure that you are not creating an unstable condition at the other. You may have to leverage and crib both ends.

When sufficient lift is achieved, remove the victim, reverse the procedure, and lower the object. *Never leave an unsafe condition.*

Removing Debris

When you must remove debris in order to locate or extricate victims, a “human chain” may be used. Have volunteers line up so that they can hand debris from one person to the next, away from the rescue site. The chain should be located so as not to impede victim removal or restrict any path of travel. Wear leather gloves to protect your hands. Your hands are your most important rescue tool.

Removing Victims

Basically, there are two main methods of removal that rescuers can employ to get victims out of a structure. They are:

- Self-removal or assist.
- Lifts and drags.
- Self-Removal Or Assist

Ambulatory victims may be able to get out, with or without assistance, once obstacles are removed. Even when a victim is capable of self-removal, provide assistance and support as the victim vacates the area to avoid the possibility of additional injury.

Lifts And Drags

If a victim cannot get out on his or her own, size up the situation to determine the most appropriate means of removal. The extrication method selected depends on the number of rescuers available, the strength and ability of the rescuers, the condition of the victim, and the general stability of the immediate environment.

Unless there is a condition that threatens rescuer safety (e.g., the building is on fire, or collapsing, or filling with water), do not use these types of victim removal if you suspect a closed head, neck, or spine injury. Victims with injuries to the head or spine should be stabilized on a backboard before removal. Remember to use in-line stabilization.

- *One-Person Arm Carry.* If you are physically strong, you may be able to lift and carry a victim by yourself. Reach around the victim's back and under the knees, and lift. The victim may be able to assist by placing an arm around your shoulder.

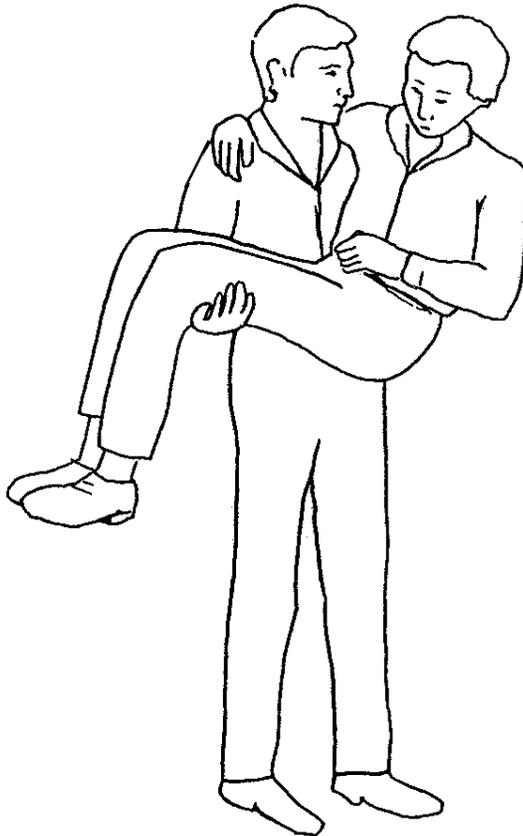


Figure: One-Person Arm Carry

Lifts And Drags (Continued)

- *One-Person Pack-Strap Carry.* To accomplish this carry:
 - Stand with your back to the victim.
 - Place the victim's arms over your shoulders and grab the hands in front of your chest.
 - Hoist the victim onto your back by bending forward slightly, so his or her feet just clear the floor.

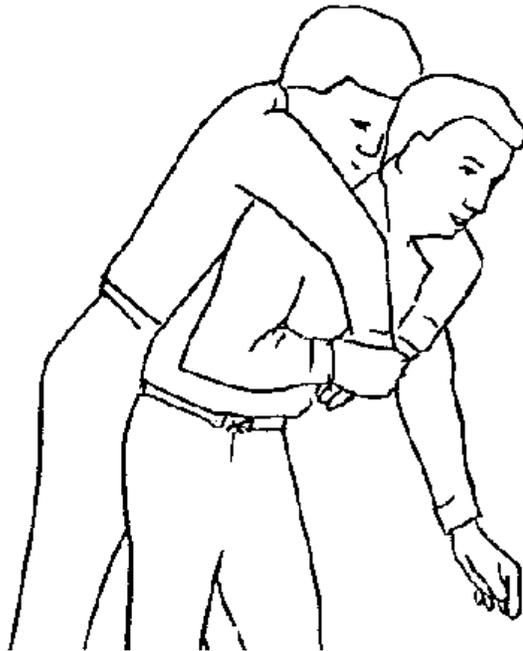


Figure: One-Person Pack-Strap Carry

- *Two-Person Lift.* The two-person lift is also called the “Georgia Street Carry.”
 - Rescuer 1: Squat at the victim's head and grasp the victim from behind around the midsection. Reach under the arms and grasp the victim's forearms.
 - Rescuer 2: Squat between the victim's knees, facing either toward or away from the victim. Grasp the outside of the victim's legs at the knees.
 - Using safe lifting procedures, rise to a standing position, lifting the victim. The victim can then be walked to safety.



Figure: Two-Person Carry

- *Chair Carry.* This technique requires two rescuers:
 - Place the victim in a straight-back chair (e.g., a wooden kitchen chair).
 - Rescuer 1: Facing the back of the chair, grasp the back uprights.
 - Rescuer 2: With your back to the victim's knees, reach back and grasp the two front legs of the chair.
 - Tilt the chair back, lift, and walk out.

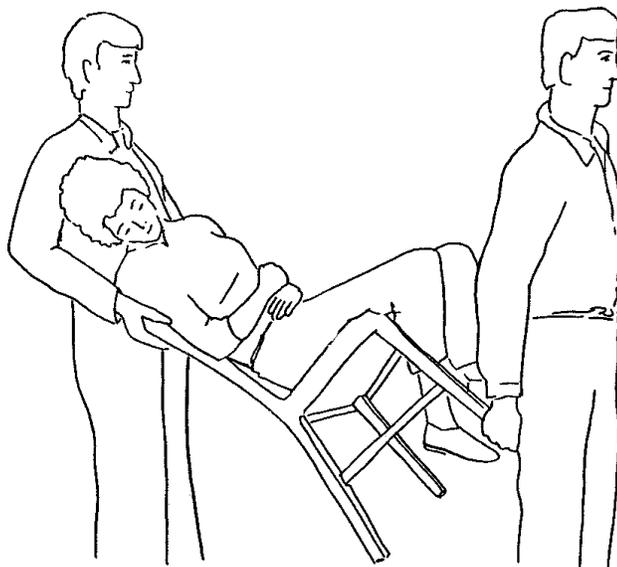


Figure: Chair Carry

Lifts And Drags (Continued)

- *Blanket Carry.* The blanket carry requires at least six rescuers to provide stability to the victim, with one person designated as the lead person.
 - Lay a blanket next to the victim.
 - Tuck the blanket under the victim, and roll the victim into the center of the blanket.
 - Roll up the blanket edges toward the victim, to form tube-like handles on each side of the victim.
 - With three rescuers squatting on each side and grasping the “handle,” the lead person checks the team for even weight distribution and correct lifting position.
 - The lead person calls out, “Ready to lift on the count of three: one, two, three, *lift.*”
 - The team lifts and stands in unison, keeping the victim level, and carries the victim feet first.
 - To lower the victim, the lead person calls out, “Ready to lower on the count of three: one, two, three, *lower.*”
- *Improvised Stretchers.* A variety of materials can be used as improvised stretchers, which can be carried by two rescuers. For example, your instructors will demonstrate how to make a stretcher from poles and jackets.
- *Drag.* Drag the victim out of the confined area by grasping either under the arms or by the feet and pulling across the floor. Remember to use safe lifting procedures. Both dragging techniques are shown in the figure below. One rescuer can also use the *blanket drag* (shown in the figure on the following page) by wrapping the victim in a blanket, squatting down and grasping an edge of the blanket, and dragging the victim across the floor. By carefully assessing the situation and the victim’s physical condition, then using correct removal techniques, ERT members can remove entrapped victims safely.

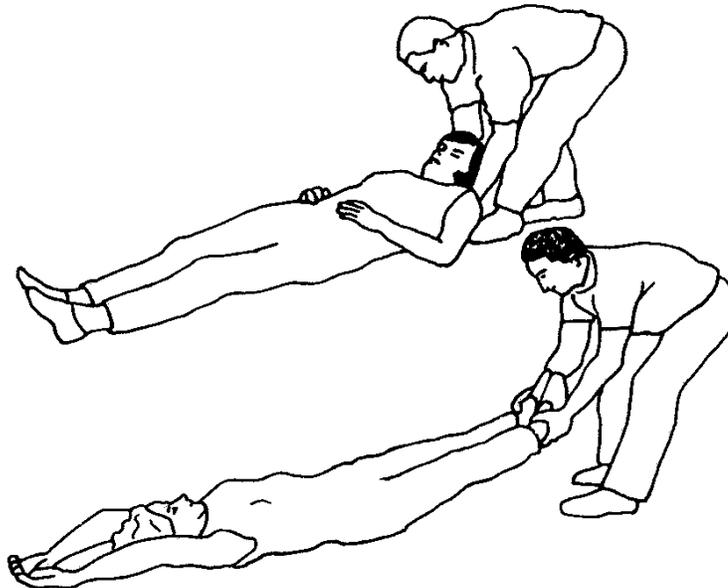


Figure: Correct Drag Techniques

•Lifts And Drags (Continued)

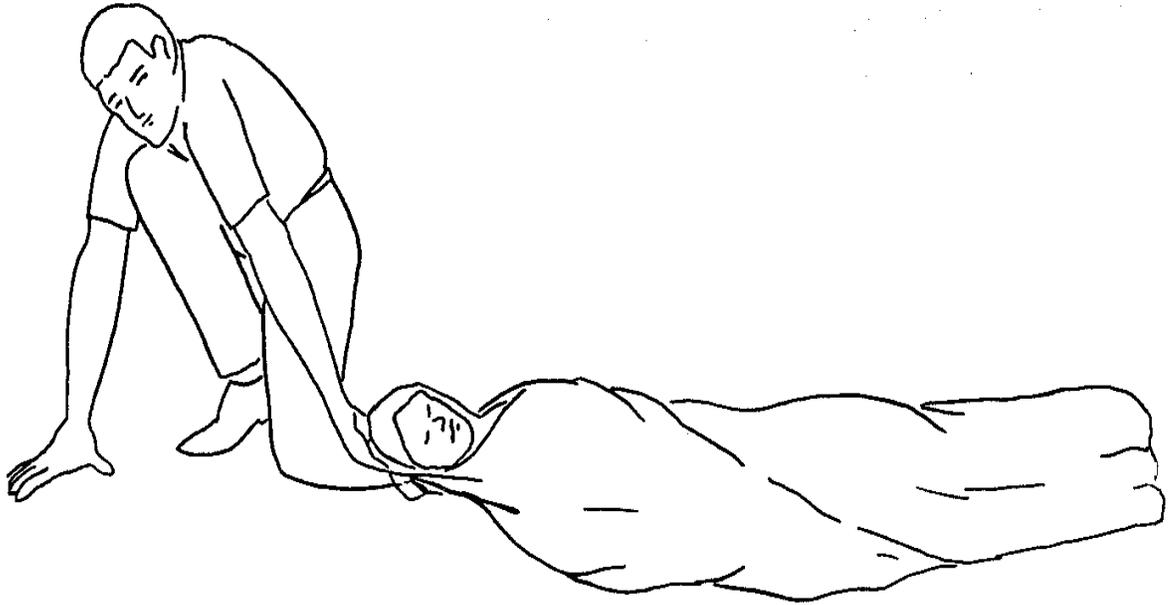


Figure: Blanket Drag

6.0 Summary

Introduction

Search and rescue are two different activities that should be planned carefully and practiced in advance. The decision to attempt a rescue should be based on:

- The risks involved.
- Achievement of the overall goal of doing the greatest good for the greatest number.

The objectives of search and rescue are to:

- Maintain rescuer safety at all times.
- Rescue the greatest number of people in the shortest amount of time.
- Rescue the lightly trapped victims first.

ERT members are restricted to *light search and rescue*. Their mission when dealing with heavily damaged structures is to:

- Isolate the area.
- Warn others.

Search And Rescue Resources

The three main resources required for search and rescue operations are:

- Rescuers.
- Tools.
- Time.

Each of these resources may be very limited. Planning, accurate size-up, and careful attention to rescuer safety will be critical.

Conducting Search And Rescue Size-Up

As in other ERT operations, size-up is a critical first step. Search and rescue size-up follows the same basic process as for fire-suppression or medical operations. Size-up continues throughout response efforts and provides valuable information about how search and rescue efforts should proceed.

Should size-up indicate that total or partial evacuation is necessary, the ERT mission is to ensure safety and organization during the evacuation.

Conducting Search Operations

Once the decision to begin search operations is made, ERT members must systematically:

- Locate potential victims.
- Employ appropriate search techniques.

Locating potential victims requires ERT members to conduct a “mini-size-up” of areas of entrapment and potential number of victims. After locating potential victims, ERT members will implement a search methodology that:

- Is systematic and thorough.
- Avoids unnecessary duplication of effort.
- Provides documentation of results.

Conducting Rescue Operations

Rescues involve three functions:

- Creating a safe environment.
- Triaging or stabilizing victims.
- Removing victims.

The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury. A large part of maintaining rescuer safety is for every ERT member to recognize his or her personal limitations and follow prescribed safety procedures.

Once the environment is stabilized, victims can be removed in a number of ways, depending on their condition, the number of rescuers available, the strength and abilities of the rescuers, and the stability of the immediate environment. Sometimes, a victim may be able to get out once obstacles are removed. Leveraging and cribbing may be used for debris removal. When victim removal is

required, ERT members must assess the situation and select the extrication method that is best suited for the situation. Victims with head or spine injuries must be stabilized to avoid additional injury. In these cases, EMS personnel should be called in if possible.

Additional Reading

California Fire Service, Training And Education Services. Fundamentals Of Heavy Rescue. 1987.

Landis, Pamela R. "Emergency Service Stress: Avoiding The Silent Slayer." American Fire Journal. Fire Publications, Inc. Bellflower, CA: July 1988.

McManus, Marianne. Quake Stress. Santa Monica, CA: California Psychological Publishers, 1988.

Mitchell, Jeffrey T. "When Disaster Strikes . . . The Critical Stress Debriefing Process." Journal Of Emergency Medical Services. Jems Publishing Co., Inc. Carlsbad, CA: January 1983.

Crisis Communication Plan

1.0 Community Warning and Communication

Whenever possible, prior notification of emergencies or disasters that may affect the college community should be made on one, any, or all of the following avenues:

- Email bulletin to all College email addresses
- Broadcast message to all College phones and speakers
- Radio announcements
- Site specific postings in buildings
- Notification using video screens located across campuses
- External Communications
- FlashAlert text messaging system
- Emergency Public Information

2.0 Crisis Situation

A crisis situation shall be defined as any situation or event identified by the Threat Assessment Team as having a major impact on the campus community as a whole. Examples of such a situation include explosions, chemical spills, or a sniper in a central location, a hostage situation, floods and other natural weather occurrences. It does not include isolated crime incidents, which are routinely handled by the Police Department. The term "crisis" most frequently refers to the period immediately following a situation which has wide spread interest among the local, state and national community, thus generating interest from the local, state and national media and requiring the College's full attention for its duration.

Purpose

This plan describes the role of the Emergency Management Group Team in collecting and conveying information to the public during or immediately following a crisis or emergency situation.

Situation

- Each crisis or emergency will require a unique public information response. The extent of the response will depend on the nature of the crisis.
- Emergency Management Group Team 1 contacts should include print and broadcast media, and the office serves as liaison with the press during a crisis.
- Information is received from the Emergency Operations Center for dissemination to press and public.

Assumptions

- Often the only information the public receives about an emergency is through the media; therefore, media relations are an essential element of any crisis plan. Time is critical and a response must be issued as soon as possible with follow-up bulletins, as required.
- A crisis situation is big news and is likely to result in more public exposure for the College than hundreds of "good news" stories.

Operations

- **General**
 - To ensure that the College's public information response to an emergency is quick, accurate, sensitive, and responsible, Emergency Management Group Team will coordinate crisis communications with campus and off-campus media. Emergency Management Group Team will set up a crisis communication center in its offices to remain open 24 hours a day during a crisis. This is not to be confused with the Emergency Operations Center in charge of making decisions pertaining to the handling of the crisis itself. (See Emergency Action Plan)
 - If the President is unavailable, the Chief Talent and Operations Officer will serve as the senior College official.
 - During an emergency, the College President will serve as the College Spokesperson. Other College staff and student workers will be given the Spokesperson's name and phone number for referral of media phone calls.

Phases of Response

- **Immediate**
 - The President will determine if an official statement should be prepared and released. If warranted, he will also develop answers to specific questions that may be asked by the media.
 - Spokesperson will brief all personnel who are assigned to answer the phone. Each person will be assigned a national TV network (CBS, NBC, ABC, CNN, Associated Press) and/or print publication to serve as the contact person for that network or publication. This will reduce the blitz of calls from a TV network to several staff members and reduce duplication of effort.
 - Telephone hot lines: Two telephones in the Executive Offices will be designated as crisis hot-line phones with recorded messages of the latest information on the situation, one for the campus community, one for all other incoming calls. Those phone numbers will be made available to the media at the beginning of a crisis period for dissemination to the public. A staff member will be assigned to update recorded messages for those phones.

- E-mail will also be used to send campus wide advisories. Cell phone texting can be provided should a loss of power occur.
 - Spokesperson will get basic information (type of emergency/disaster; time of disaster; actions taken; areas and number of people involved; fatalities, injuries and extent of damage) and prepare an official news release. All College staff members will be kept apprised of breaking news to enable them to answer media questions.
 - Spokesperson will verify all sources of information.
 - Spokesperson will clear press release with the President as quickly as possible before releasing it to the media.
 - In cases involving employee or student injuries or deaths, appropriate personnel will notify families before the information is released to the public.
 - Spokesperson will coordinate the release of factual information with local hospitals and other disaster agencies, providing as prompt, accurate and complete information as possible.
- **Ongoing period**
In a crisis, the Emergency Management Group Team staff will:
 - Provide--via the news media--the public and constituents with basic information about an emergency or threatened emergency.
 - Keep the public, media, and constituents informed of the situation and provide advice on what they should or should not do to prevent further damage or loss of life, panic, or interference with emergency response efforts.
 - Keep the public, media and constituents informed of where to seek temporary housing, food, etc.
 - Instruct the public on how to obtain further advice or information.
 - **Recovery period**
The Emergency Management Group Team will issue media updates as long as necessary, then scale back activities as warranted. Upon termination of the crisis situation, the Chief Talent and Operations Officer will schedule a meeting of all key players to review all actions taken and "lessons learned." These will be included in an after-action report forwarded to the President and any other appropriate College departments.

