

# Orange Coast College



## CAMPUS EMERGENCY OPERATIONS

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Available on the occportal



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## EMERGENCY PHONE NUMBERS

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<b>Emergency</b>	<b>911</b>	
<b>Campus Public Safety</b>		
• Emergency	25555	(714) 432-5555
• Office	25017	(714) 432-5017
<b>Emergency Information</b>	<b>25878</b>	<b>(714) 432-5878</b>
<b>Student Health Center</b>	<b>25808</b>	<b>(714) 432-5808</b>
<b>Maintenance &amp; Operations</b>	<b>25590</b>	<b>(714) 432-5590</b>
<b>Costa Mesa Police dispatch - non emergency</b>		<b>(714) 754-5252</b>
CCCD Environmental Health and Safety		
• Director of Risk Services	(714) 438-4815	riskservices@cccd.edu
• Office	(714) 438-4800	
<b>American Red Cross Emergency</b>	<b>(714) 481-5300</b>	
<b>The County Emergency Broadcast System will be the primary source of information regarding such an event.</b>		
<b>AM RADIO STATIONS:</b>	<b>Phone</b>	
• KFI 640	(818) 559-2252	
• KFWB 980	(323) 525-0980	
• KNX 1070	(323) 569-1070	
• KHJ 930 (Spanish)	(818) 729-5300	
• KVNR 1480 (Vietnamese)	(714) 933-7888	

# **LIFE-THREATENING EMERGENCY**

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**Paramedics**

**911**

**Campus Public Safety**

**25555 or (714) 432-5555**

You may dial 911 from a campus phone. Allow for a short delay while the computerized location system is accessed.

**STAY ON THE LINE**

**DO NOT HANG UP!**

**CAMPUS PUBLIC SAFETY WILL BE NOTIFIED**

When using cell phones or pay phones, the caller must:

## **IDENTIFY THE EXACT CAMPUS LOCATION**

(Remember, this phone system does not have a computerized location system).

There is a red campus emergency phone located in every campus classroom. Dial 25555 to contact Campus Public Safety. Tell them to call the paramedics and give your exact campus location.



## MEDICAL AND FIRST AID

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**For Professional help, call 911  
Campus Public Safety 25555 or (714) 432-5555**

**For assistance and/or transport to the Student Health Center, call Campus Public Safety at 25017**

- Provide your name and exact location
- Describe the nature of the medical problem
- Give the campus location of the victim
- Until help arrives, give the victim appropriate first aid:

**Bleeding:** Apply direct pressure to wound  
(protect yourself from contamination)

**Neck/Back injury:** Do not move victim

**Not Breathing:** Open airway\*  
Perform rescue breathing or CPR\*  
\*if you have been trained

**Hands only CPR:** Uninterrupted chest compressions  
at 100 a minute

### **Blood/Body Fluids Exposure:**

- Ensure that other employees/students are not exposed
- Obtain the name and phone number of the person who was the source of the blood/body fluids
- Notify Campus Worker's Compensation office -  
OCC Personnel office (714) 432-5132  
Campus Safety (714) 432-5017  
(California Code of Regulations requires treatment of employees within 24 hours of exposure)
- Proceed to a designated occupational health provider immediately



## First Aid for Seizures

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### **(Convulsions, generalized tonic-clonic, grand mal)**

Most seizures in people with epilepsy are not medical emergencies. They end after a minute or two without harm and usually do not require a trip to the emergency room.

But sometimes there are good reasons to call for emergency help. A seizure in someone that does not have epilepsy could be a sign of a serious illness.

### **Other reasons to call an ambulance include:**

- A seizure that lasts more than 5 minutes
- No “epilepsy” or seizure disorder” I.D.
- Slow recovery, a second seizure, or difficulty breathing afterwards
- Pregnancy or other medical diagnosis
- Any sign of injury or sickness



## First Aid for Seizures *continued*



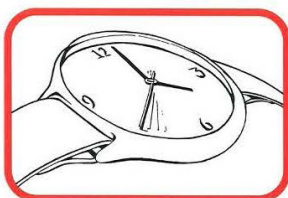
Cushion head,  
remove glasses



Loosen tight clothing



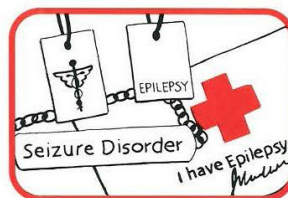
Turn on side



Time the seizure with  
a watch



Don't put anything  
in mouth



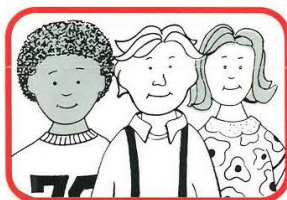
Look for I.D.



