

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Emergency Response and Evacuation

**Adoption Date:** December 10, 2013

**Revision Date:** April 11, 2017

**Responsible Area:** Vice President, Administrative Services

**Responsible Office:** Vice President, of Administrative Services

**Policy Reference:** Board Policy 3505;  
Education Code Sections 32280 et seq. and 71095;  
Government Code Sections 3100 and 8607(a);  
Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
Executive Order S-2-05;  
California Code of Regulations Title 19, Sections 2400-2450;  
34 Code of Federal Regulations Section 668.46(b)(13) and (g)

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site.

All members of the campus community are notified on an annual basis that they are required to notify the Weed or Yreka Police Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Local police have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, local police coordinating with the Vice Presidents of Administrative Services or designee have a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (PDA) (individuals can sign up for Everbridge using the link on the District home page), public address system, District website, local radio and television stations. The District will post updates during a critical incident on the District web site at [www.siskiyous.edu](http://www.siskiyous.edu). Individuals can call the District's recorded information telephone line at 530-938-5555 for updates.

The District's Vice President of Administrative Services staff will be responsible for the dissemination of emergency information to the larger community through email, cell phone alerts, radio, TV alerts.

### **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

An evacuation drill is coordinated by the Safety Committee each year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Local police do not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the local police and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the local police and District Administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Safety Committee and District Administration coordinate announced and unannounced evacuation drills each year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Director of Student Life will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### **Emergency Response Plan**

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The Emergency Response Plan details actions and responsibilities for all employees of the District including those on the Incident Management Team. The Emergency Response Plan is found on the District Safety Committee web page and in printed copy in the President's Office.