Organization and Assignment or Responsibilities

- **Organization**

- The Chief Talent and Operations Officer or his/her designee will supervise crisis communications with the media.
- College staff members in Emergency Management Group Team, as well as other campus units and staff members, will be called upon for assistance when necessary.

- **Responsibilities**

- Emergency Management Group Team will provide assistance for compiling and relaying official statements to print and broadcast media.
- Press Conferences: When a press conference is called, the Spokesperson will attend, as well as a third party who will phone information to the Emergency Management Group Team as soon as it becomes available, enabling staff there to pass along this information to the media as they call with their questions. The Spokesperson will speak at a press conference when a major crisis needs to be announced or when he wishes to issue updates on the situation.
 - **Site:** Lecture Hall. Building 2, 3rd floor
 - **Time:** Must be convenient to College personnel but also be early enough for media to make their evening news deadlines (no later than 3:30 p.m.). This consideration is important for maintaining positive relationships with the media.
 - **Parking:** Request that a staff member be stationed at the parking lots to allow media with credentials to park in the lot near Building 2.

- **Media relations**

- Interviews:
Members of the Emergency Management Group will be available for interviews related to their specific areas and may be interviewed at some central location to be determined by the Spokesperson and the Chief Talent and Operations Officer. When a reporter contacts a member of the Emergency Management Group directly, the designated spokesperson for that unit may respond to questions in his/her area of expertise and immediately inform the Emergency Management Group Team of the interview.
- General observations:
Dealing with the media should always be honest and courteous to encourage the media's confidence in and respect for College personnel. Spokespersons' attitudes toward media reflect on the image of the College. Withholding information from the media will generate suspicion and distrust.

- **Crisis team**

Based upon the type of crisis, certain key people will work directly with the Emergency Management Group and the Presidents Office to facilitate dissemination of information. The numbers for the list below is located in the Emergency Action Plan.

- College President
- Chief Talent and Operations Officer
- Chief Student Services Officer
- Director of Facilities Services
- Chief Technology and Planning Officer
- Chief Financial Officer
- Chief Institutional Advancement Officer

- **Emergency Communications**

It is important that Emergency Management Team be able to communicate to those listed below by whatever means necessary. Effective communication is essential in all types of emergencies. Consider communications between:

- Emergency responders
- Responders and the Emergency Operations Center (EOC)
- The EOC and EMG Team
- The EMG Team and outside response organizations
- The EMG Team and neighboring businesses
- The EMG Team and employees' families
- The EMG Team and customers
- The EMG Team and media

Methods of communication include:

- Messenger
- Telephone
- Cell phones
- Two-way radio
- FAX machine
- E-mail
- Satellite phone
- Local area networks
- Hand signals

Direction and Control

The Chief Talent and Operations Officer or his/her designee shall handle Media relations. The College President will consult with the Emergency Operations Center for appropriate information to release to the media. The Spokesperson will provide an area for media to congregate that is away from the effected area. NO media will be allowed in an effected area without the express permission of the Emergency Operations Center.

Emergency Procedures for Specific Hazards

1.0 FIRE

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm by pulling the red alarm pull box located in each hallway.
- If possible, call **911**. Give your name, and the location and nature of the fire.
- If the fire is small, you may wish to extinguish it with a fire extinguisher. Fire extinguishers are located in each hallway. Be sure you are using the proper extinguisher for the type of fire. If you are not sure, read the instructions on the extinguisher. When in doubt, ***evacuate***.
- If the fire is large, very smoky, or rapid spreading, ***evacuate the building immediately***, using the nearest fire exit door or stairwell. If possible, sound the building fire alarm by pulling the red alarm pull box on the way out the exit door. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- Take purses, and close office doors upon leaving. ***Walk***; do not run to the nearest stairway exit. If you are disabled, proceed to the nearest stairwell and remain there until help arrives. Notify evacuating personnel of your situation.
- When a fire alarm sounds, do not use the elevator. It may become inoperative due to the fire.
- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify authorities on the scene where these persons are located.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Evacuation areas will be posted on the exit doors. ***Do not return to the building*** until instructed to do so by the Police officers or authorized personnel.
- Notify either police personnel or firefighters on the scene if you suspect someone may be trapped inside. Identify yourself as the person who reported the fire.
- ***Whenever a fire alarm sounds***, unless directed otherwise by Police officers or the fire company, ***everyone must evacuate the building*** until the cause of the alarm has been determined.

2.0 BOMB THREAT

- Bomb threats usually occur by telephone.
- The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist given on the following page.
- Call The Dalles City Police at **911** and give your name, location, and telephone number. Inform them of the situation including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
- Inform your supervisor and/or department head.
- If you should spot a suspicious object, package, etc., report it to the authorities. Under no circumstances should you touch it, tamper with it, or move it in any way.
- If instructed to evacuate, move a safe distance away from the building (a minimum of 150 feet). If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed that is safe to do so by the proper authorities.
- A Police officer will respond with the appropriate authorities to evaluate the situation. The College has a written procedure for bomb threat responses and evacuations with The Dalles City Police.

BOMB THREAT CALL CHECKLIST EXACT WORDING OF THE THREAT QUESTIONS TO ASK:

1. When is bomb going to explode_____

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your address?

9. What is your name?

CALLER'S VOICE:

- | | | | |
|----------------------------------|---|--|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing
Throat | <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep
Breathing | <input type="checkbox"/> Cracking
Voice |

If the voice sounds familiar, who did it sound like?

BACKGROUND SOUNDS

- | | | | |
|---------------------------------|--|--|---|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Street Noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Static | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long distance | <input type="checkbox"/> Factory
Machinery |
| <input type="checkbox"/> Local | <input type="checkbox"/> PA System | <input type="checkbox"/> Crockery | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Music | <input type="checkbox"/> Motor | <input type="checkbox"/> Other |

LANGUAGE OF THREAT:

- | | | | |
|--|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well spoken
(educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker | | |

- 10. Report call immediately to The Dalles City Police
- 11. Fill out completely, immediately after bomb threat

DATE: _____ PHONE: _____

NAME: _____ POSITION: _____

3.0 CIVIL DISTURBANCES

Most campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists because of the demonstration:

- Interference with the normal operations of the College.
- Prevention of access to an office, building or other College facility.
- Threat of physical harm to persons or damage to College facilities.
- Disorderly conduct, which disturbs the campus or community.

If any of these conditions exist, the police dispatcher should be notified at **911** and he/she will be responsible for contacting and informing the appropriate authorities.

The President of the College, Chief Academic Officer, Chief Student Services Officer, and the Director of Facilities Services will also be notified. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive, Student Demonstrations

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed and efforts should be made to conduct College business as normally as possible.
- If demonstrators are asked to leave but refuse to leave by regular facility closing time:
 - Arrangements will be made by the Director of Facilities Services to monitor the situation during non-business hours, or
 - Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section B.).

Non-Violent, Disruptive, Student Demonstrations

- In the event that a demonstration blocks access to College facilities or interferes with the operation of the College:
 - Demonstrators will be asked to terminate the disruptive activity by the Chief Academic Officer, the Director of Facilities Services, the Chief Student Services Officer, or their designee.
 - Key College personnel and student leaders will be asked by the Chief Student Services Officer to go to the area and encourage the demonstrators to desist.

- The Chief Student Services Officer or their designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion from the College or possible intervention by outside authorities. Except in extreme emergencies, The President will be consulted before such disciplinary actions are taken.
- Efforts should be made to secure positive identification of demonstrators violating a specific College, local or state regulation, to facilitate later testimony, including photographs, if deemed advisable.
- After consultation with the president or his designees and director of public safety, the Chief Student Services Officer will determine the need for an injunction and the intervention of outside authorities.
- If determination is made to seek the intervention of outside authorities, the demonstrators should be so informed. Upon arrival of the police department, the remaining demonstrators will be warned of the intention to arrest.

Violent, Disruptive, Student Demonstrations

- In the event that a violent demonstration, in which injury to persons or property occurs or appears imminent, The President, the Chief Academic Officer, Chief Student Services Officer, and the Executive Director of Facilities Services will be notified.
 - In coordination with the Chief Student Services Officer, Director of Facilities Services will contact the appropriate College personnel.
 - The President, in consultation with the Chief Academic Officer, Chief Student Services Officer, and the Director of Facilities Services, will determine a strategy for responding to the incident, which may range from methods used for nonviolent demonstrations to the requesting of outside authorities.
 - Facilities Services will provide an officer with a radio for communication between the College response personnel on the scene and the administration.

4.0 HAZARDOUS MATERIALS / GAS LEAK (flammable, toxic, corrosive, oxygen, cryogenic)

If any type of potentially hazardous gas or liquid appears to be leaking or posing a danger to persons, in the judgment of the person or persons responsible for such materials, the following steps should be taken.

- Confine the fumes or fire by shutting the room door.
- If possible, extinguish all flames and ignition sources. Refer to the *Columbia Gorge Community College Chemical Hygiene Plan Manual* for appropriate emergency response.
- Sound the building fire alarm so evacuation can begin. Evacuate immediately following the established evacuation plan in the *Columbia Gorge Community College Chemical Hygiene Plan Manual*.
- Call The Dalles City Police at 911 and Facilities Services giving your name, location, and nature of the emergency. If possible, try to identify the type of material for the dispatcher.
- Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by the appropriate authority.
- A police officer will respond with the appropriate authorities to evaluate the situation.
- The police dispatcher will initiate the proper notification procedure for contacting appropriate personnel in coordination with direction from the safety manager or his/her designee.

NOTE: The College Director of Facilities Services will assume responsibility for notifying the appropriate local, state, and federal authorities of all hazardous materials emergencies that require such notification.

5.0 POWER FAILURE

- In the event of a minor or major power failure occurring during regular working hours (8:00 a.m. through 9:00 p.m., Monday through Friday), immediately notify Facilities Services at **X-6071**. After business hours, notify Facilities Services **300-1205 or 300-9114**. They will instruct you as to what you are to do during the power failure.
- If there is potential danger to building occupants, or if the power failure occurs after hours, weekends or holidays, notify Facilities Services at **300-1205 or 300-9114+**
- If a blackout occurs without warning:
 - Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
 - Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.
 - Take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.
 - Extinguish all flames in laboratory buildings.
 - Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
 - To prevent the Facilities Services service desk from being overwhelmed with calls, only building administrators should report power outages. Facilities Services may be able to estimate the duration of the power failure. If the failure is to be lengthy, the Chief Talent and Operations Officer will decide on continued operations. Laboratory classrooms may have to be evacuated shortly after a blackout to minimize risks to personnel resulting from inoperative fume hoods.
 - Report all persons trapped in elevators to Facilities Services
 - If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.
- During periods of very heavy power usage, the area utility company may have to reduce voltage. This is commonly called a "**BROWNOUT**" and may occur

during periods of high air conditioner usage. In the event of a brownout, the following steps should be taken.

- Turn off all lights and equipment not necessary for safe operation.
 - Turn off all window air conditioners. Central air conditioning may have to be shut down. However, general ventilation will be maintained in centrally air-conditioned buildings at diminished levels.
 - Identify equipment, which may be sensitive to low voltage, and take positive steps to prevent its damage.
 - Full cooperation during a brownout is extremely important. Such cooperation may possibly prevent the loss of all electrical power.
-
- If an emergency exists, report the emergency by phone to police dispatch at **911**.
 - All building evacuations or localized evacuations will occur when an alarm sounds continuously and/or when an emergency occurs.
 - Take purses, and lock office doors upon leaving. Walk; do not run to the nearest stairway exit. If you are disabled, yell for help to go down stairs.
 - When there is a power failure do not use the elevator. It may become inoperative and a trap.
 - Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell where they will remain. Notify police officers on the scene where these persons are. They will assist them in evacuating the building.
 - Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Police officers.
 - A police officer will respond with the appropriate authorities to evaluate the situation and to supervise an evacuation or appropriate action.
 - The Northern Wasco County Public Utilities dispatcher will initiate the proper notification procedure for contacting appropriate personnel when a power failure occurs on or near campus.
 - At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies and vacate the building before this lighting fails.

6.0 CRIME

- In the event that you observe a crime in progress or believe a crime may be in progress, or are the victim of a crime, contact The Dalles City Police at 911 immediately. Report all suspicious persons or suspicious activities to the police. All calls are kept confidential. Police officers are trained to handle all situations and persons in a diplomatic and sensitive manner. When in doubt, report it.
- Do not attempt to apprehend or interfere with the criminal except in cases of self-protection.
- If safe to do so, take time to record a mental description of the suspect. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and the person's name, if known. All this takes only a few seconds, and is of significant help to investigating officers. If the suspect is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
- Call The Dalles City Police at **911**. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.
- Protect the crime scene and items that may have been handled by the perpetrator. They may bear fingerprints and should not be touched. Do not clean or disturb the area. In case of a serious crime, the room or area where the crime occurred should be sealed off immediately. Do not allow anyone to enter the area until the police have secured and examined the area.
- In the event of civil disturbance, continue with your normal routine, if possible. If the disturbance is outside, stay away from doors and windows.
- Do not interfere with those persons creating the disturbance, or with law enforcement or authorities on the scene.
- The police dispatcher will initiate the proper notification procedure for contacting appropriate personnel when a crime occurs on or near campus.
- A police officer will respond with the appropriate authorities to evaluate the situation.

7.0 ILLNESS OR SERIOUS INJURY

- Do not move a seriously injured person unless it is a life-threatening situation.
- Call the police dispatcher at **911**, giving your name, location, building, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. Advise the dispatcher of the injury, if possible, and if the person requires an ambulance. You should notify Facilities Services immediately afterwards.
- Return to the victim and attempt to keep him/her as calm and comfortable as possible. Do not move the victim unless necessary to prevent further injury. A trained person should only give first aid to the victim.
- Remain with the victim until a police officer or an ambulance arrives. Advise the officials on the scene of the nature of the illness or injury.
- Persons with serious illnesses or serious injuries are transported to the Mid-Columbia Medical Center Emergency Room by an ambulance.
- Persons with minor illnesses or minor injuries are treated by Mid-Columbia Fire and Rescue and transported to Mid-Columbia Medical Center Emergency Room by an ambulance. The victim may decline to be transported to the Medical Center and that is between the victim and the ambulance. They cannot decline Emergency Medical Assistance.
- The Facilities Services Department will initiate the proper notification procedure for contacting appropriate personnel when a student, employee, or visitor is injured on or near campus.
- In the event of a serious injury in which the victim requires an ambulance, call the ambulance directly by dialing **911**. Advise the dispatcher of your name, the nature of the call, the location of the victim, and any other information pertinent to the situation. Immediately after calling **911**, notify Facilities Services of your actions.

8.0 ACCIDENT / PHYSICAL DISASTER, ETC.

- In the event that an accident occurs on or near campus, notify the public police dispatcher at **911** immediately.
- Give your name, location and telephone number, if possible, and describe the nature of the accident for the dispatcher. Remain at this location until a police officer arrives.
- Advise the dispatcher if the nature of the accident requires an ambulance, fire truck or police.
- A police officer will respond with the appropriate authorities to evaluate the situation.

9.0 FLOOD / SEVERE WEATHER EMERGENCY

- In the event of a flood emergency warning or actual flood emergency on or near campus, the Facilities Services department will receive advance notification from the Wasco County Communications Center as to the extent and nature of the impending flood or weather emergency. The instructions and preparations for the College and surrounding communities will be relayed from the Wasco County Communications Center and the Wasco County Emergency Services' Office to the College and The Dalles City Police.
- The President of the College or their designee will initiate the appropriate announcements concerning the emergency flood warning and the instructions for preparation and/or evacuation when and if necessary.
- In the event of a major weather emergency or disaster, the Director of Facilities Services will coordinate a timely notification procedure for all members of the College and members of the Emergency Response Team through local media, text message or the College telephone announcement system.
- Any member of the College community, who discovers a flood problem or potential flood problem, resulting from weather conditions or facilities damage, should follow these procedures:
 - Stay out of the area. Do not enter until electrical power has been turned off. There is an extreme danger of electrical shock if the water has contacted any electrical devices.
 - Call Facilities Services at **6071 or 506-6074** during normal working hours. After business hours, and on weekends and holidays, dial Facilities Services **300-1205 or 300-9114**. Describe the nature of the problem.
 - Post people at all entrances to the flooded area to prevent entry by unauthorized personnel.
 - Facilities Services personnel will be responsible for pumping water out of the area.
 - Identify a temporary shelter to house water-soaked materials.
 - Do not return to the building or work area until instructed to do so.
 - The Director of Facilities Services will initiate the proper notification procedure for contacting appropriate personnel when a flood occurs on or near campus.
 - A police officer will respond with the appropriate authorities to evaluate the situation.
- In the event of extremely **adverse weather conditions** (severe weather emergency, snow storm, etc.), *the decision to close the College*, evacuate the campus or to disseminate appropriate instructions to the campus community will be the responsibility of the College President or his/her designee, who will communicate this information to the local radio and television media for public announcement. During normal business hours, the above College authorities will

contact all members of the College on campus to advise them of the appropriate actions to be taken. After business hours and on weekends, the sources of information will be the local radio and television stations, college website and text messages through FlashAlert.

- Snow/severe weather conditions - closing the College. The following is the College's policy on snow or other severe weather or weather-related conditions:
 - In the event of unusual circumstances resulting from extreme adverse weather, natural disaster, fire or other emergency, Management may delay opening and/or close some or all College operations.
 - When all operations are closed, employees shall not be required to report to work and will suffer no loss of pay or benefits.
 - When classes are cancelled and the administrative offices are open, employees will not receive compensation for time not worked.

- **Other Related Information** When the College is open, all staff members are expected to maintain normal schedules or resume a normal schedule by reporting to work as soon as it is possible to do so. The College will not compensate employees for hours not worked. If a staff member chooses not to work a half or whole day, a vacation day can be used in half-day or full-day increments. These options are available at the discretion of the department head.

10.0 GENERAL BUILDING EVACUATION

- In buildings *with* fire alarm systems:

In case of fire or situations requiring evacuation--***pull alarm***--this notifies Police and Mid-Columbia Fire and Rescue Then, if time allows, call Police & Security at 911 with details.

Evacuate promptly whenever alarm sounds.

**FOR ALL EMERGENCIES
DIAL 911**

When evacuating, use stairways, ***never*** elevators as these do not function normally in the event of a fire.