Don't hold down



As seizure ends...



...offer help

## **VIOLENT, CRIMINAL, OR DISRUPTIVE BEHAVIOR**

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If a person(s) disrupts a class or lecture, ask them to leave. If they refuse to leave, call Campus Public Safety at 25017/25555 and call your immediate supervisor.

### **DO NOT TAKE UNNECESSARY CHANCES**

If you are a victim of, are involved in, or witness any on-campus violation of the law such as assault, theft, overt sexual behavior, etc:

Phone **Campus Public Safety at 25555 IMMEDIATELY** with the following information:

- Nature of incident
- Campus location of incident
- Description of person(s) involved
- Location or direction of person(s) involved

Help make OCC a safe place. Be alert and report suspicious behavior and situations to Campus Public Safety. See Something, Say Something

### **Behavioral Intervention Team (BIT)**

The Behavioral Intervention Team (BIT) exists to help determine if an individual poses a threat of violence to self, others, or the Orange Coast College community. The team assesses threatening behaviors exhibited by students in an attempt to prevent violence. The goal is to maintain a safe and secure working and learning environment for students, faculty, and staff.

Reports submitted to the BIT team may not be confidential. All students have the right to due process. Once a report is received, a member of the BIT team will follow up with the student to assess the situation. Assessment is the first step in determining if there is a problem or risk. The team can often help troubled students access the campus and community resources they need in order to succeed.

You can submit a BIT report by clicking on the *Incident Reporting* icon on your desktop. This form can be found on the front page of the occportal under *HOTLINKS/Incident Reporting*. After submitting the report you will receive a follow up email or phone call from one of the BIT team members.

Use the  icon.



# EARTHQUAKE

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## REMAIN CALM

### INDOORS

- **DROP** to the ground (before the earthquake drops you)
- Take **COVER** by getting under a sturdy desk or table
- **HOLD ON** to it until the shaking stops
- If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms

### OUTDOORS

- Move quickly away from buildings, utility poles, and other structures

### AFTER THE SHOCK

- Evaluate the situation
- If emergency help is necessary, call 25555
- Prepare for aftershocks
- If necessary, evacuate building, and use the nearest exit
- Take your personal belongings
- Assist any disabled persons
- Do not use elevators in case of aftershocks
- Once outside, stay a safe distance away from any buildings

### IF BUILDING IS STRUCTURALLY SAFE

- Turn off all potentially hazardous equipment
- Report all damage to OCC Maintenance & Operations at 25590
- Leave sidewalk/road access for emergency vehicles

### DO NOT RE-ENTER DAMAGED BUILDINGS

## FIRE

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**MAJOR FIRE** (uncontrollable) call: 911, then 25555

### **Activate Building Alarm**

Close all doors to confine fire and reduce oxygen and

**DO NOT LOCK DOORS**

**MINOR FIRE** (controllable) call: 25555/25590

Utilize extinguisher by directing a charge at base of flame, and call for assistance.

### **REPORTING FIRE - Provide the Following:**

Your Name, Fire Location, Size & Type of Fire:

- a) Wood, trash, paper
- b) Liquid, grease
- c) Electrical

- Evacuate building and elevators, alerting others as you exit and assisting disabled persons
- Once outside, stay clear of building, leaving sidewalk and roadway access for emergency vehicles
- Assist in determining that everyone has evacuated safely

**DO NOT RE-ENTER BUILDING**



## ACTIVE SHOOTER

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### **Contacting Authorities:**

- Dial 911 Emergency
- (714) 432-5555 or 25555 Campus Public Safety

### **What to Report:**

- Your specific location/building/room
- Number of people with you
- Injuries, number, and type
- Assailant(s) location, how many, race, gender, clothing, features, weapons, backpack, shooter identity if known, direction he/she is heading, and anything else that will help

### **If you are outside:**

- Move away from the gunfire
- If you can get off campus safely, do so!
- If you cannot run away, proceed to the closest building, (preferably with a door that locks)

### **If you are inside:**

- Lock and barricade all doors
- Close blinds, and turn off the lights
- Call 911 and Campus Public Safety at 25555
- Put cell phones on vibrate
- Stay away from windows and spread out
- Use furniture to shield you
- Do not answer the door

### **If shooter has entered your room and begins firing:**

- Use furniture to shield you and stay low. Throw things at the shooter and overpower as a committed group.