- Close doors and windows of rooms as you leave. This will isolate and contain the fire.
- Doors need not be locked; lights can be left on.
- If a stairway contains smoke or fumes, use an alternate stairway exit.
- Be familiar with the location of all exits and fire extinguishers.
- After evacuating building, move to the appropriate gathering point indicated on the map below to allow room for others to get out, for fire fighters to get in and to avoid smoke, fire and debris.
- Wait until the Fire Department incident commander or a College administrator gives permission to re-enter the building.
- Evacuation drills will be conducted annually.

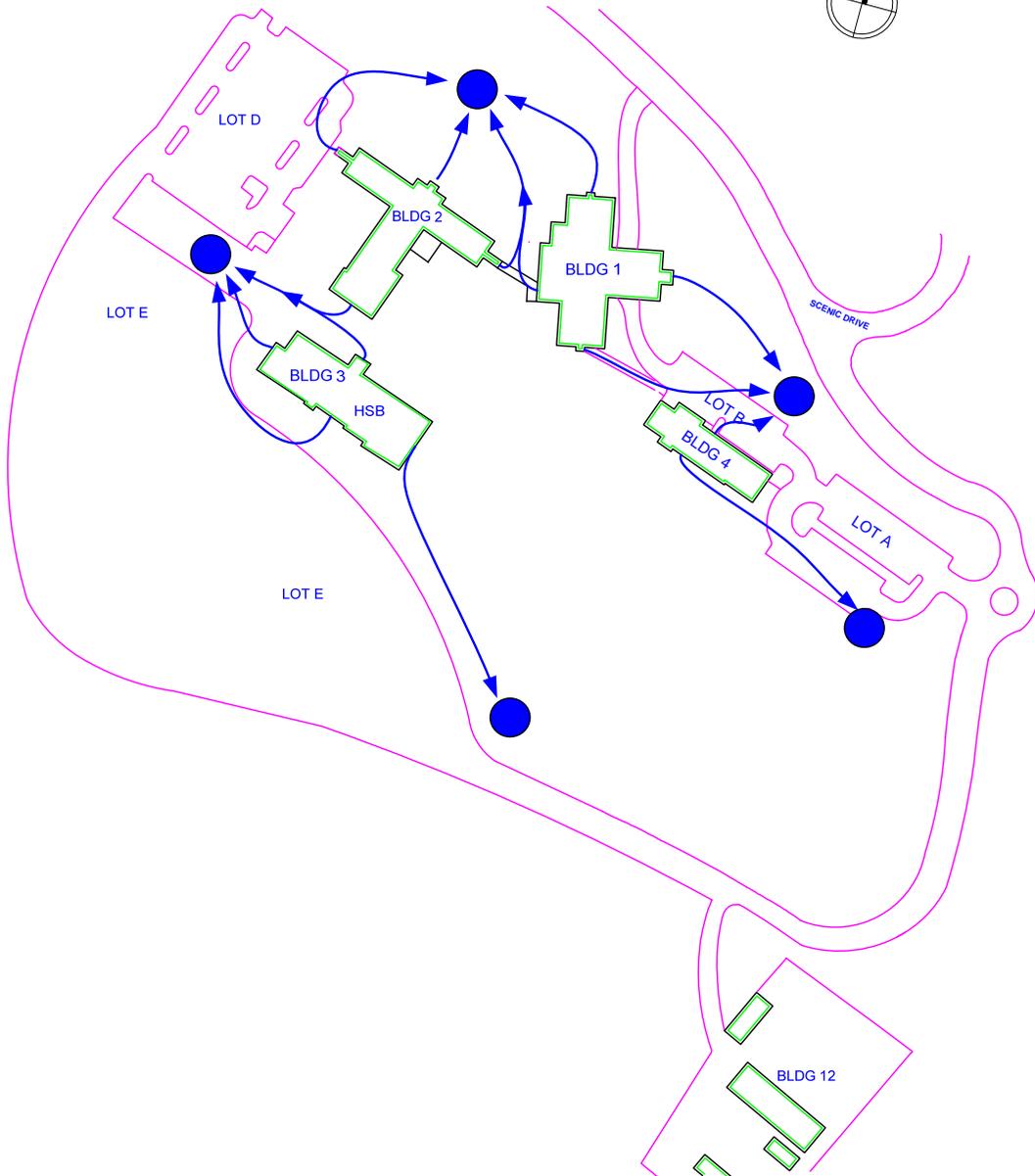
EVACUATION PLAN FOR INDIVIDUALS WHO NEED ASSISTANCE



Individuals who need assistance during an evacuation are encouraged to identify and discuss with someone in advance who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

- Ask for assistance to the nearest **EXIT** or room near a stairway with a window. Safe Havens are located on all stairway landings in multi-story buildings on campus.
- If unable to leave the room, note the room number of location where you are. Ask someone leaving the building to notify emergency personnel of your location and further assistance will be provided.
- If a phone is available, **call 911**. State your location.

The Dalles Campus Emergency Gather Point Map



11.0 USE OF COLLEGE FACILITIES BY NON-COLLEGE AGENCIES

In the event of an actual disaster emergency declared by Wasco County, Columbia Gorge Community College will determine whether it will be possible or feasible to make space available as a mass care center. Such a determination will be dependent on the nature and scope of the disaster emergency, whether CGCC students are in residence at the time of the emergency, and whether facilities are available elsewhere sufficient to meet emergency service needs. If an affirmative determination is made by CGCC, the College will use the following guidelines for mass care center use.

During a declared local or regional disaster emergency, CGCC wishes to continue to meet its voluntary community responsibilities to the extent possible by helping to support the activities of the Wasco County Emergency Services and the American Red Cross. However, such assistance by CGCC must be controlled by its primary obligation to maintain the welfare of its students and to limit CGCC's exposure to potential damage or liability claims. With this in mind, CGCC is willing to assist in providing disaster emergency services to the community, subject to the conditions outlined below.

- Emergency facility use will not commence until the primary responsibilities of student welfare and safety have been resolved.
- All evacuees will be bused from an external location.
- The duration of use will be determined prior to committing the facilities.
- CGCC will maintain control of the facilities in coordination with the appropriate team manager from Wasco County Emergency Services or American Red Cross.
- CGCC will ***not*** guarantee provision of any auxiliary support services. Every effort will be made to provide auxiliary support services ***if*** available.
- Facilities are to be used for sleeping and/or feeding purposes only.
- Facilities will not be used in conjunction with disaster emergency drills.

If it is determined that CGCC cannot make space available in support of a declared disaster emergency, CGCC will consider providing other emergency services to the community, personnel, communications and other emergency equipment, and other services that may be required and may be available at CGCC. CGCC stands ready to provide voluntary assistance in any way it can during a disaster emergency, subject to the condition that it must first provide for its students and for the protection of its financial assets.

12.0 TERRORISM

BEFORE

Learn about the nature of terrorism.

- Terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks.
- Learn about the different types of terrorist weapons including explosives, kidnappings, hijackings, arson, and shootings.
- Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
- Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- Learn where emergency exits are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located.
- Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall, or break in an explosion.

Preparing for a Building Explosion

The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following:

- Review emergency evacuation procedures. Know where fire exits are located.
- Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid. Contact the local chapter of the American Red Cross for additional information.
- Keep the following items in a designated place on each floor of the building.
- Portable, battery-operated radio and extra batteries
- Several flashlights and extra batteries
- First aid kit and manual
- Several hard hats
- Fluorescent tape to rope off dangerous areas

Bomb Threats

If you receive a bomb threat, get as much information from the caller as possible. Keep the caller on the line and record everything that is said. Notify the police and the building management.

After you have been notified of a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

DURING

In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire:

- Stay low to the floor and exit the building as quickly as possible.
- Cover nose and mouth with a wet cloth.
- When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door-- seek an alternate escape route.
- Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

AFTER

If you are trapped in debris:

- Use a flashlight.
- Stay in your area so that you do not kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Assisting Victims:

- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Chemical Agents

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, or plants. Most chemical agents cause serious injuries or death. Severity of injuries depends on the type and amount of the chemical agent used, and the duration of exposure.

Were a chemical agent attack to occur, authorities would instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately. Exposure to chemical agents can be fatal. Leaving the shelter to rescue or assist victims can be a

deadly decision. The untrained can offer no assistance that would likely be of any value to the victims of chemical agents.

Biological Agents

Biological agents are organisms or toxins that have illness-producing effects on people, livestock, and crops.

Because biological agents cannot necessarily be detected, and may take time to grow and cause a disease, it is almost impossible to know that a biological attack has occurred. If government officials become aware of a biological attack through an informant or warning by terrorists, they would most likely instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately.

A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims may need to be quarantined. In addition, some medical facilities may not receive victims for fear of contaminating the hospital population.

More information on Bio-terrorism preparedness and response is available online from the [Department of Health and Human Services Center for Disease Control](#).

13.0 STALKING POLICY

Columbia Gorge Community College is committed to providing faculty, staff, and students with an environment that is safe, secure, and free from threats, intimidation, and violence. The College recognizes that violence can manifest itself on a College campus in many ways. To promote an environment that supports the mission of the College and encourages learning and productive employment, the Facilities Services Department has developed policies and response procedures to address stalking and harassment. The scope of these policies and procedures is all faculty, staff, students and visitors to the College and applies to any and all acts of stalking, harassment or inappropriate aggression.

The College will not tolerate any acts of intimidation, threatening behavior, stalking, or harassment. The College will respond immediately to any such activity, contacting local law enforcement to remove the danger or dangerous person(s) from campus immediately, and conduct an investigation, the results of which include, but are not limited to, banning from College property, termination of a business relationship, suspension, or termination of employment, College judicial action, and / or criminal prosecution.

All of Columbia Gorge Community College staff is encouraged to notify their supervisor, one of the contact resources listed herein, or The Dalles City Police of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to the College. Students are also encouraged to report any such activity to the Chief Student Services Officer. Individuals who apply for or obtain a protective or restraining order which lists College locations as being protected areas, are encouraged to provide to their supervisor and Facilities Services a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

The College understands the personal nature associated with some problems that may occur on campus. It will investigate all complaints in a sensitive and confidential manner to protect the rights of the victim and the accused. All investigations and sensitive information will be treated confidentially. All supervisors on campus are informed as to the correct procedure for reporting stalking or harassment problems or activities. Refer to the contact information below.

Resources for confidentially reporting such activities include, but are not limited to, Director of Facilities Services (X-6071), The Chief Student Services Officer (X-6010), Chief Academic Officer (X-6030) and the Employee Assistance Program (1-800-927-9432).

14.0 WORKPLACE VIOLENCE POLICY

Columbia Gorge Community College is committed to providing faculty, staff, and students with an environment that is safe, secure, and free from threats, intimidation, and violence. The College recognizes that violence can manifest itself on a College campus in many ways. To promote an environment that supports the mission of the College and encourages learning and productive employment, the Facilities Services Department has developed policies and response procedures to address workplace violence. The scope of these policies and procedures is all faculty, staff, students and visitors to the College and applies to any and all acts of violence, intimidation and inappropriate aggression.

The College will not tolerate any acts of violence, intimidation, threatening behavior, stalking, or harassment. The College will respond immediately to any such activity by contacting local law enforcement to remove the danger or dangerous person(s) from campus immediately, and conduct an investigation, the results of which include, but are not limited to, banning from College property, termination of a business relationship, suspension, or termination of employment, College judicial action, and / or criminal prosecution.

All Columbia Gorge Community College staff are encouraged to notify their supervisor, one of the contact resources listed herein, or The Dalles City Police of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to the College. Students are also encouraged to report any such activity to the Chief Student Services Officer. Individuals who apply for or obtain a protective or restraining order which lists College locations as being protected areas, are encouraged to provide to their supervisor or Facilities Services a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

The College understands the personal nature associated with some problems that may occur on campus. It will investigate all complaints in a sensitive and confidential manner to protect the rights of the victim and the accused. All investigations and sensitive information will be treated confidentially. All supervisors on campus are informed as to the correct procedure for reporting workplace violence problems or activities. Refer to the contact information below. Copies of Public Safety's policies and response procedures for handling such problems are available on the Public Safety Web page and, in writing, upon request.

Resources for confidentially reporting such activities include, but are not limited to, Director of Facilities Services (X-6071), The Chief Student Services Officer (X-6010), Chief Academic Officer (X-6030), and the Employee Assistance Program (1-800-927-9432).

Emergency Medical Services and Medical Resources

Disaster Medical Operations – Part 1

1.0 Introduction

Most disasters are relatively unexpected, endanger lives and health, and overwhelm existing emergency resources. These elements lead to some basic assumptions about disaster medical operations:

- The number of victims will exceed local capacity for treatment.
- Survivors will assist others. They will do whatever they know how to do, although it cannot be assumed that most people know lifesaving first aid or post-disaster survival techniques.

The American College of Surgeons has described three phases of death due to trauma:

- *Phase 1.* Death within minutes due to overwhelming and irreversible damage to vital organs.
- *Phase 2.* Death within several hours due to excessive bleeding.
- *Phase 3.* Death in several days or weeks due to infection or multiple-system failure (i.e., not from the injury per se).

Experts agree that over 40 percent of disaster victims in the second and third phases of death could be saved by providing simple medical care. CERT disaster medical operations personnel are trained to provide treatment for life-threatening conditions—airway obstruction, bleeding, and shock—and treatment for other less urgent conditions. They are also trained to **provide the greatest good for the greatest number of victims** through principles of triage. Given the overwhelming nature of disasters, the CERT members' training in medical operations can play a critical role in disaster response.

1.0 Introduction (Continued)

This chapter will introduce disaster medical operations and train you to:

- Recognize and treat life-threatening conditions (i.e., open the airway, control bleeding, and treat for shock).
- Conduct triage evaluations.

Remember that the goal of disaster medical operations is to do the greatest good for the greatest number.

Your instructor may present additional information not covered in this Participant Handbook. Be sure to take notes during the classroom presentation of this material.

RESCUER SAFETY: Be sure to wear a helmet, goggles, mask, gloves, and boots for all medical operations.

2.0 Recognizing And Treating Life-Threatening Conditions

Introduction

In emergency medicine, airway obstruction, bleeding, and shock are “killers”—life-threatening conditions that can kill a patient if not treated immediately. The first priority of medical operations workers is to attend to these potential killers by:

- Restoring breathing.
- Controlling severe bleeding.
- Ensuring adequate circulation (treating for shock).

When working in a disaster with multiple casualties, the first goal is Simple Triage And Rapid Treatment (START).

This section will train you how to recognize the “killers” by recognizing their symptoms and their effects on body systems. It will also provide you with practice in providing immediate treatment to minimize disaster casualties.

Opening The Airway

An airway obstruction is anything that hinders or prevents the exchange of oxygen and carbon dioxide through the body’s respiratory system. Through the respiratory system, we obtain oxygen by inhaling and rid ourselves of carbon dioxide by exhaling. Once in the lungs, oxygen is transferred to red blood cells and transported through the bloodstream to nourish our cells. The major components of the respiratory system are shown in Figure III-1.

Opening The Airway (Continued)

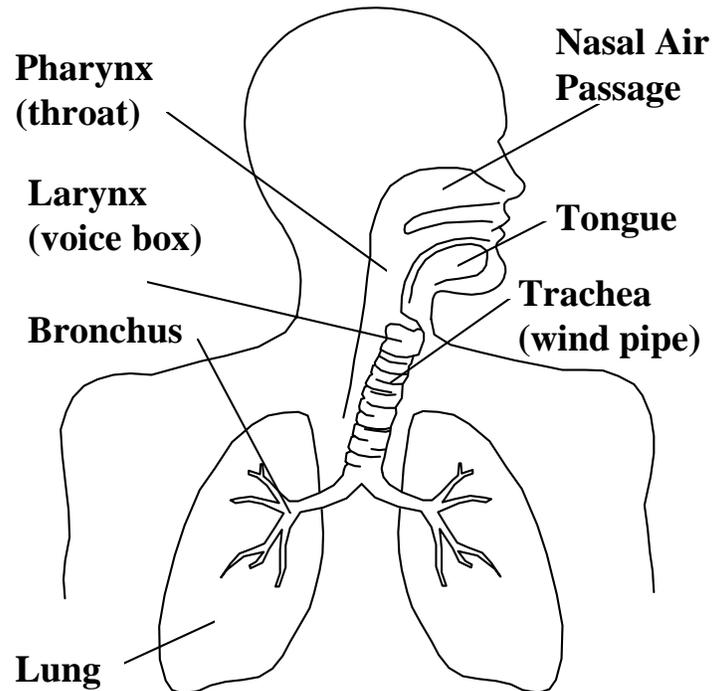


Figure III-1. Components Of The Respiratory System

An unconscious or semiconscious victim may have an obstructed airway. If the airway is obstructed, the victim cannot get oxygen, and the impact is felt very quickly in the heart and brain. A victim with suspected airway obstruction must be checked *immediately* for breathing, and if necessary, the airway must be opened.

Time is critical when dealing with airway obstructions. Heart function may be affected within the first few minutes—and brain damage is possible after 4 minutes without oxygen.

Opening The Airway (Continued)

The most common airway obstruction is the tongue. In an unconscious victim, especially one positioned on his or her back, the tongue relaxes and may block the airway. This condition is shown in the figure below.

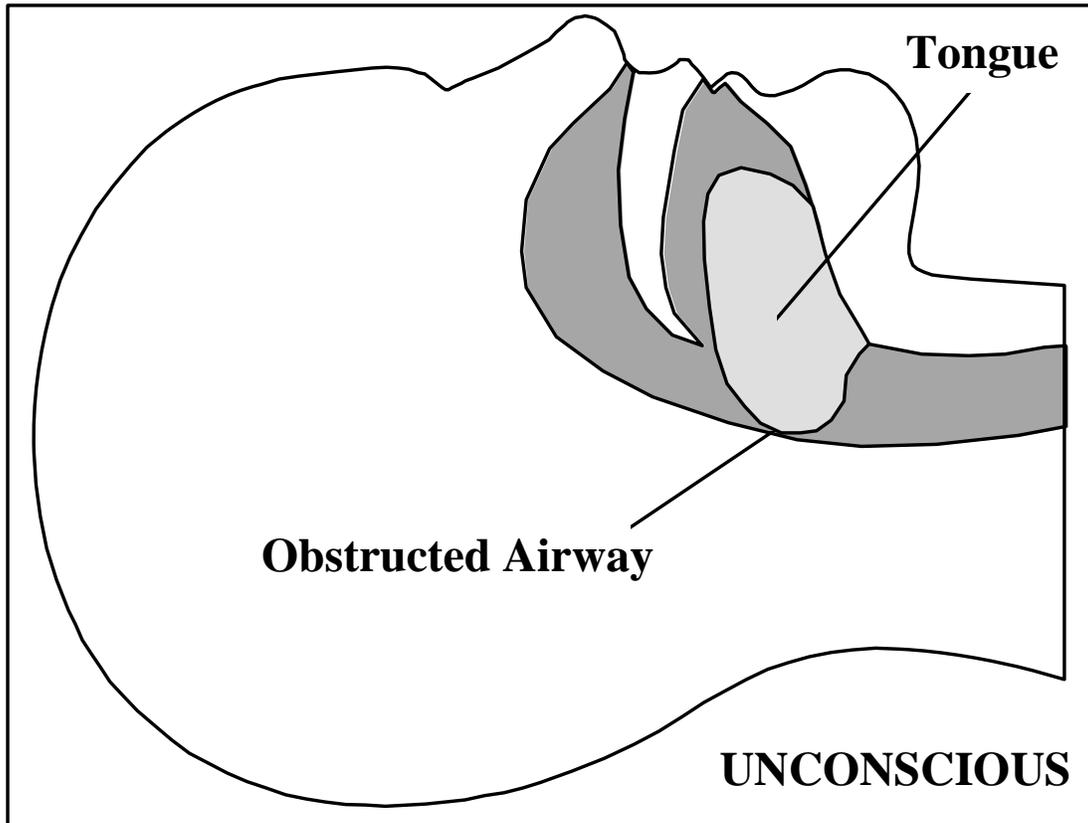


Figure III-2. Airway Obstructed By The Tongue

Opening The Airway (Continued)

When the victim is not breathing, use the Head-Tilt/Chin-Lift method of opening the airway. The Head-Tilt/Chin-Lift method involves following the six steps shown in the table below.

<i>Step</i>	<i>Action</i>
1	At an arm's distance, shake the victim by touching the shoulder and shout, "Can you hear me?"
2	If the victim does not or cannot respond, place one hand on the forehead.
3	Place two fingers of the other hand under the chin and tilt the jaw upward while tilting the head back slightly.
4	<i>Look</i> for chest rise.
5	<i>Listen</i> for air exchange.
6	<i>Feel</i> for abdominal movement.

Table III-1. Head-Tilt/Chin-Lift Method For Opening An Airway

If the victim does *not* start breathing using the Head-Tilt/Chin-Lift method, try the procedure one more time. If the victim does not respond the second time, move on to the next victim. Remember, the CERT team's mission is to do the greatest good for the greatest number of victims possible. Although it may be difficult to leave the victim, it is necessary to do so under disaster circumstances.

If the victim begins breathing, the airway must still be maintained. Try to get a volunteer to hold the head back to maintain the open airway, or place something (such as a shoe or soft object) under each of the victim's shoulders to slightly elevate the shoulders, which will keep the airway open.

Controlling Bleeding

Uncontrolled bleeding initially causes weakness. If bleeding is not controlled within a short period, the victim will go into shock (described in the next section), and finally die. The average adult has about 5 liters of blood. Because the loss of just 1 liter poses a risk of death, it is critical that excessive bleeding be controlled in the shortest amount of time possible.

There are three main types of bleeding. The type can usually be identified by how fast the blood flows.

- *Arterial Bleeding.* Arteries transport blood under high pressure. Therefore, bleeding from an artery is *spurting bleeding*.
- *Venous Bleeding.* Veins transport blood under low pressure. Bleeding from a vein is *flowing bleeding*.
- *Capillary Bleeding.* Capillaries also carry blood under low pressure. Bleeding from capillaries is *oozing bleeding*.

Use one or more of the procedures on the next pages to control bleeding. If you cannot control the bleeding using one method, try another or a combination of methods.

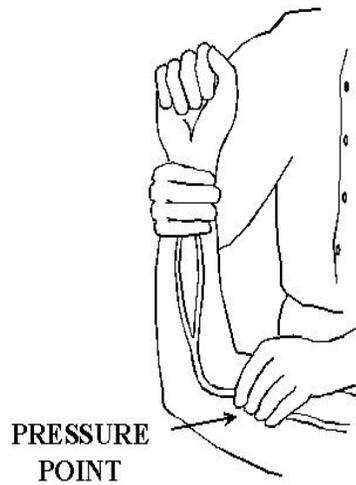
Controlling Bleeding (Continued)

<i>Method</i>	<i>Procedures</i>
Direct Local Pressure	<ul style="list-style-type: none">• Place direct pressure over the wound by putting a clean pad over the wound and pressing firmly.• Maintain compression by wrapping the wound <u>firmly</u> with a pressure bandage.
Elevation	<ul style="list-style-type: none">• Elevate the wound above the level of the heart.
Pressure Points	<ul style="list-style-type: none">• Put pressure on the nearest pressure point to slow the flow of blood to the wound. A pressure point is a pulse point for a major artery. Use the:<ul style="list-style-type: none">- Brachial point for bleeding in the arm.- Femoral point for bleeding in the leg. <p>(See the figures on the following page for illustrations of these pressure points.)</p> <p>There are other pressure points that your instructor may demonstrate.</p>

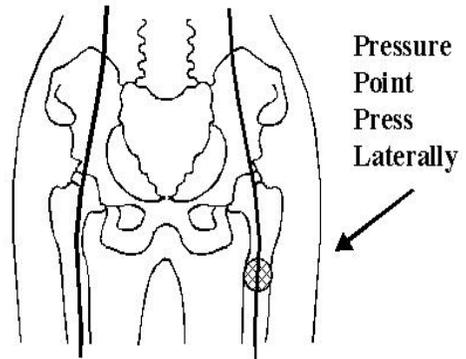
Table III-2. Procedures For Controlling Bleeding

Ninety-five percent of bleeding can be controlled by direct pressure combined with elevation.

Controlling Bleeding (Continued)



**Figure III-3.
Brachial Pressure Point**



**Figure III-4.
Femoral Pressure Point**

Controlling Bleeding (Continued)

An illustration of the three main methods to control bleeding is shown in the figure below.

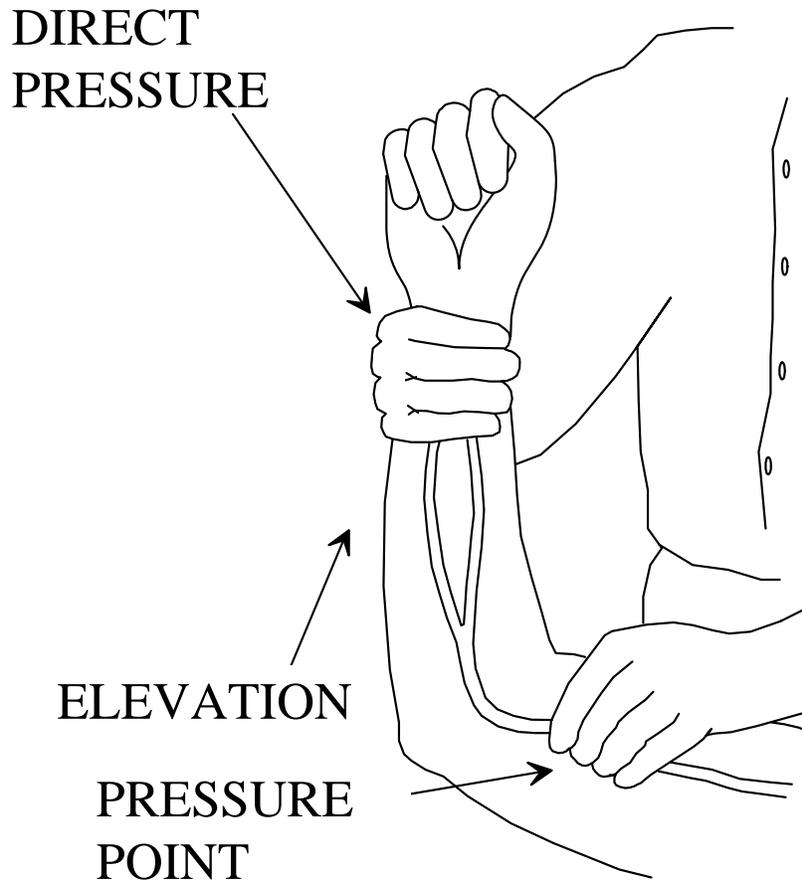


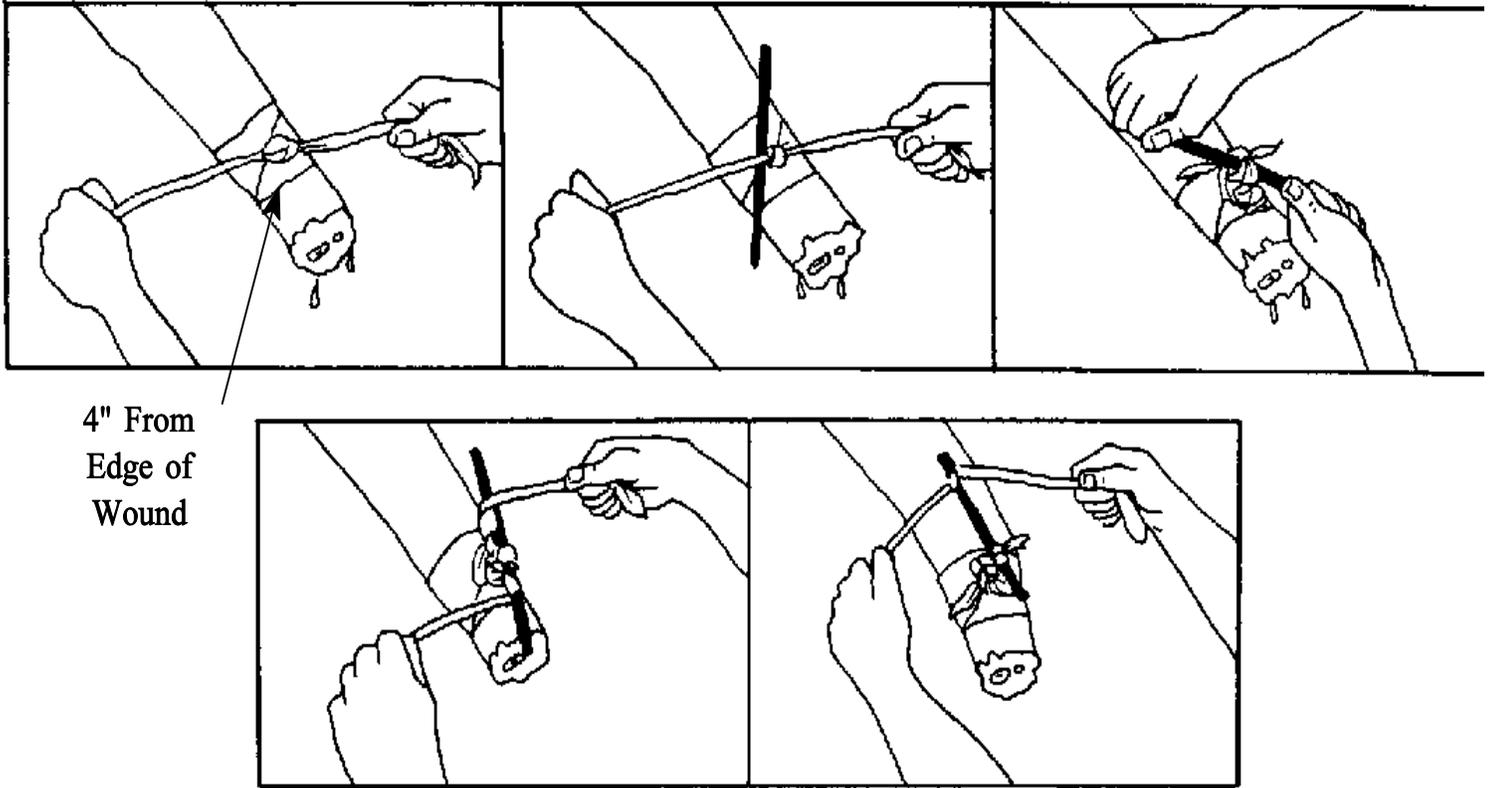
Figure III-5. Methods For Controlling Bleeding

Controlling Bleeding (Continued)

If none of the other methods for controlling bleeding is successful, a tourniquet may be necessary. A tourniquet is *rarely* required and should be used only as a *last resort*—a “life or limb” situation. Tourniquets are considered appropriate treatment for crushing-type injuries and for partial amputations. Using a tourniquet can pose serious risks to the affected limb, so it should not be used unless *not* using it will endanger the person’s life from excessive blood loss. The most serious dangers in tourniquet use stem from:

- *Incorrect materials or application*, which increases the damage and bleeding. If narrow materials are used or the tourniquet is too tight, nerves, blood vessels, and muscles may be damaged.
- *Damage to the limb from a tourniquet*. Survival of a limb is almost never possible after a correctly applied tourniquet is left in place too long. Only a physician should remove a tourniquet. If you apply a tourniquet, leave it in plain sight (don’t bandage over it), and attach an adhesive label to the victim’s forehead stating the time the tourniquet was applied.

Controlling Bleeding
(Continued)



4" From
Edge of
Wound

Figure III-6. Tourniquet

Recognizing And Treating For Shock

Shock is a disorder resulting from ineffective circulation of blood. Remaining in shock will lead to the death of cells, tissues, and entire organs.

Initially, the body will compensate for blood loss, so signs of shock may not appear immediately. It is important, therefore, to continually evaluate and monitor the victim's condition. Observable symptoms of shock to look for are:

- Rapid, shallow breathing (rate greater than 30 per minute).
- Cold, pale skin (capillary refill greater than 2 seconds).
- Failure to respond to simple commands, such as "Squeeze my hand."

To treat a person for shock, follow the steps in the table below.

<i>Step</i>	<i>Procedure</i>
1	<ul style="list-style-type: none">• Lay the victim on his or her back.• Elevate the feet 6-10 inches.• Maintain an open airway.
2	<ul style="list-style-type: none">• Control obvious bleeding.
3	<ul style="list-style-type: none">• Maintain body temperature (e.g., cover the ground and the victim with a blanket).
4	<ul style="list-style-type: none">• Avoid rough or excessive handling.

Table III-3. Procedures For Controlling Shock

Recognizing And Treating For Shock (Continued)

An illustration of correct shock position is shown in the figure below.

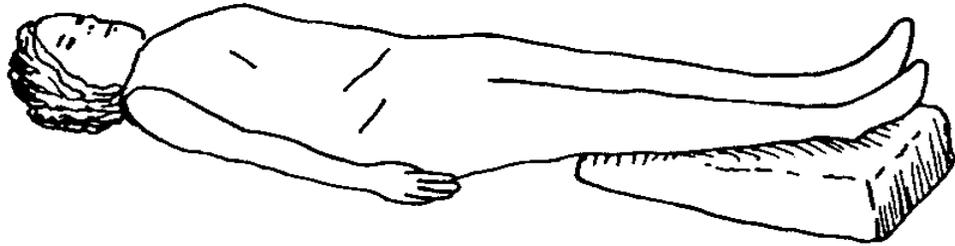


Figure III-7. Shock Position

Do *not* give a victim who is suffering from shock anything to eat or drink. People in shock may be nauseous and thirsty.

In a disaster scenario, you may have many victims requiring attention—and few resources to use. We will address the triage system for analyzing victim condition and prioritizing treatment.

3.0 Triage

What Is Triage?

Triage is a French verb, meaning “to sort.” Victims are evaluated, sorted by immediacy of treatment needed, and set up for immediate or delayed treatment. Military experience has shown that triage is an effective strategy in situations where rescuers are overwhelmed, there are limited resources, and time is a critical factor.

Triage occurs as quickly as possible after a victim is located or rescued. Triage personnel evaluate victims’ conditions and sort them into three categories:

- *Immediate (I)*. The victim has life-threatening (airway, bleeding, or shock) injuries that demand immediate attention to save his or her life; rapid treatment is imperative.
- *Delayed (D)*. Injuries do not jeopardize the victim’s life if definitive treatment is delayed. Victim may require professional care, but immediate treatment is not imperative.
- *Dead (DEAD)*. No respiration after two attempts to open the airway. (CPR is not performed in the disaster environment because resuscitation of a person in full cardio respiratory arrest takes a tremendous amount of time and human resources.)

<p>The goal of triage is to do the greatest good for the greatest number of victims.</p>
--

What Is Triage? (Continued)

From triage, victims are taken to the designated medical treatment area (immediate care, delayed care, or morgue) and from there are transported out of the disaster area. The flow of patients is illustrated below.

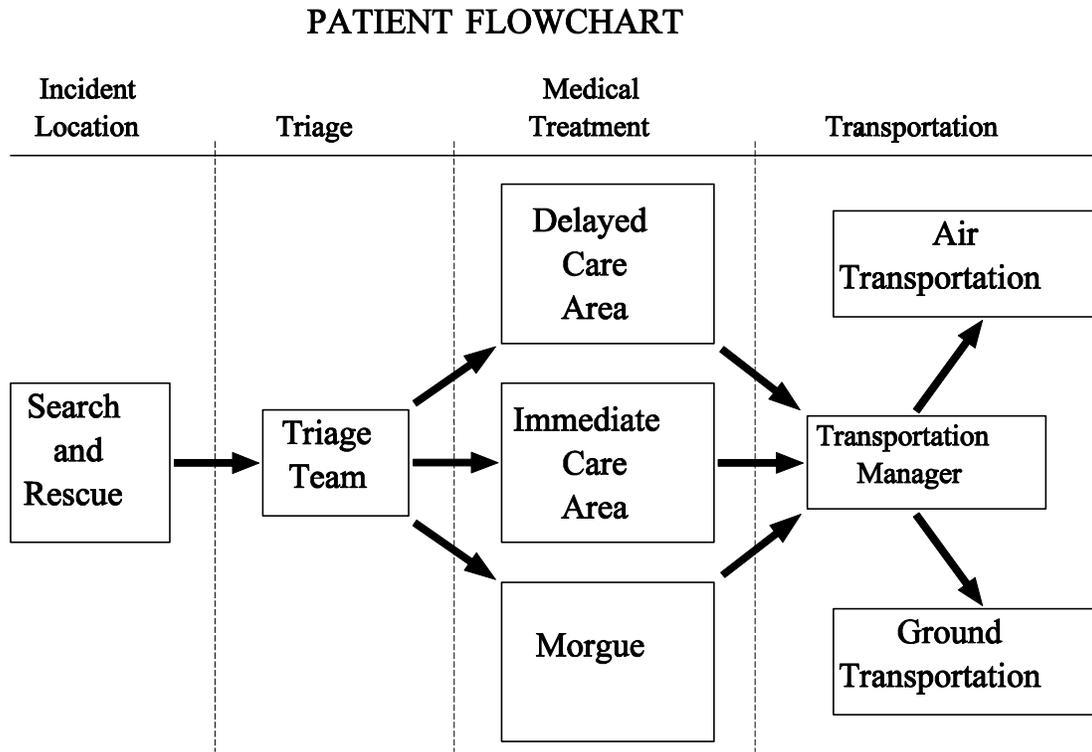


Figure III-8. Triage Patient Flow

Triage In A Disaster Environment

Triage, like other disaster response efforts, begins with size-up. The general procedure for triage in a disaster environment is as follows:

- *Stop, Look, Listen, and Think.* Before you start, stop and size up the situation by looking around you and listening. Above all, **THINK** about how you will approach the task at hand. Continue to size up the situation as you work.
- *Conduct Voice Triage.* Begin with voice triage, calling out something like, “Emergency Response Team. If you can walk, come to the sound of my voice.” Instruct those survivors who are ambulatory to remain at a designated location, and continue with the triage operation.
- *Follow A Systematic Route.* Start with victims closest to you and work outward in a systematic fashion.
- *Conduct Triage Evaluation.* Evaluate victims and tag them **I** (immediate), **D** (delayed), or **DEAD**. Remember to evaluate the walking wounded. Everyone must get a tag.
- *Treat “I” Victims Immediately.* Initiate airway management, bleeding control, and/or treatment for shock for Category I (immediate) victims.
- *Document Results.* Document triage results for:

Always wear protective gear when performing triage, so that you do not endanger your own health.