### **If you decide to flee:**

- Have an escape route and plan. Do not carry anything while fleeing. Move quickly, keep your hands visible, follow the instructions of any police officer.

View the Active Shooter training videos on the OCC website under "About OCC"/"Parking and Public Safety."

## EVACUATION OF STUDENTS WITH DISABILITIES

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If you have disabled persons in your classroom or work area, you should designate volunteers to assist them during the evacuation. The type of assistance necessary can vary by the disability.

### **Mobility Impaired**

Individuals with mobility impairments and who use wheelchairs may be evacuated using the methods described below. In each case, ask the disabled person which method would work best for them.

**In chair evacuation (only for non-motorized wheelchairs)** Unlock brake, gently lean chair backward and move to edge of first stair step. The helper in front steadies the chair by the rods to which the footrests are attached. The helper at the rear of the chair controls the descent and takes most of the weight of the chair.

### **Office chair evacuation**

Transfer the disabled person into a sturdy office chair. One helper gently leans the chair backward. The other helper faces the chair and holds onto the front legs. Helpers control the descent by bending their legs slowly and keeping their backs erect.

### **Out of chair evacuation**

The helper kneels in front of the wheelchair, his/her back to the disabled individual. Place the disabled person's arms up and over the helper's shoulder and across the helper's chest. Helper then leans forward before standing with the disabled person on his back.

### **Two person-carry (side-by-side)**

The helpers position themselves next to the wheelchair and grasp the other helper's upper arm or shoulder. The disabled person places his/her arms around the helper's necks. The helpers lean forward and place their free arms under the individual and firmly grasp each other's wrists. The helpers descend the steps at the same time side by side.

## EVACUATION OF STUDENTS WITH DISABILITIES *continued*

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### **Evacuation Chair**

Evacuation chairs are available in campus multi story buildings.

### **Hearing Impaired**

Since the hearing impaired person may not hear the alarms or verbal warnings, the helper should get the attention of the hearing impaired individual by tapping on his/her shoulder or arm. Then direct the hearing impaired individual with hand signals toward a safe exit.

### **Visually Impaired**

The assigned volunteer tells the visually impaired individual they will help them out of the building. The helper offers his/her right arm for the disabled individual to grasp. Then give clear verbal directions when making turns or going down steps.



## CHEMICAL OR RADIATION SPILL

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Any dangerous chemical or radioactive material spilled on campus is to be reported immediately to Campus Public Safety (714) 432-5555. Be specific and identify the substance if possible as well as the location of the spill.

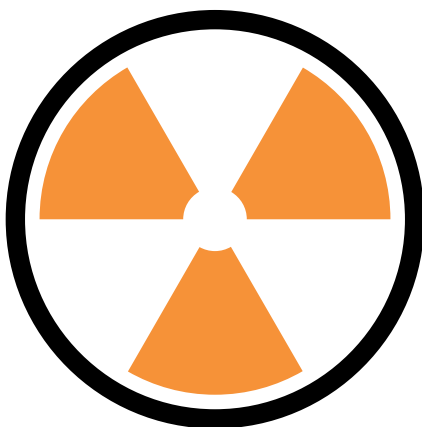
### **Do not handle the material**

Vacate the affected area at once and seal it off to prevent further contamination of others. Notify your supervisor.

Anyone in the immediate area of the spill who may be contaminated is to avoid contact with others as much as possible. Required first aid and clean up to be done by specialized authorities designated to do so.

Once outside, move to a clear area at least 150 feet away from the affected building. Keep the walkways clear for emergency vehicles.

For Environmental Health & Safety/Hazmat problems call the CCCD EHS Office: (714) 438-4800



## **SUSPICIOUS SUBSTANCE PROCEDURES**

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### **RESPONSE (contact with a suspicious substance)**

- Do not clean up the unknown substance. Cover the substance with anything available (clothing, paper, trash can, etc.) and do not remove cover
- Evacuate room and close door or section off area. Do not allow anyone to enter area
- Call Maintenance and Operations (M&O) at 25590 to turn off local fans or ventilation units

### **NOTIFICATION PROCESS**

- Contact Campus Public Safety at 25555
- Notify if anyone else may have been exposed
- Contact your supervisor
- If the substance is not deemed as a threat, notify M&O of the incident for clean up

### **PERSONAL CARE**

If you come in contact with a suspicious substance:

- Immediately wash with soap and warm water
- Remove heavily contaminated clothing as soon as possible and place it in a plastic bag or container that can be sealed



## **HANDLING SUSPICIOUS LETTERS OR PACKAGES**

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**Costa Mesa PD ADVISORY If you receive a suspicious letter or package:**