- Effective deployment of resources.
- Information on locations of victims.
- A quick record of the number of casualties by degree of severity.

This will be very useful information for responders and transportation units.

Performing A Triage Evaluation

Use the procedures below when performing triage.

<i>Step</i>	<i>Procedures</i>
1	<p>Check airway/breathing. At an arm's distance, shake the victim and shout. If the victim does not respond:</p> <ul style="list-style-type: none">• Position the airway.• Look, listen, and feel.• Check breathing rate. Abnormally rapid respiration (above 30 per minute) indicates shock. Treat for shock and tag "I."• If below 30 per minute, then move to Step 2.• If the victim is not breathing after 2 attempts to open airway, then tag "DEAD."
2	<ul style="list-style-type: none">• Check circulation/bleeding:• Take immediate action to control severe bleeding.• Check circulation using the blanch test (for capillary refill).<ul style="list-style-type: none">- Press on an area of skin until normal skin color is gone. A good place to do this is on the palm of the hand. The forehead and nailbeds are sometimes used.- Time how long it takes for normal color to return.• Treat for shock if normal color takes longer than 2 seconds to return, and tag "I."
3	<p>Check mental status. Give a simple command, such as "Squeeze my hand." Inability to respond indicates that immediate treatment for shock is necessary. Treat for shock and tag "I."</p>

Table III-4. Triage Procedure

If the victim passes all tests, then tag "D." If the victim fails one test, tag "I." Remember that everyone gets a tag.

Performing A Triage Evaluation (Continued)

The flowchart in Figure III-9 below illustrates the three triage steps and the decisions that you will be required to make during a triage evaluation.

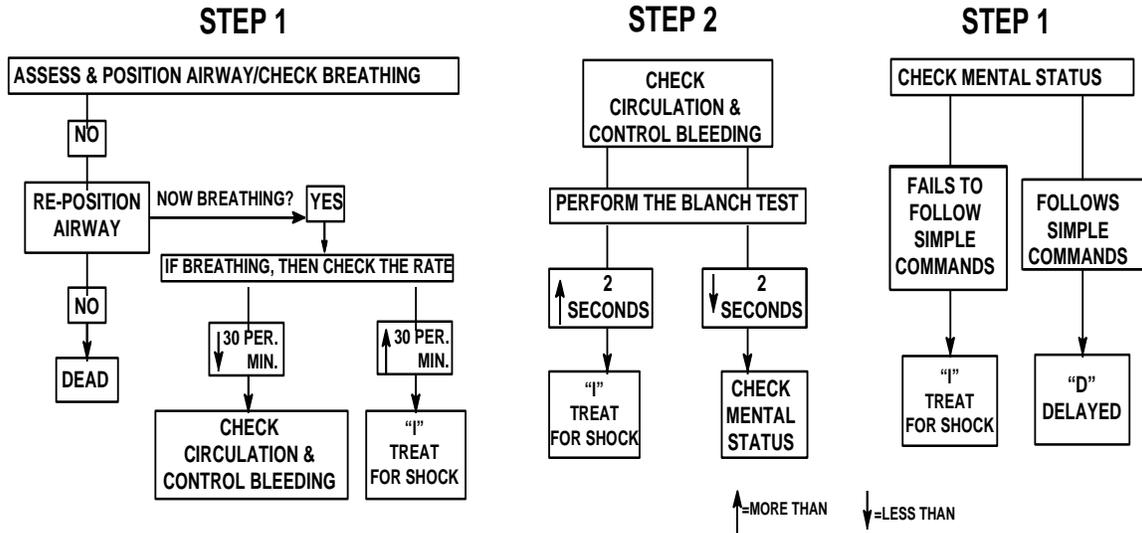


Figure III-9. Triage Decision Flowchart

Note: The blanch test (used in Step 2) is not valid in children. Check mental status as the main indicator.

Triage Planning

There are several common problems in triage operations that can be avoided through careful planning and preparation. These include:

- Inadequate medical size-up.
- No team plan/organization/goal.
- Indecisive leadership.
- Too much focus on one injury. (In a disaster, time is critical. You cannot spend very much time with any single victim.)
- Treatment (rather than triage) performed.

Remember, triage is a process that needs to be *practiced*. Practicing triage in disaster simulations as often as you can will help you avoid these pitfalls.

4.0 Summary

Introduction

CERT members' abilities to restore breathing, control severe bleeding, and treat for shock are critical to saving lives in the aftermath of a disaster.

Airway Obstructions

Time is critical when treating a victim who has an airway obstruction. The tongue is the most frequent obstruction. Breathing may be restored using the Head-Tilt/Chin-Lift method. Once a victim's breathing has been restored, take steps to keep the airway open.

Excessive Bleeding

There are three types of bleeding that can be identified by the flow of blood:

- Arterial bleeding results in spurting blood.
- Venous bleeding results in excessive blood flow.
- Capillary bleeding causes oozing.

You can use one or more of the following methods to control bleeding:

- Placing pressure directly over the wound.
- Elevating the wound above the level of the heart.
- Putting pressure on the nearest pressure point to slow the flow of blood.

In extreme cases, a tourniquet can be used. A tourniquet should be a last resort. It is only used in a life-or-limb situation where other methods have not controlled the bleeding.

Shock

Shock has symptoms that are readily observable. Shock requires immediate treatment, or death can result. To treat for shock:

- Lay the victim on his or her back. Elevate the feet 6-10 inches. Maintain an open airway.
- Control obvious bleeding.

- Maintain the body temperature.
- Avoid rough or excessive handling.

Never give a victim who is suffering from shock anything to eat or drink.

Triage

Triage is a system of rapidly evaluating victims and prioritizing treatment according to three categories:

- Immediate
- Delayed
- Dead

The procedure for performing triage involves:

- Checking the airway and breathing rate.
- Checking circulation and controlling severe bleeding.
- Checking mental status.

Triage operations require careful planning and practice. Practicing triage in exercise situations can help avoid problems during an actual emergency.

Additional Reading

The references below are available if you would like to know more about the information in this chapter.

California Specialized Training Institute. Disaster Medical Operations. Sacramento, CA: Office Of The State Fire Marshal, 1987.

Grant, Murry Jr., Bergeron, Brady. Brady Emergency Care, Fifth Edition. Prentice Hall, Englewood Cliffs, NJ: 1990.

Heckman, James D. (Ed.). Emergency Care And Transportation Of The Sick And Injured, Fifth Edition. American Association of Orthopaedic Surgeons, Park Ridge, IL: 1988.

Reader's Digest Action Guide: What To Do In An Emergency. Pleasantville, NY: 1988.

U.S. Department Of Mine Safety. First Aid. U.S. Government Printing Office, Washington, DC: 1986.

U.S. Department Of The Navy. Self-Care/Buddy-Care. U.S. Government Printing Office, Washington DC: 1988.

<p>The American Red Cross also provides resources on this subject. Contact your local chapter for information.</p>
--

Evacuation

1.0 General Building Evacuation Plan

- In buildings with fire alarm systems:

In case of fire or situations requiring evacuation--pull alarm--this notifies Police and Mid-Columbia Fire and Rescue Then, if time allows, call Police & Security at 911 with details.

[Evacuate promptly whenever alarm sounds.](#)

**FOR ALL EMERGENCIES
DIAL 911**

- When evacuating, use stairways, never elevators as these do not function normally in the event of a fire.
- Close doors and windows of rooms as you leave. This will isolate and contain the fire.
- Doors need not be locked; lights can be left on.
- If a stairway contains smoke or fumes use an alternate stairway exit.
- Be familiar with the location of all exits and fire extinguishers.
- After evacuating building, move to the appropriate gathering point indicated on the map below to allow room for others to get out, for fire fighters to get in and to avoid smoke, fire and debris.
- Wait until the Fire Department incident commander or a College administrator gives permission to re-enter the building.
- Evacuation drills will be conducted annually.

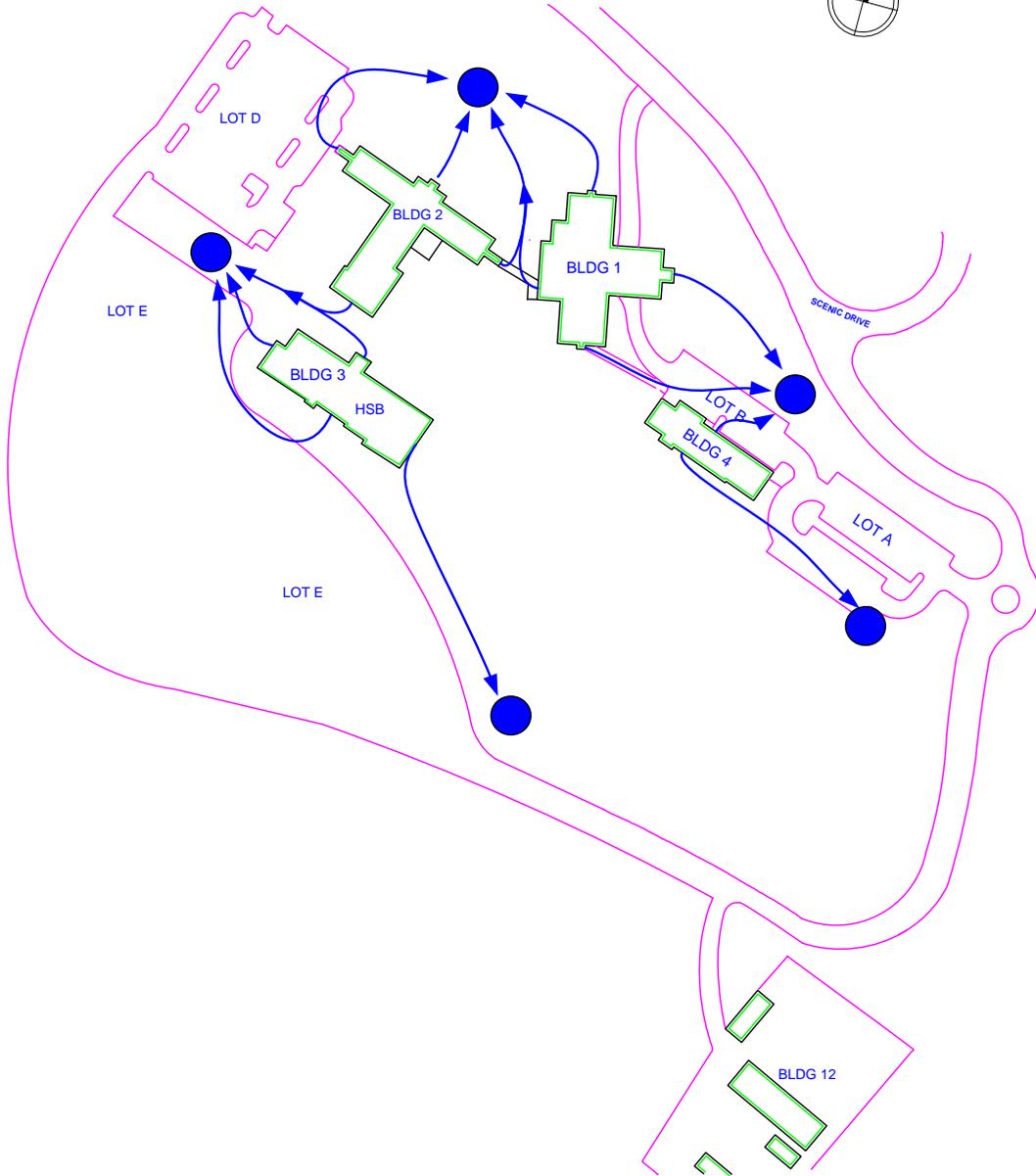
EVACUATION PLAN FOR INDIVIDUALS WHO NEED ASSISTANCE



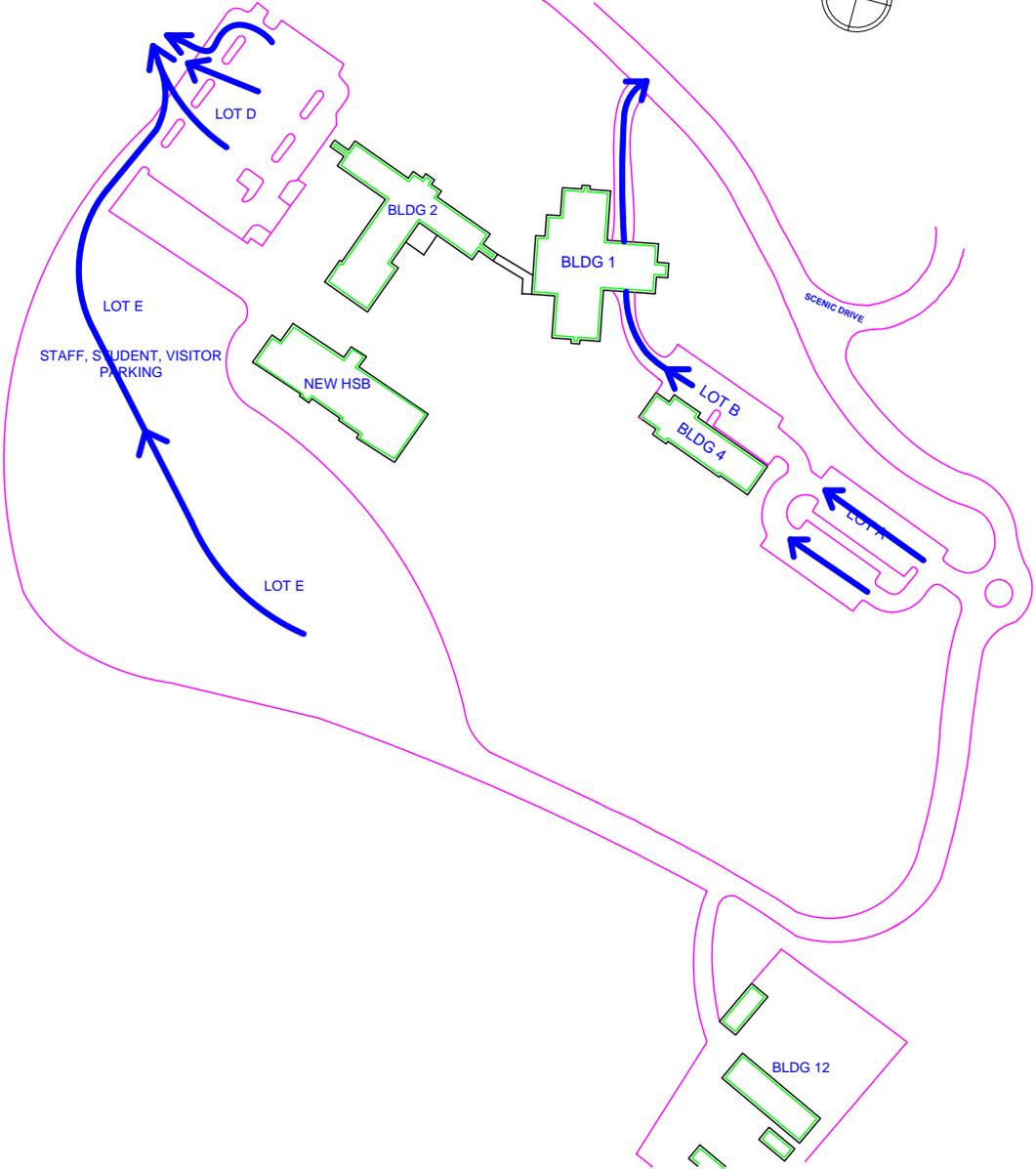
Individuals who need assistance during an evacuation are encouraged to identify and discuss with someone in advance who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

- Ask for assistance to the nearest EXIT or room near a stairway with a window. Safe Havens are located on all stairway landings in multi-story buildings on campus.
- If unable to leave the room note the room number of location where you are. Ask someone leaving the building to notify emergency personnel of your location and further assistance will be provided.
- If a phone is available, **call 911**. State your location.

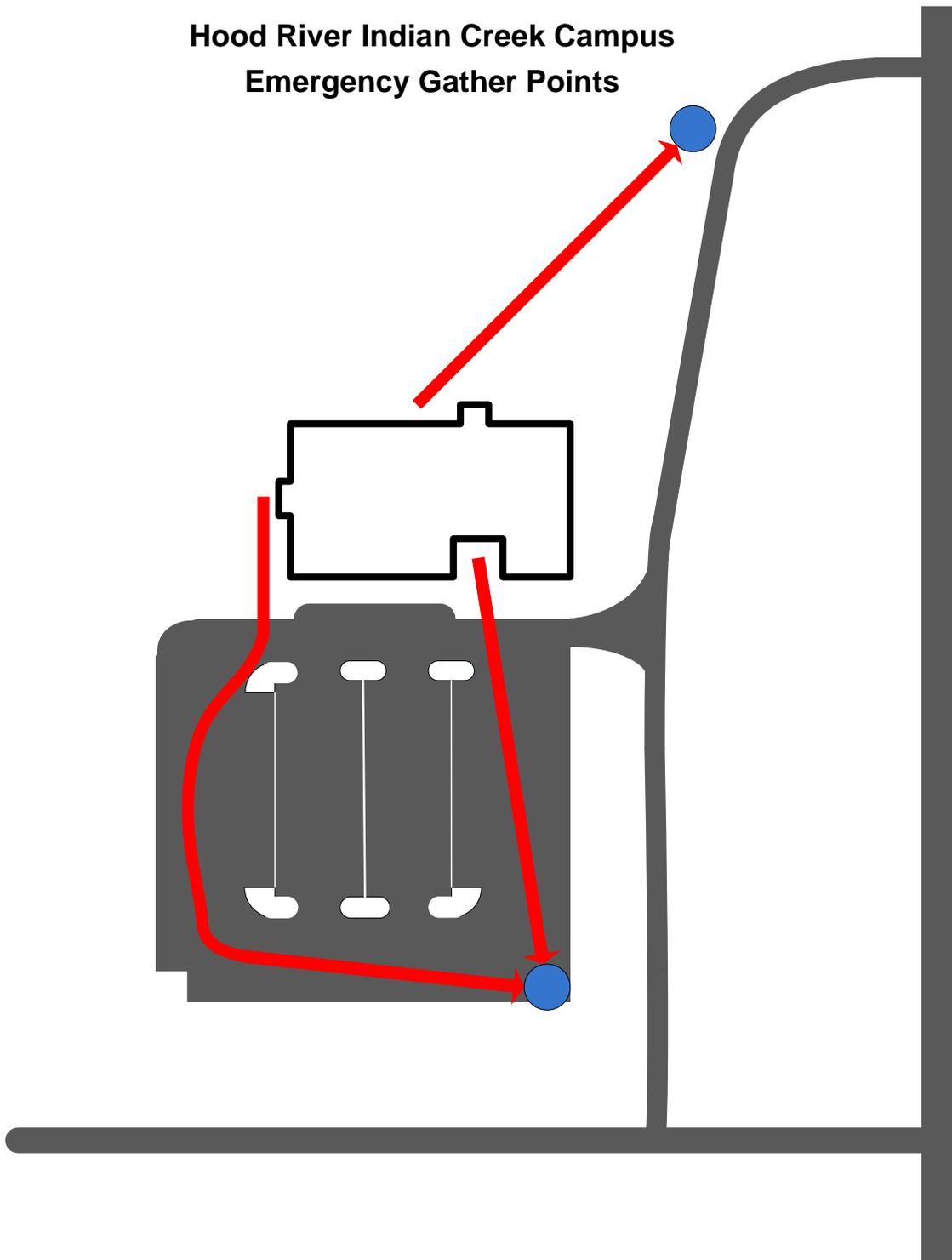
The Dalles Campus Emergency Gather Point Map



The Dalles Campus Map Evacuation Routes



**Hood River Indian Creek Campus
Emergency Gather Points**



Food Service

1.0 Emergency water supplies

We often take our household water supply for granted. However, when safe drinking water is unavailable, it is more than just an inconvenience - it can become a health emergency. Hurricanes, tornadoes, floods, and winter storms are examples of natural disasters that can interrupt the supply of safe drinking water. Interruptions may be for only a short period of time, or for days. Every household should have an emergency water supply to meet its members' needs during these situations. You may be able to purchase bottled drinking or distilled water at the time of need, but stores may quickly sell out.

How much water should I store?

Having an ample supply of water is a top priority in an emergency. Everyone's needs will differ, depending upon age, physical condition, activity, diet and climate. Most people need to drink at least two quarts (64 ounces), which is equal to eight cups, of water each day. Hot environments can double the amount needed as the body uses water for cooling. The amount of water you need will also depend on the total amount of juices, soups, other drinks, and high moisture foods that are available. Children, nursing women, and ill people will need more. You can minimize the amount of water your body needs by reducing your activity level. Additional water will be needed for food preparation and hygiene. In general, store at least one gallon of water per person, per day of expected need. If you have pets, allow 1 quart per day for each dog or cat.

Storing at least a three-day supply is recommended, but consider storing a two-week supply if your home has enough space for it.

What containers should I use?

You can store water in food grade plastic or glass containers with tight fitting screw-on caps. Food-grade containers include those that previously held beverages, such as 2-liter soda bottles and other water, juice, or punch containers. Plastic milk bottles should be avoided, because it is difficult to remove protein and fat residues, which may allow bacteria to grow during storage.

You can buy new plastic containers for water storage in most housewares and sporting goods departments, and clean food-grade containers may be available for purchase at water vending machines. Only purchase containers labeled for storage of food or beverages.

Containers not labeled for food or beverage storage could release harmful chemicals into the water. Never use a container that has held toxic substances, because tiny amounts may remain in the container's pores. Some plastic containers may affect the taste of stored water. Chlorine bleach bottles may be a food approved plastic, but contain an anti-

static agent which prevents accumulation of dust during storage and are thus not recommended. Most plastics used in waterbeds are not approved food storage plastics. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. Also, some old glass jars were made with glass that contains lead, and unacceptable amounts of lead can leach into water stored in them even for short periods.

How should I prepare the containers?

Wash the containers and lids thoroughly with hot tap water and dish detergent. Rinse thoroughly with hot tap water.

Can I store my tap water?

- **Municipal Water Supply**

If you are on a municipal water supply, the water you are currently using for drinking and cooking should also be suitable for storing for emergencies. Municipal water supplies include public water supplies such as "city water", or "county water". Water from a public water supply is regulated by the Environmental Protection Agency (EPA). While you can expect that water from a public water supply will be safe, remember that the container used to collect and store the water must also be clean.

- **Private Water Supply**

Private water supplies include individual wells and springs. If you are on a private water supply, it is recommended that you buy bottled water to store. Be sure the bottled water label has the IBWA (International Bottled Water Association) or NSF (National Sanitation Foundation) seal, or an NYSDH certification number. These organizations require periodic water testing and inspections of the bottling facility. Only sealed, unopened bottles should be stored.

The quality of the well construction and of the water in private water supplies varies greatly. Wells and springs are not subject to any regulation, except that in some counties they are inspected when they are installed. There are no requirements for testing the water. Even if the water has been tested for coli form bacteria, there are other microorganisms that could cause problems during storage. Organic matter, which may not be visible in the water, can make chlorine ineffective. For these reasons, it is risky to store water from private wells and springs.

If you are on a private water supply, a generator will allow you to continue pumping water when there is a power outage. Contact your local Extension center for information about safe use of a generator.

- **Community Water Systems**

If you are on a community water system, this water should be tested regularly by the operator. The EPA requires regular testing of any system that has at least 15 service connections or regularly serves at least 25 individuals. This testing is more extensive than just bacterial testing, and should be conducted at least quarterly. Water quality can vary with weather and other conditions, so test results should show a pattern of meeting EPA standards year-round. The owner or operator should be able to show you documentation of these test results. Water from a system which meets these requirements should be safe to store, with the same treatment as municipal water.

If your community water system owner or operator cannot provide documentation that EPA requirements have been met year-round, this water should be considered the same as water from a private well. Storing bottled water (see private water supplies, above) is probably much less risky than storing water from such a supply.

- **Vended Water Supply**

Water vending machines are systems where customers fill their own containers with water that has been treated in some way. Vended water is regulated by the Food and Drug Administration (FDA). Since FDA requires that water for vending machines come from an approved public water supply, the assumption is that the water meets EPA drinking water standards. The vending machine normally provides additional treatment to that done by the municipality. However, the machine must be kept clean, and the treatment equipment must be properly maintained, in order for the vended water to be good quality. Additionally, the container used to collect and store the water must be clean, as anything remaining in the container after cleaning could result in bacterial contamination.

Should I boil the water before storing it?

Boiling the water before storage is not recommended. It will not prevent all problems that may occur during storage. In addition, boiling may concentrate other contaminants as the water evaporates away.

What if I have a water treatment device?

If you are on a municipal water system, water from a properly installed and maintained treatment system may be stored for emergency use. It should be treated the same as untreated tap water from a municipal supply.

If you are on a private water system, you should still consider purchasing bottled water for storage. Most water treatment systems and purification pitchers are effective for treating some types of contaminants, but may not remove other types of contaminants at all. Most improve water for day-to-day use, but do not remove the contaminants we are concerned about during storage.

An improperly maintained water treatment system may actually make the water quality worse, by adding contaminants back into it instead of removing them.

If a person on a private water supply has a whole-house treatment system that includes a process such as reverse osmosis or distillation, the water could be safe to store if the system was installed correctly, and if the owner has properly maintained the system.

How should I treat the water for storage?

Be sure that the water you are treating is drinking-quality water to begin with. To treat water for storage, use liquid household chlorine bleach that contains 5.25 percent sodium hypochlorite. Do not use bleach with soaps or scents added. Add the bleach according to the table below, using a clean, and uncontaminated medicine dropper.

- 4 drops bleach per quart or liter container of water
- 8 drops bleach per 2-quart, 2-liter, or ½ gallon container of water
- 16 drops bleach, or 1/4 teaspoon, per gallon or 4-liter container of water

When treating larger quantities of water, use the following table to convert drops to standard measuring units.

- 8 drops = 1/8 teaspoon
- 16 drops = 1/4 teaspoon
- 32 drops = ½ teaspoon
- 64 drops = 1 teaspoon
- 192 drops = 1 Tablespoon
- 384 drops = 1/8 cup which is equal to 2 Tablespoons

Stir the water and allow it to stand for 30 minutes. Chlorine should be detectable by odor after the 30 minute waiting period. If the water does not smell like chlorine at that point,

repeat the dose and let it stand another 15 minutes. Place caps on containers and attach labels describing the contents and when each was prepared.

Water stored in metal containers should not be treated, prior to storage, with chlorine since the chlorine compound is corrosive to most metals. Therefore, only very pure water should be stored in metal containers.

Where should I store the water and for how long?

Store containers in a cool and dry place away from direct sunlight. Because most plastic beverage containers degrade over time, store them away from heat and light to prevent leakage. Because hydrocarbon vapors can penetrate polyethylene plastics, store water in plastic containers away from gasoline, kerosene, pesticides, or similar substances.

Water weighs over 8 pounds per gallon. Make sure the shelves or area in which you store the water is strong enough to support the weight. For best quality, replace water stored from a public, or vended water supply every six months. For commercially bottled distilled or drinking water, check the label for an expiration date. If none is given, bottled water with the IBWA or NSF seal should have a shelf-life of at least one year. To improve the taste of water stored for a long time, pour it from one clean container to another clean container several times, to put air back into it.

You can also store water for an extended period of time in the freezer. If you lose electricity, the frozen water will help keep foods in the freezer frozen until power is restored. Leave 2 to 3 inches of air space in the top of containers before freezing, to keep the container from breaking as water expands during freezing. Some glass containers may break regardless of the air space provided.

How do I keep water in opened containers safe?

Do not use water that is cloudy, or water that has any odor other than the chlorine you added. Once opened, sanitary measures are important when using the water to keep it safe and to control exposure to bacteria. To reduce the chance of water contamination, do not open more containers than are needed at the time. If electrical power is available, store opened containers in a refrigerator at or below 40 degrees Fahrenheit. If refrigeration is not available and containers are stored at room temperature, be extra careful to avoid introducing bacterial contamination into the bottled water. Use water in opened containers within one or two days.

What if I do not have enough stored water, and run out when I need it?

If supplies run low, never ration drinking water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing your activity level.

- Hidden Water Sources in Your Home:

If a disaster catches you without a big enough stored supply of clean water, you can use the water in your hot-water tank, pipes, and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You will need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines, or a failure at the water treatment plant.

To use the water in your pipes, shut off the incoming water valve. Let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure that plumbing fixtures and the water heater are not submerged by flood. Turn the electricity or gas off, and turn off the water intake valve. Start the water flowing by opening the drain at the bottom of the tank and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

Waterbeds hold up to 400 gallons of water, but some water beds contain toxic chemicals that are not fully removed by purifiers. If used as an emergency water resource, drain it yearly and refill it with fresh water containing two (2) ounces (1/4 cup) of bleach per 120 gallons of water. Do not add algicides or other additives (with the exception of chlorine bleach) if this water is to be used as a water reserve. Before use, water should be boiled.

- Other Sources of Water

If you need to find water outside your home, the only sources may contain harmful bacteria. Be sure to purify the water according to the instructions listed below before drinking it.

Some possible sources are: collected rainwater; streams, rivers and other moving bodies of water; ponds and lakes; and natural springs. Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. *You should not drink floodwater.*

- Three Ways to Purify Water:

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods. Two easy purification methods are outlined below.

These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel, coffee filter, or clean cloth.

- **Boiling:** The safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

- **Disinfection:** You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches, or bleaches with added cleaners.

Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to purify water should be household liquid bleach. Iodine, water treatment products sold in camping or surplus stores, and other chemicals that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

- **Distillation:** Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, use a clean pot with a lid that has a knob-type handle in the center. Fill the pot halfway with water. Turn the pot's lid upside-down and tie a cup under the handle, so that the cup will hang right-side-up (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

Summary

Every home should have a supply of water stored for at least three days of emergency use. Store one gallon per person per day, and one quart per small pet. The water should be either municipal or bottled water, because these sources are inspected and tested regularly for many different contaminants. The container used for storing water must be

clean, and made for food and water use. Household bleach is the only disinfectant needed in the water for storage. Rotate or use the stored water supply every six months.

With only a small amount of effort and money, your family can be prepared with this most important necessity: a safe, adequate supply of drinking water during any natural disaster or power outage.

2.0 Food Safety After a Fire

Fire! Few words can strike such terror. Residential fires are, unfortunately, a common occurrence. Some 2 million American homes are in flames yearly. In the aftermath of fire, people are left to salvage their lives and belongings.

Whether it's the whole house involved or just a fire in the kitchen, people try to save what they can — including food. However, generally, saving food that has been in a fire is not a good idea.

Food exposed to fire can be compromised by three factors: the heat of the fire, smoke fumes, and chemicals used to fight fire.

Heat From the Fire

Food in cans or jars may appear to be okay, but if they have been close to the heat of a fire, they may no longer be edible.

Why? Heat from a fire can activate food spoilage bacteria. If the heat is extreme, the cans or jars themselves can split or rupture, rendering the food unsafe.

Fumes From the Fire

One of the most dangerous elements of a fire is sometimes not the fire itself, but toxic fumes released from burning materials. Those fumes can kill; they can also contaminate food. Any type of food stored in permeable packaging — cardboard, plastic wrap, etc. — should be thrown away. Toxic fumes can permeate the packaging and contaminate the food.

Discard any raw foods stored outside the refrigerator, such as potatoes or fruit, that could be contaminated by fumes. Surprisingly, fumes can also contaminate food stored in refrigerators or freezers. The refrigerator seal isn't airtight and fumes can get inside. If food from your refrigerator has an off-flavor or odor when it's prepared, throw it away.

Chemicals in the Fire

Chemicals used to fight fires contain toxic materials and can contaminate food and cookware. The chemicals cannot be washed off the food.

Foods that are exposed to chemicals should be thrown away. This includes food stored at room temperature, such as fruits and vegetables, as well as foods stored in permeable containers like cardboard and screw-topped jars and bottles.

Canned goods and cookware exposed to chemicals can be decontaminated. Wash in a strong detergent solution. Then dip in a bleach solution (1-teaspoon bleach per quart of water) for 15 minutes.

Fire Stoppers

The American Red Cross recommends that you:

- Make your home fire-safe by installing battery-powered smoke detectors on each floor and in the garage. Test the detectors twice a year and keep a working fire extinguisher in the kitchen.
- Plan two emergency escape routes from each room in the house. Have rope or chain ladders for upstairs rooms. Agree on where to meet after the family escapes.
- Have your own practice fire drills. Instruct everyone to crawl low under smoke.

Source:

USDA/FSIS (Dec.1996). *After A Fire, is the Food Safe?* [WWW document]. URL <http://www.fsis.usda.gov/OA/pubs/cifires.htm>

Safe Food After a Power Outage

In emergency conditions, the following foods should keep at room temperature (about 68-72° F) a few days. Discard anything that turns moldy or has an unusual odor or look.

- Butter, margarine
- Fresh fruits and vegetables
- Dried fruits and coconut
- Open jars of peanut butter, jelly, relish, taco sauce, barbecue sauce, mustard, ketchup and olives
- Hard and processed cheeses
- Fruit juices
- Fresh herbs and spices
- Fruit pies

Discard the following foods if kept over 2 hours at above 40° F

- Raw or cooked meat, poultry and seafood
- Milk/cream, yogurt, soft cheese
- Cooked pasta, pasta salads
- Custard, chiffon or cheese pies

- Fresh eggs, egg substitutes
- Meat-topped pizza, lunchmeats
- Casseroles, stews or soups
- Mayonnaise and tartar sauce
- Refrigerator cookie dough
- Cream-filled pastries

Refreeze thawed foods that still contain ice crystals or feels cold (less than 32° F). To prevent warm air from entering the refrigerator or freezer, open only when necessary. If power will not be restored within one day, you might want to purchase a 50-pound block of dry ice. It should keep food safe (if there is no power) in a full 18-cubic foot freezer for at least 2 days.

Dry ice registers -216° F, so wear gloves or use tongs when handling it. Wrap it in brown paper for longer storage and separate it from direct food contact with a piece of cardboard. Fill a partly empty freezer with crumpled newspaper to cut down on air currents which cause the dry ice to dissipate.

Safe Food After a Flood

Floodwaters may carry silt, raw sewage, oil, or chemical waste. If foods have been in contact with floodwaters, use this chart to determine their safety.

DISCARD:

- Meat, poultry, fish and eggs
- Fresh produce
- Preserves sealed with paraffin
- Unopened jars with waxed cardboard seals such as mayonnaise and salad dressing
- All foods in cardboard boxes, paper, foil, cellophane or cloth
- Spices, seasonings and extracts
- Home canned foods
- Opened containers and packages
- Flour, sugar, grain, coffee and other staples in canisters
- Cans dented, leaking, bulging or rusted.

SAVE:

Undamaged canned goods and commercial glass jars of food are safe if you sanitize the containers before opening for use. Mark contents on can or jar lid with indelible ink. Remove labels. Paper can harbor dangerous bacteria. Then wash jars and cans in a strong detergent solution with a scrub brush. Finally, immerse containers for 15 minutes in a solution of 2 teaspoons of chlorine bleach per quart of room temperature water. Air dry before opening.

Sanitize dishes and glassware the same way. To disinfect metal pans and utensils, boil them in water 10 minutes. Discard wooden spoons, plastic utensils and baby bottle nipples and pacifiers.

If in DOUBT, throw it OUT!

Safe Food After a Fire

Generally, saving food that has been in a fire is just not a good idea. Food that has been exposed to fire can be compromised by three factors — the heat of the fire, smoke fumes and chemicals used to fight the fire.

Food in cans or jars may appear to be "okay", but if they've been close to the heat of the fire, they may no longer be edible. Why? Heat from the fire can activate food spoilage bacteria.

One of the most dangerous elements of a fire is sometimes not the fire itself, but toxic fumes released from burning materials. Those fumes can kill. They can also contaminate food.

Any type of food stored in permeable packaging — cardboard, plastic wrap, etc. — should be thrown away. Toxic fumes can penetrate the packaging and contaminate the food. Also discard any raw foods stored outside the refrigerator, like potatoes or fruit, which could be contaminated by fumes.