- **Do not** handle, shake, bump or drop
- **Do not** open, smell or taste
- **Call 911** and call Campus Public Safety 25555

**LETTERS - Look for:**

- Misspelled words
- Addressed to Title only/Incorrect Title
- Badly typed or written
- No return address
- Restrictive markings
- Possibly mailed from a foreign country
- Excessive postage

**PACKAGES- Look for:**

- Any characteristics from list above
- Protruding wires
- Lopsided or uneven shape
- Strange odor
- Oily stains, discolorations or crystallization
- Excessive tape or string

**If Parcel is open and/or a threat is identified**

**BOMB - RADIOLOGICAL - BIOLOGICAL - CHEMICAL**

- Evacuate Immediately
- Call Police 911
- Call Campus Public Safety at 25555



## **BOMB THREAT EVACUATION PROCEDURES**

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If you observe a suspicious device or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call 911, then 25555.

Any person receiving a phone call that a bomb or explosive device has been placed on campus should ask the caller:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What kind of bomb is it?
- d) What does it look like?

Keep talking to the caller as long as possible and record the following:

- a) Time of call
- b) Age and sex of caller
- c) Speech patterns, accent, if any
- d) Emotional state
- e) Background noises

Once outside, stay clear (at least 150 feet from building)

Leave sidewalks and roadway access for emergency vehicles.

**DO NOT RE-ENTER THE BUILDING**



## EXPLOSION, PLANE CRASH, OR SIMILAR

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**TAKE COVER** under desks, tables or other objects that will give protection against flying glass or debris.

**Call 911 or Campus Public Safety at 25555** and provide the following information:

- Your name
- Location
- Nature of emergency

### **Activate building alarm**

Evacuate building and elevators, staying clear of structural damage, broken glass and debris. Assist disabled persons and alert others as you exit.

Once outside, stay clear (at least 150 feet away from buildings) leaving sidewalks and roadway access for emergency vehicles. Assist in determining if everyone has evacuated safely. **DO NOT RE-ENTER BUILDING.**



## UTILITY FAILURE

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### Major Utility Failure

- Monday through Friday (7 a.m. - 5 p.m.)
- Maintenance & Operations 25590 or (714) 432-5590
- After 5 p.m. weekends or holidays call Campus Public Safety at 25017 or (714) 432-5017

### Guidelines

If the utilities do not come on in a reasonable length of time, you will be instructed to vacate the building.

- Take your personal belongings
- The elevators may not work
- Assist the disabled
- Do not re-enter unless instructed to do so



## STAFF DUTY ASSIGNMENTS

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The **INCIDENT COMMAND SYSTEM** will be activated and team members will assume designated responsibilities to save lives and minimize damage. All staff will assist in the evacuation of students and college personnel when safety is threatened.

Each instructor will be responsible for the direct supervision of his/her class. Each instructor will:

- Evacuate students to designated areas
- Report missing students
- Seek medical attention for injured students

### **Statement of Responsibility**

The Administrative Regulations and Procedures and the Government Code of the State of California, Section 3100-3101, provide for the authority to declare public workers as Disaster Service Workers.

Every staff member has a duty and responsibility to perform certain duties in times of emergency.

### **Evacuation Site**

The College has been designated as an Emergency Evacuation Center for Orange County.

During an emergency requiring the evacuation of people from surrounding areas OCC will act as a reception, care and shelter center. The College will act in cooperation with the Orange County Office of Emergency Services (OCEMS), the Local Police and Fire Departments (CMPD and CMFD), and the American Red Cross (ARC).



# ORANGE COAST COLLEGE CAMPUS MAP

2701 Fairview Rd. Costa Mesa CA 92626 • (714)432-0202



Scan code with  
your Smartphone  
to download map



## CRISIS ALERT TEAM

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NAME	CAMPUS EXTENSION
Daly, Kelly	(714) 432-5026
Giblin, Tara	(714) 432-5015
Gutierrez, Juan	(714) 432-5725
Niroumand, Madjid	(714) 432-5897
Pagel, Rich	(714) 432-5840
Quihuiz, Shannon	(714) 432-5930
Rudy, James	(714) 432-5117
Suarez, Angelica	(714) 432-5712
Vergara, Derek	(714) 432-5741



2701 Fairview Rd. Costa Mesa, CA 92626

**Coast Community College District**  
1370 Adams Ave. Costa Mesa, CA 92626

**CCCCD Board of Trustees:**  
Elizabeth Parker Dorn, Ed.D., Mary L. Hornbuckle,  
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January 2025