Food that's stored in refrigerators or freezers can also become contaminated by fumes. We think of the refrigerator seal as air-tight, but it's usually not. Fumes can get inside. If food from your refrigerator has an off-flavor or smell when it's prepared, throw it away. Chemicals used to fight fires also contain toxic materials and can contaminate food and cookware. Foods that are exposed to chemicals should be thrown away. The chemicals cannot be washed off the food. This includes foods stored at room temperature, like fruits and vegetables, as well as foods stored in permeable containers like cardboard and screw-topped jars and bottles.

Canned goods (commercial and home canned) and cookware exposed to chemicals can be decontaminated. Wash in strong detergent solution and then dip in a chlorine bleach solution (2 teaspoons bleach per quart of water) for 15 minutes.

References:

- Help, Power Outage! *Food News for Consumers*, Summer, 1989.
- The Storm Season - A Food Safety Survival Guide, *Food News for Consumers*, Spring 1992.

REFRIGERATOR FOOD — When to Save and When to Throw It Out

	Food still cold, held at 40° F or above under 2 hours	Held above 40° F for over 2 hours
Dairy		
Milk, cream, sour cream, buttermilk, evaporated milk, yogurt	Safe	Discard
Butter, margarine	Safe	Safe
Baby Formula, opened	Safe	Discard
Eggs		
Eggs, fresh, hard-cooked in shell	Safe	Discard
Egg Dishes, custards and puddings	Safe	Discard
Cheese		
Hard cheeses, processed cheeses	Safe	Safe
Soft cheeses, cottage cheese	Safe	Discard
Fruits		
Fruit juices, opened	Safe	Safe
Canned fruits, opened	Safe	Safe
Fresh fruits, coconut, raisins, dried fruits, candied fruits, dates	Safe	Safe
Vegetables		
Vegetables, cooked	Safe	Discard after 6 hours
Vegetable juice, opened		
Baked potatoes	Safe	Discard
Fresh mushrooms, herbs and spices	Safe	Safe
Garlic, chopped in oil or butter	Safe	Discard
Casseroles, soups, stews	Safe	Discard
Meat, Poultry, Seafood		
Fresh or leftover meat, poultry, fish or seafood	Safe	Discard
Thawing meat or poultry	Safe	Discard if warmer than

		refrigerator temperatures
Meat, tuna, shrimp, chicken, egg salad	Safe	Discard
Gravy, Stuffing	Safe	Discard
Lunchmeats, hotdogs, bacon, sausage, dried beef	Safe	Discard
Pizza - meat topped	Safe	Discard
Canned meats (NOT labeled "Keep Refrigerated") but refrigerated after opening	Safe	Discard
Canned hams labeled "Keep Refrigerated"	Safe	Discard
Pies, Pastry		
Pastries, cream filled	Safe	Discard
Pies - custard, cheese filled or chiffons	Safe	Discard
Pies, fruit	Safe	Safe
Bread, Cakes, Cookies, Pasta		
Bread, rolls, cakes, muffins, quick breads	Safe	Safe
Refrigerator biscuits, rolls cookie dough	Safe	Discard
Cooked pasta, spaghetti	Safe	Discard
Pasta salads with mayonnaise or vinegar base	Safe	Discard
Sauces, Spreads, Jams		
Mayonnaise, tartar sauce, horseradish	Safe	Discard if above 50° F for over 8 hours
Peanut butter	Safe	Safe
Opened salad dressings, jelly, relish, relish, taco and barbecue sauce, mustard, catsup, olives	Safe	Safe

FROZEN FOOD — When To Save and When To Throw It Out

	Still contains ice crystals and feels as cold as if refrigerated	Thawed. Held above 40° F for over 2 hours
Meat, Poultry, Seafood		
Beef, veal, lamb, pork and ground meats	Refreeze	Discard
Poultry and ground turkey	Refreeze	Discard
Variety meats (liver, kidney, heart, chitterlings)	Refreeze	Discard
Casseroles, stews, soups, convenience foods, pizza	Refreeze	Discard
Fish, shellfish, breaded seafood products	Refreeze, however there will be some texture and flavor loss.	Discard
Dairy		
Milk	Refreeze. May lose some texture.	Discard
Eggs (out of shell) and egg products	Refreeze	Discard
Ice Cream, frozen yogurt	Discard	Discard
Cheese (soft and semi-soft) cream cheese, Ricotta	Refreeze. May lose some texture.	Discard
Hard cheeses (cheddar, Swiss, Parmesan)	Refreeze	Refreeze
Casseroles containing milk, cream, eggs, soft cheeses	Refreeze	Discard
Cheesecake	Refreeze	Discard
Fruits		
Juices	Refreeze	Refreeze. Discard if mold, yeasty smell or sliminess develops.
Home or commercially packaged	Refreeze. Will change in texture and flavor	Refreeze. Discard if mold, yeasty smell or sliminess develops.

Vegetables		
Juices	Refreeze	Discard after held above 40° F for 6 hours.
Home or commercially packaged or blanched	Refreeze. May suffer texture and flavor loss	Discard after held above 40° F for 6 hours
Breads, Pastries		
Breads, rolls, muffins, cakes (without custard fillings)	Refreeze	Refreeze
Cakes, pies, pastries with custard or cheese filling	Refreeze	Discard
Pie crusts	Refreeze	Refreeze
Commercial and homemade bread dough	Refreeze. Some quality loss may occur.	Refreeze. Considerable quality loss.
Other		
Casseroles - pasta, rice based	Refreeze	Discard
Flour, cornmeal, nuts	Refreeze	Refreeze

Law Enforcement

1.0 Introduction

The primary and support organizations coordinate law enforcement activities for the state of Oregon during emergencies.

2.0 Situation

The Oregon State Highway Patrol (OSP) is responsible for the enforcement of laws on state facilities, institutions, and highways (ORC 5503.01-02). The Superintendent of the Patrol, or his designated representative, will act as the senior law enforcement coordinator in the Oregon Emergency Operations Center (Oregon EOC) for the duration of a given situation, or as required for the completion of a law enforcement mission.

The Line of Command/Succession of the Oregon EOC Law Enforcement Coordinator shall be the following:

- Superintendent, Oregon State Highway Patrol (or his designee).
- Field Operations Officer, OSP (or his designee).
- Other Officer/s, OSP, as assigned by the Superintendent.

The OSP has a 24-hour responsibility for law enforcement on all state highways, properties and facilities. Internally, a chain of command has been established for integration and coordination of OSP units. Requests by a local jurisdiction for OSP support will be coordinated and prioritized through the Oregon EOC.

The Attorney General of the State of Oregon, in accordance with Chapter 109 of the Oregon Revised Code, is organized into sections, bureaus and agencies for the purpose of reviewing, and/or ensuring the enforcement of the laws of the state.

The Governor, to aid civil authority can call the Oregon National Guard. Missions and capabilities are fully documented in “OPLAN READY TAG OH”.

Assumption

- Large scale or statewide disasters will necessitate the coordination of all law-enforcement agencies in order to expedite assistance to agencies and departments of government in affected areas.
- Even in cases of large-scale disasters, local law enforcement agencies will be the primary enforcement agency in their particular jurisdiction.

- For information and resource management purposes, requests for outside agency law enforcement assistance by local officials should be coordinated through the Oregon EOC.
- In extended response operations, law enforcement logistical support (vehicles and equipment) as well as personnel, may be required to serve or be used in cases of excessive use, extended stress, and hazardous conditions.
- Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities and for institutions such as hospitals, prisons, and mental institutions.
- Each federal, state and local law enforcement organization should have an established chain of command prepared to integrate and coordinate law enforcement activities within and between organizations during an emergency.

3.0 Concept of Operations

Overview

- In an emergency response, OSP will effect primary coordination from the Oregon EOC.
- Law enforcement agencies involved in any emergency response will be responsible for the employment of internal communications equipment and facilities to the greatest extent possible. These agencies will also be responsible for the maintenance of command structures, tracking of deployed personnel and resources and list of available personnel, and resources that maybe activated. . Any auxiliary forces that are activated for service will work directly under the supervisory authority of the parent agency. The following is an overview of law enforcement response and recovery activities a. Maintain law and order within legal authority.
- Assist in the dissemination of alerts, warnings and notifications.
- Coordinate law enforcement activities from local EOCs and command centers as needed to manage resources and personnel. For OSP, this coordination will occur in the Oregon EOC.
- Within their own jurisdictions, law enforcement shall provide security for, and limit access to, the EOCs, key governmental facilities, and locations of the emergency. For OSP, this will occur at the Oregon EOC and other applicable locations. All law enforcement jurisdictions, in their own Emergency Operations Plans/SOPs/SOGs should develop additional provisions for 24-hour security service for the evacuated jurisdictions as well as reception and care facilities between the risk and host jurisdictions.
- Prepare to staff, on order, roadblocks, traffic control points and other sites when required. This would include both evacuation/relocation support and logistical efforts.
- Provide communications to support agencies when necessary.
- Support the relocation and temporary detention of persons confined to institutions. ESF #13 to the Oregon EOP 13-3 May 2001

- Furnish status reports on casualty and damage observations to the EOC on a timely basis.
- Maintain and protect logs, records, digests and reports essential to government and emergency operations.
- Continue all law enforcement activities consistent with legal authority.
- Assist in the provision of law enforcement support in a phased return to evacuated areas.
- Phase down operations to include a return to normal shifts and hours.
- Prepare after-action reports to include cost and expense reports (as required).
- Repair and replace and maintain equipment as conditions permit.
- Release personnel and equipment acquired under mutual aid agreements.
- Support recovery operations at the site of the disaster.

Relationship Between Levels of Government

- **Federal**
There is no ESF #13 in the Federal Response Plan (FRP) nor is law enforcement addressed as a function in any other area of the FRP. State-level law enforcement organizations in Oregon will however, coordinate with federal and local law enforcement organizations in the event of an emergency within the state that would require a multilevel government response. (Refer to the Incident Annex for Terrorism)

The chart below illustrates the relationship between comparable law enforcement organizations in the various level of government.

Comparison Chart for ESF #13 Organizations

- **State Organizations, Federal Organizations, Local Organizations**
Oregon State Highway Patrol, Federal Bureau of Investigation, Local Law Enforcement, Adjutant General's Department, Department of Defense, Local Law Enforcement, Attorney General for Oregon, Attorney General DOJ, Local Law Enforcement

Organization and Assignment of Responsibilities

- Among some of the agencies for the state of Oregon, other than the State Highway Patrol, there exists the responsibility to enforce, protect, and defend Oregon laws. Generally these law enforcement duties and responsibilities are limited to a very specific jurisdiction. For example, officers from ODNR enforce laws within and upon state park properties. However, ODNR officers do not enforce the laws of the political jurisdiction in which the park facility is located. Liquor Control agents may initiate an arrest in a liquor establishment, but they will not enforce speed limits on county streets. The exception to these examples is as follows.

- In an emergency situation, after an Memorandum of Understanding has been signed by the county sheriff or the chief of police, officers from both ODNR and Liquor Control will be authorized to ESF #13 to the Oregon EOP 13-4 May 2001 enter the jurisdiction and to act in the capacity (with full enforcement and arrest authority) as a deputy sheriff or city/village police officer. The request for mutual aid from a state agency is only for a limited period of time, say during the duration of an emergency. Upon termination of the emergency, the officers shall return to their respective jurisdictions. State officers shall not be excepted to cover a political entity's depleted staffing which is a direct result of the entity's normal day to day operations.

One final state resource available to local law enforcement agencies is officers from the Oregon Department of Rehabilitation and Corrections. Due to differences in training ODRC officers can not serve in a county jail. However, upon request emergency MOU request, ODRC officers are able to transport county jail inmates from one facility to another. Again, the expectation is that this assistance would come only during an emergency situation, and not during the routine operations of a county facility.

- **General Responsibilities for all Law Enforcement Organizations**
 - Maintain routine law enforcement functions, including protection of life and property, enforcement of laws, conducting criminal investigations, and related tasks throughout the duration of the emergency. Priorities for emergency response will be coordinated from the local EOC.
 - Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
 - Support warning and notification efforts.
 - Ensure security for key governmental facilities and coordinate with agencies responsible for the protection of vital private sector sites, as directed.
 - Report the following information to the EOC as required: personnel and resource needs, damage assessments, exposure reports, casualty reports, evacuation status and traffic control reports.
 - Support the following actions based upon the availability of resources and training:
 - Search and rescue operations
 - Forensic laboratory support
 - Victim identification
- **Organizational Responsibilities**
 - The Attorney General (OAG). The Attorney General, or his or her designee, advise and assist the Governor and other agency heads with regard to legal questions arising from emergency response and recovery operations. These include, but are not limited to:
 - Drafting and dissemination of emergency declarations and related legal documents that support emergency response and recovery operations.

- Providing interpretations of law as needed during emergencies. ESF #13 to the Oregon EOP 13-5 May 2001.
 - Initiating investigations with regard to potential criminal allegations against the state of Oregon and its officers and agents related to emergency response and recovery activities.
 - Initiating lawsuits against public and/or private entities on behalf of the State of Oregon for damages or claims, which might arise from emergency response and recovery activities.
 - Providing laboratory assistance to local law enforcement, as required.

- **The Oregon State Highway Patrol (OSP)**
 - Operate the National Warning System (NAWAS) and LEADS warning systems for alerting local government and state departments and agencies in cases of emergencies.
 - Support communications services for and with the Oregon EOC.
 - Provide liaison support to local EOCs as required.
 - Coordinate with ODOT in the determination of routes and control points for evacuation actions.
 - Coordinate with PUCO on the issuance and enforcement of guidelines pertaining to specific materials or carriers on Oregon roadways during an emergency.
 - Coordinate with the Department of Corrections and Rehabilitation, the evacuation and transfer of the penal inmate populations.
 - Assist in traffic control actions, to include the notification of evacuation and arrival times, in the event evacuations are necessary and access limitations to the site of the disaster have been established.
 - Assist in specialized search and rescue.
 - Provide law enforcement support (to include security) for state facilities, institutions, services, officials, and resources.
 - Assist in evacuation support for institutional persons.
 - Evaluate assistance needs and requests and coordinate subsequent relief actions with local forces within resource and jurisdictional limitations.
 - In the event of a riot, or other civil disorder, and upon the request of a sheriff, or the chief executive of the municipal corporation, the Governor may order the OSP to enforce criminal laws in the area affected by the riot/disturbance, when conditions indicate that local authorities are unable to contain the situation.
 - Through the superintendent, and individual troopers, the Governor may designate such support until the termination of the emergency. (ORC 5503.02)

- **The Oregon National Guard (ONG)**
 - Aid local civil authorities in disasters as requested by local authorities through Oregon EMA, after local resources have been exhausted, and then only after authorized by the Governor, in the applicable proclamation. ESF #13 to the Oregon EOP 13-6 May 2001
 - Specific aid actions to civil authorities include, but are not limited to:

- Security of critical facilities to guard against criminal activity.
 - Road blocks and traffic control
- Mobile security/station security
- Search and Rescue actions
- Evacuation assistance
- Limited construction support, debris clearance and removal actions
- In a prison riot situation, ONG may serve as a secondary response team for local and state law enforcement officers should the situation worsen and warrant intervention. ONG may also provide guards at the prison entrances and inmate intake entrances (sally ports) and at designated sites within the cellblocks if needed.
- Provide street mission capable units for riot control.

Emergency Communication/Computer Systems

1.0 Emergency Communications

Primary emergency communications shall take place on the Facilities Services frequencies. Once Incident Command has been established, the Incident Commander should maintain communications on Facilities Services frequencies. The Incident Commander must have a scanning radio capable of monitoring all frequencies. Should the Facilities Services Desk not be staffed and a telephone not available, the Incident Commander may make requests for resources over the Facilities Services frequencies. The following methods of communication must be available in the Emergency Operations Center, and in the alternative site: Telephone, two way radio, FAX machine, and computer networking.

Definitions:

- **Emergency Communication Systems**
Communication systems supporting Public Address, Alerting and Warning Systems, Law Enforcement, Fire and Rescue, Building Coordination and other Emergency Response Units.
- **Operational Communication Systems**
Communication systems supporting Multi-Hazard Functional Plan Operations (less emergency communication systems).
- **Administrative Communication Systems**
Communication systems supporting Multi-Hazard Functional Plan Planning, Logistics and Finance, and business recovery.
- **Public Information Communication Systems**
Communication systems supporting the distribution of public information and the Media.
- **Instructional Communication Systems**
Communication systems supporting instruction.

Recovery and Assessment

- Auxiliary Workforce
 - Registration Form for Volunteers
 - Resource Distribution Centers
 - Donations Management
- Damage Assessment
 - Damage Assessment Teams
 - Initial Damage Assessment
- Federal Disaster Assistance
 - Federal Response Plan emergency support functions
 - Map of potential response field facilities
 - Potential federal response disaster field facilities
- Hazard Mitigation

1.0 After the threat or incident has taken place:

- Provide guidance concerning liaison with outside assistance.
- Establish a plan in concert with local authorities for collecting and preserving evidence, including interviews of involved parties.
- Plan for the management of communications (media, internal communications, rumor control, etc.) regarding reported incidents.
- Develop a plan for the release of sensitive information where appropriate.
- Assign responsibilities for contacting the families of victims.
- Manage the clean up and repairs.
- Make decisions about resumption of normal routines.
- Provide employees and their families with information about their benefits.
- Manage trauma care after the crisis:
 - Conduct immediate debriefings. Include all affected individuals so that the cause of violence and expectations can be discussed, a plan of action can be addressed and those needing further counseling can be identified.
 - Conduct a group debriefing after a serious incident of violence in order to discuss the integration of those affected back into the work force or student body.
 - Provide information and counseling services to students, employees, and their families.
 - Provide on-going follow-up treatment as needed.
- Manage communications after the crisis:
 - Determine how affected workers and managers will be kept informed and follow through with up to date information.
 - Assign a person or persons to be responsible for dealing with the media, if necessary.
- Evaluate security after a threat. Review risks and determine what additional security measures, if any should be put in place.

- If warranted provide increased protection and security. Additional security precautions should be taken if the offender is likely to respond negatively to the intervention chosen, especially immediately following that intervention.
- Consider the cost/benefits of providing increased protection to threatened employees.
- Seek guidance on whether it would be prudent to screen mail and packages depending on what kind of threats or incident have taken place.
- Evaluate the response to the incident.

2.0 Assessment Phase

President Declaration Stand Down from Emergency

- Evaluate the potential for further emergencies.
- Reassess the Emergency Action Plan
 - Was the response timely and appropriate?
 - Did people respond as they were trained to do?
 - Would different security measures have reduced the risk?
 - Provide support for the prosecution of offenders.
- Provide counsel to potential victims.
- Accommodate employees after a incident in order for them to make counseling appointments, etc.
- Cooperate with law enforcement authorities to help identify and prosecute offenders through the use of any and all means at our disposal.

Make any changes needed in the policy or process.

The Threat Management Team will also meet a minimum of once annually to conduct a program review, which will include the following:

- Review incident reports and minutes from staff and safety committee meetings that contain safety and security issues.
- Analyze any trends.
- Establish goals for system improvement.
- Survey employees.
- Identify any new or refresher training that may be required.

Assessment will begin after the building is declared safe for re-entry.

Consult your emergency plan.

Take time to coordinate and plan activities. Officials may prevent re-entry for several days.

Priorities:

- Human safety
- Ensure that staff and volunteers have current shots (such as tetanus) and obtain masks for mold
- Critical operations: equipment, records, forms, information needed to manage salvage and reopen institution
- Make a thorough photographic and written record of emergency conditions and salvage activities
- Assemble collections records: shelf lists, inventory, registrar's logs, etc.
- Stabilize building
- Prioritize collections, from important (valuable; heavily used; significant; vulnerable to irreparable damage) to least important

Designate:

- Emergency coordinator
- Liaison with civil authorities
- Individual with financial authority
- Volunteer coordinator
- Journal keeper and photographer to keep detailed records of damage and recovery activities
- Individual who can authorize object movement and treatment

Secure the site perimeter

Establish a communications network

Inform your insurance company:

- Document all stages of response photographically and with a written journal
- Accompany the insurance adjuster and all investigating persons and contractors, taking extensive notes of conversations. Such records may be required in court

Protection of Artifacts:

- Protect objects by covering, lifting, or evacuating if staff is available and capable
- Diminish mold growth by reducing the temperature and humidity and by promoting air circulation
- Obtain containers and supports for moving and handling objects: plastic crates, polyethylene sheeting, plywood, saw horses, rubber gloves, dollies, carts
- Identify temporary storage
- Set up work areas for items that need to be packed or air dried
- Locate cold storage or freezing facilities
- Handle objects only with rubber gloves, contaminated objects may pose a health hazard
- If time and conditions permit, record objects and destination with film, video, or pencil and paper
- Label object containers

In the Event of Water

Prevention of Further Damage:

- Turn off electricity, blocking entry until done. The power company may have to do this
- Switch off, divert, or sandbag the water source
- Cover drains as soon as possible
- Cover places where water is entering
- Move collections up if water is rising
- Locate pump and fans, and use only if you know the circuitry is dry
- Plan mud removal, remembering that it may be contaminated
- Raise objects out of water
- Cover objects. Check every 24 hours, uncovering if there is a threat of mold
- Secure floating objects
- Locate supplies: containers, uninked newsprint, clean sheeting, blotter paper, toweling, flashlights, batteries, fans, extension cords, work lights, ladders, padding materials, mops, buckets, sponges, hand tools, plastic bags, boots, aprons, tags and labels, scissors, pencils and paper, clipboards, filament tape, waterproof markers, rubber gloves, and a source of clean water
- Contact a preservation architect or engineer if your building is a historic structure, or if a great deal of water has been absorbed. Contact a commercial dehumidification firm if your building is large, based on the advice of an architect or engineer
- Schedule staff and volunteers for work, breaks, and food

Basic Drying Procedures

General:

AIR DRY means find a cool, dry space with fans. Use absorbent material (inkless newsprint, blotters, paper towels) under objects. Replace absorbent material as it becomes wet. For wet books, documents, photographs, textiles: if these cannot be air-dried within about 48 hours, freeze. If freezer is unavailable, keep as cool as possible with air circulation until air-drying is possible. Expect mold growth. Since most materials become significantly weaker when wet, do not hang wet objects without a conservator's advice.

Framed Artworks:

Unframe paintings in a safe place. Keep wet paintings horizontal and paint-side up.

Art on Paper or Photos:

If image appears stuck to glass/glazing, leave in frame and dry glass-side down.

Photographs:

Rinse mud off photographs (using gentle water stream or by immersion and gentle agitation). Thoroughly wet photographs can stay wet in a container of clean water. Dry or freeze within 48 hours. If possible, interleave photographs with wax paper prior to freezing. Freeze or air dry damp or partially wet photographs.

Books in Quantity:

Remove two or three books from each wet or partly wet shelf (to relieve pressure). Evacuate completely or partly wet books. Pack snugly, spine down, and freeze. Leave damp books on shelves if space can be kept cool and dry. Contact a commercial dehumidification firm if space has been flooded.

Individual Books:

Air dry, stand upright, and open covers gently to support book.

Documents/Pamphlets:

Remove plastic covers. Air dry flat, in piles no thicker than 1/8" within 48 hours; or pack snugly, upright in original folders (if no folders, pack flat) and freeze.

Textiles:

Air dry or bag wet textiles in plastic and freeze. Briefly immerse partially wet textiles in clean water, blot, and air dry or freeze.

Furniture:

Lift furniture above water level. Dab dry with clean cloths. If mud-covered, rinse immediately with clean water. Wrap with plastic and dry slowly, under weights if possible. Leave drawers in place but remove contents.

Baskets:

Pad basketry with inkless newsprint, keep lids on, and dry slowly.

Leather:

Shape, pad, and air-dry.

Bone/Ivory:

Dab to absorb excess water, place under loose sheets of polyethylene to slow drying.

Metal:

Dry metal as quickly as possible, using fans and/or sun.

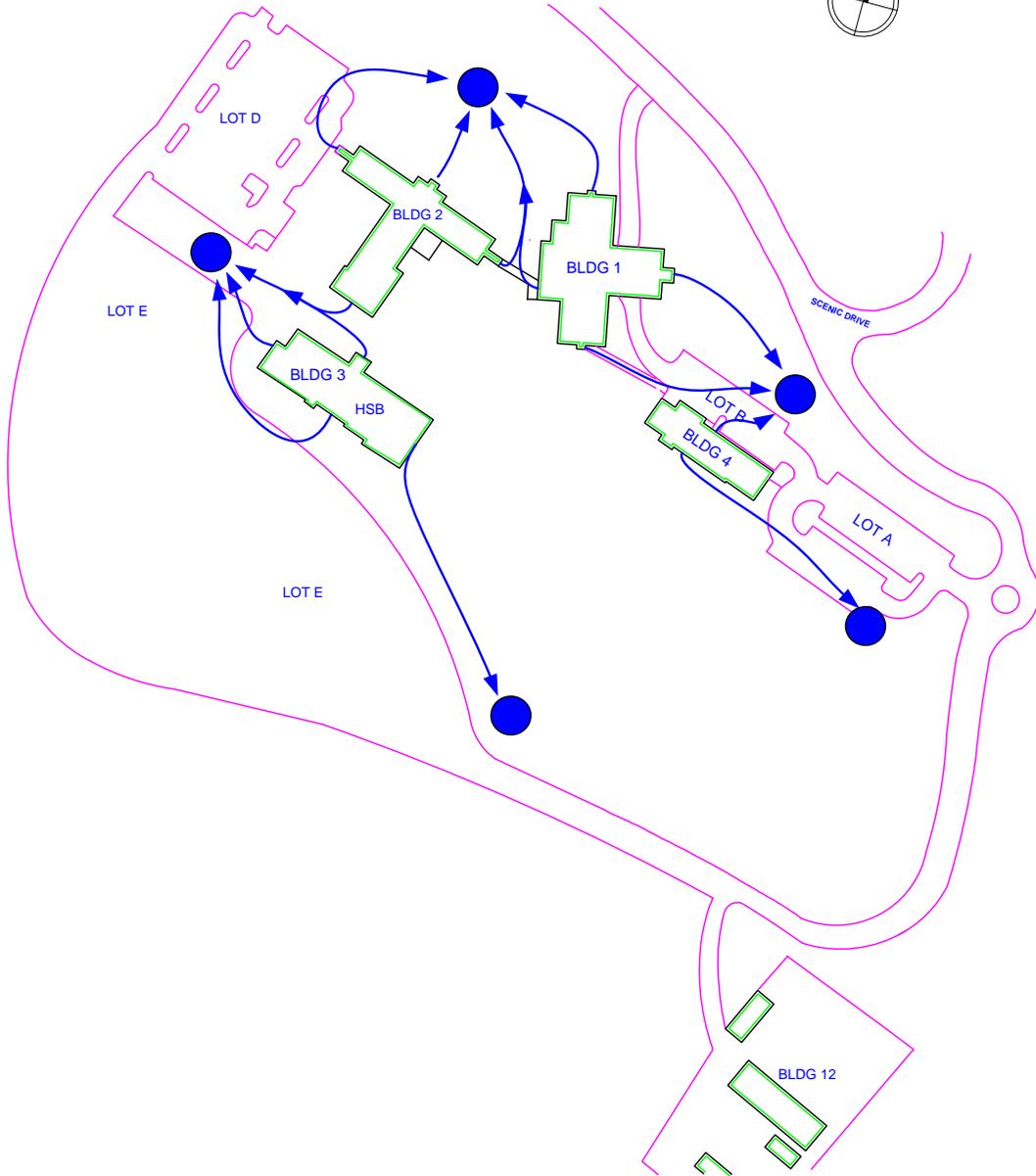
Animal Materials:

Air dry unstuffed specimens and skeletal material on racks in moving air; do not squeeze.

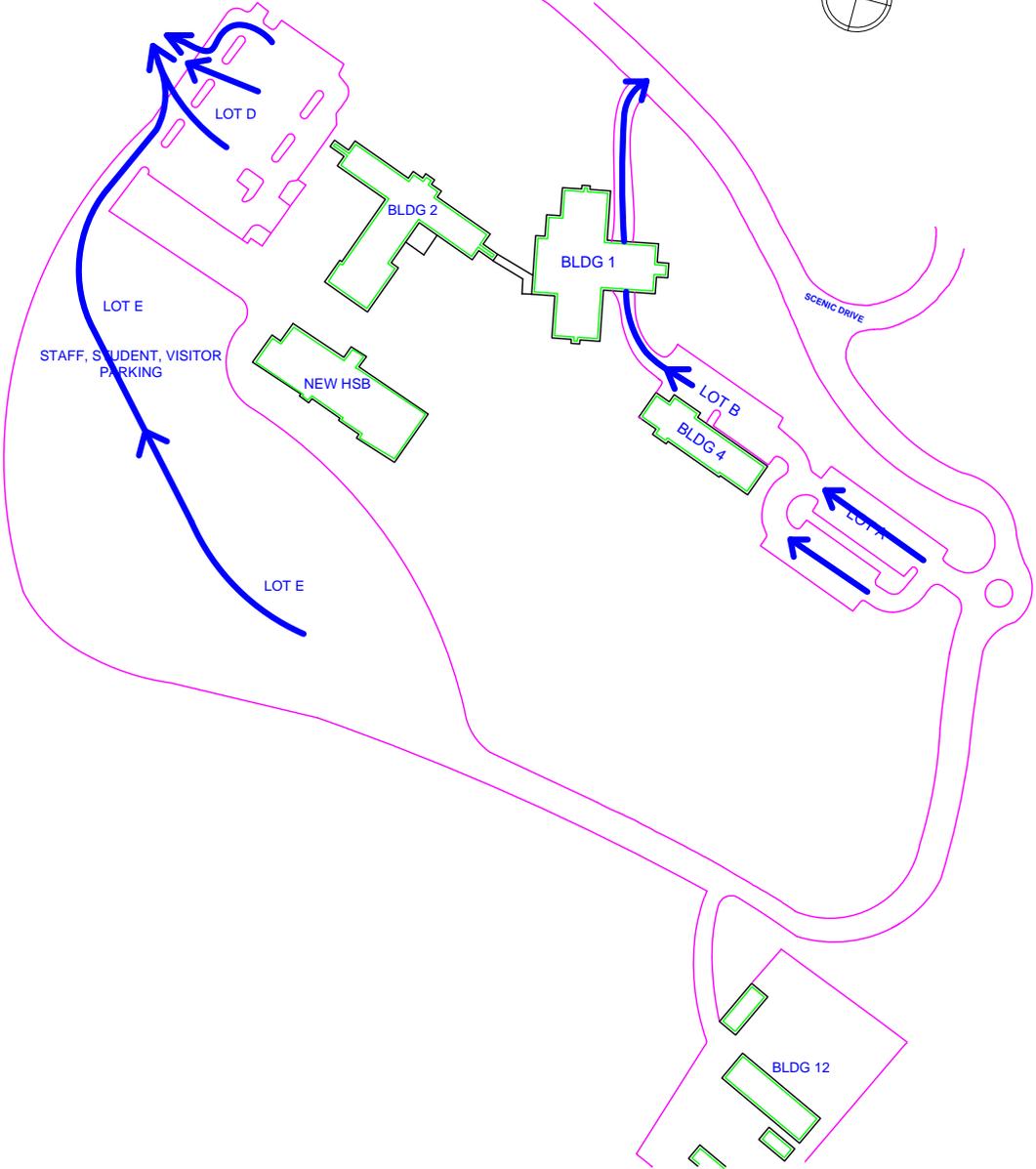
These general recommendations are intended to provide practical guidance in the recovery of water-damaged objects. These recommendations are intended as guidance only and neither AIC nor HP assume responsibility or liability for treatment of water-damaged objects.

Campus Maps, Plans, and Facility Information

The Dalles Campus Emergency Gather Point Map



The Dalles Campus Map Evacuation Routes



Classrooms and Teaching Laboratories Emergency Procedures For Faculty, and Other Instructional Staff

1.0 Instructor's Responsibility

Because of the personal nature of safety performance, everyone is responsible and will be expected to directly participate in the implementation of programs to assure that safe working conditions are maintained. Faculty and staff shall be directly responsible for their own safety, for the safety of students and employees under their supervision; and for the safety of their fellow employees. This responsibility can neither be transferred nor delegated.

Consistent with the above, instructors must:

- Provide his or her class or audience with general information relating to emergency procedures. This information should be shared during the first week of class or at the start of a seminar.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies.

2.0 As an instructor, what do I need to know about Emergency Preparedness?

The *instructor* is an authoritative figure for the student, either consciously or subconsciously, and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a calming effect on the students. In order for the instructor to exhibit this controlled personae he or she must be prepared for emergencies.

Emergency Evacuation and Operations Plans

- The College has a written Emergency Plan covering specific procedures for their facility and employees. These plans will cover events such as fire, earthquake, power outage, bomb threat, hazardous material spills, severe weather, etc. Instructors will find it helpful to review the plans for the buildings in which they teach to see if the plans differ from the general information provided here.

Evacuation Routes

- Floor plans are placed on building walls showing evacuation routes. Check your classroom(s) to see if the plans are posted. If you have trouble finding copies of the floor plan, call Facilities Services at 506-6071.

Emergency Assembly Points

- After the class leaves the alarmed building or area, it is important for them to go to a pre-determined area where the presence of persons can be documented. This “safe area” will be a designated Emergency Assembly Point where the class will not interfere with responding emergency services nor place themselves at risk of injury from the emergency. Evacuation routes lead the occupants out the building.
- *Look on the building evacuation route floor plans for the designated Emergency Assembly Points.*
- Accounting for all students can be very difficult, particularly with a large class. However, an attempt must be made. For example, it might be possible for the instructor to: wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students seated next to them are at the assembly point. You must also account for persons with disabilities. (See below)

Evacuation for persons with Disabilities

- If there is a person with a disability in the class, the instructor must be knowledgeable of their response plan and who may be assisting them. Four options are available to persons with disabilities:
 - *Horizontal Evacuation* to outside or another building, if available
 - *Stairway Evacuation*
 - *Stay in Place* unless danger is imminent
 - *Area of Refuge* if available

Elevators cannot be used during an emergency evacuation!

Reporting missing or trapped persons or persons with Disabilities

- After exiting and accounting for students, immediately notify emergency personnel of any persons missing, trapped or persons with disabilities that are waiting assistance in areas of refuge.

Fire Alarms

- Fire alarms will be a sound of a slow WHOOP or a HORN and may include strobe lights for people with hearing disabilities. When the alarm sounds, everyone must exit the

alarmed area according to the evacuation plan.

Everyone Must Evacuate Immediately!

- Procedures that may be hazardous if left unattended should be shut down.
- Verify that everyone leaves and that all the doors are closed. Closed doors significantly reduce fire and smoke damage.

Earthquakes

- Interior items falling on the building occupants, such as books, shelves, light fixtures, ceiling tiles and office equipment, cause most of the injuries that occur during earthquakes. Consequently, the first thing to do during an earthquake is to have everyone **drop** to the floor, **cover** their head, and **hold that position**. After the shaking stops tell the class to collect their possessions calmly and evacuate the building to the Emergency Assembly Point. Caution them to watch for bricks and other exterior building materials that may have been knocked loose by the earthquake.

Procedures that may be hazardous if left unattended should be shut down.

What To Expect In A Power Outage

- The College campus power system is served by the Northern Wasco Public Utilities District and, over time, has proven to be fairly reliable, even during major windstorms. If the power does not return in a reasonable length of time (>10 minutes) then evacuate the classroom or laboratory. Evacuation should take advantage of available lighting unless the building is in alarm, and then use the same evacuation procedures as during a fire. Caution students that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways – exercise caution.

How To Report An Emergency

- Check each classroom, lecture hall, or laboratory for the nearest working telephone, the nearest life safety (fire) alarm pull station, and the nearest fire extinguisher.
 - Fire **Activate Nearest Fire Alarm Pull Station (located at all exit doors)**
 - Health/Police - **Call 911**
 - Hazardous Material Spill - **Call 911**
 - Facility or Utility Failure - **Call 506-6071 or 300-1205**
 - After hours - Jim Austin **Call 300-9114**

3.0 What Emergency Preparedness materials should I have with me at class?

- Roster
- Important telephone numbers (in addition to Emergency numbers)
 - Instructional Services 506-6031 or 506-6034
 - Facilities Services 506-6071
 - Student Services 506-6011
 - Custodian 300-1205
 - Director of Facilities Services 300-9114
 - Others as appropriate

4.0 Classroom Emergency Procedures

When you hear the **fire alarm**...

- Everyone should calmly collect his or her coats and books and exit the classroom, lecture hall, or laboratory. Please turn off the gas supplies in laboratories.
- Leave the room/lab and go the nearest building exit. Know the location of alternate exits.
- **The elevators cannot be used during a fire alarm!**
- Go to the Emergency Assembly Point (see the posted floor plan in the exit corridors).

When there is a **power outage**...

- Everyone should stay in their seat to see if the outage is temporary and to let their eyes adjust to the lower light level.
- If the outage appears to be long term, everyone should calmly collect their materials and carefully exit the building.

If there is an **earthquake**...

- **Drop and Cover** your head for protection from material that might fall from the ceiling or walls.
- After the shaking stops, calmly evacuate the building and standby for further directions from College officials.