

FULL-TIME FACULTY HANDBOOK

TABLE OF CONTENTS

Safety Procedures

SECTION "F"

Hazardous Conditions	F-2
Personal Injuries Requiring First Aid	F-2
First Aid Procedures	F-2
Fire	F-3
Bomb Threats.....	F-4
Earthquake.....	F-4
Explosions/Fallen Aircraft	F-5
Civil Disaster (General Alarm).....	F-6
Civil Disorder: How to Report	F-6
Utility Failure.....	F-7
Floods	F-7
General Alarm	F-7
Smog Conditions	F-7
Security Services.....	F-8
Escort Service	F-8
Emergency Phones	F-9
Parking	F-9

SAFETY PROCEDURES

Be prepared for an emergency by knowing what to do before an emergency takes place. Review this section of emergency procedures and ask questions of Campus Safety personnel if you are unsure of what to do in a specific situation. Know the evacuation signal and check the evacuation map in your classroom.

Learn the location of the nearest campus telephone, emergency call-box or pay telephone. Memorize the emergency telephone number for Campus Safety from a college telephone (1699).

GENERAL PROCEDURE: In all emergency situations, the College Security Office must be notified. Dial Extension 1699 and give the security dispatcher full details of the emergency: Who, Where, etc.

For medical emergencies, contact the Security Office (Ext. 1699). Security Office will contact the Health Center.

GOOD JUDGMENT IS ESSENTIAL!

Hazardous Conditions

Faculty and staff members observing hazardous conditions in the buildings or on the grounds of the College should report the situation immediately to the Security Office by dialing Extension 1699.

Personal Injuries Requiring First Aid

Personal Emergency Alerts

Some students may have health problems which may become evident in a classroom or activity. It is suggested that, at the beginning of each semester or session, each instructor ask those students with such problems to alert and advise him/her of the fact. In this way, the instructor can be prepared to provide the necessary assistance in the event of an emergency.

How to Report [Personal Injuries Requiring First Aid

In cases where illness or injury incapacitates an individual's ability to care for himself/herself and when professional medical assistance is needed, use the nearest campus telephone, dial Extension 1699 and give full details to the officer. Emergency help will be summoned if needed. Call the Switchboard if unable to reach Security.

First Aid Procedures

1. Administer appropriate level of first aid and prevent further injury or discomfort (see Guidelines below).
2. When necessary, activate communication and transportation procedures to get the individual to professional assistance as quickly as possible.

Guidelines for First Aid

Three levels of first aid have been established as guidelines for use in meeting this College's responsibility for rendering assistance to persons who become ill or injured on this campus.

- In Level One injuries, the individual can care for him or herself. The College's responsibility is to provide basic first aid supplies (disinfectants, bandages, etc.) There is no report required.
- Level Two illness or injuries cause the individual to seek the aid or comfort of another person. The College's responsibility is to provide sources of assistance where the individual may rest, use a College telephone to call for family assistance, and/or obtain help with supplies for cleaning and covering a minor injury. A report to Security is required.
- In Level Three, a major illness or injury incapacitates the individual's ability to care for him or herself and makes it desirable or mandatory that s/he receive professional medical assistance. The College's responsibility is to provide communication and transportation assistance to get the individual to professional medical assistance as quickly as possible and to administer interim measures to comfort and protect the individual from further injury. A report to Security is required.

Fire

Activate the nearest fire alarm box or dial Extension 1699 on the nearest telephone and give details to the security dispatcher, or report to the Security Office in person.

EMERGENCY PROCEDURES

1. General Alarm

Intermittent sounding of alarm will continue until buildings are safe to re-enter.

2. Action

- A. All persons shall evacuate the buildings at the sound of the alarm.
- B. President and Vice Presidents report to Central Control at the Switchboard.
- C. Instructors shall close windows and doors and leave the room after the students.
- D. All persons must move at least 150 feet away from any building or covered walkway, and proceed to the closet parking lot.
- E. Assist physically disabled persons.
- F. Deans, or their representatives, must inspect assigned facilities and report to Central Control at the Switchboard either by telephone, dial "0" on the nearest campus telephone, or in person.
- G. Return to buildings only when advised that the emergency situation is over.

Drills System Check - The fire alarm system shall be tested periodically to ensure proper functioning. Such tests will be made at times when the least amount of disturbance to classes will occur, and faculty and staff will normally be notified in advance.

Drills - Fire drills may be held from time to time to acquaint and remind all personnel of the nature of the signal and procedures to be followed.

Bomb Threats

When a telephone message is received relating to a bomb threat, the following procedure will be followed:

1. Accurately record the message:
When
Where
Who
...etc.
2. If the threat is received by telephone, the Operator will attempt to continue conversation with the caller as long as possible, getting as much information as possible and listening for background clues, etc.

Action

1. In the case of a bomb threat, the individual receiving the call will immediately notify the Security Office. The President, Vice President of Student Services, and Vice President of Academic Services will report to Central Control at the Switchboard.
2. The Director of Safety and Security will be summoned to Central Control.
3. The ranking Manager present at Central Control will lead the assessment of the situation and direction of whatever action is deemed necessary and appropriate.
4. Upon the instructions of the ranking Manager, Security will alert the Police and/or Fire Department.
5. When necessary, the evacuation of classroom buildings will generally be coordinated by the Vice President of Academic Services.
6. Radio communication will be limited to receiving only. No transmitting shall take place due to the danger of activating a bomb, should one exist.

Earthquake

Action

1. Take immediate cover from falling debris and flying glass. Personnel should drop to the floor, using classroom furniture for protection against falling objects. Because building walls tend to fall outward, staff may seek the protection of inner walls, hallways, and doorways.
2. In the case of major structural damage, evacuate the building. Clear all structures by at least 150 feet.

3. In the case of fire, activate the nearest alarm box, dial "0" on the nearest campus telephone, or otherwise report the fire to Central Control at the Switchboard. Follow Emergency Procedure for Fire, above.
4. In the case of injuries, prevent further injury and give aid and comfort. Dial "0" on the nearest campus telephone contact the Switchboard Operator, or otherwise communicate with Central Control at the Switchboard.
5. Assist physically handicapped persons.
6. President and Vice Presidents report to Central Control at the Switchboard.
7. Managers will activate communications.
8. After earthquake tremors subside, buildings and campus environs will be assessed for damage and suitability for occupancy.

Explosions/Fallen Aircraft

Use the nearest campus telephone, dial Extension 1699, and give full details, or report to the Security Office in person.

Action

1. Assess the situation.
2. Guard against subsequent explosions.
3. Keep crowd away.
4. In the case of injuries, give aid and comfort, prevent further injury, dial Extension 1699 on the nearest campus telephone, and give a full report to the security dispatcher.
5. In the case of fire, activate the nearest alarm box or dial Extension 1699 on the nearest campus telephone and give details to security dispatcher.
6. President and Vice Presidents report to Central Control at the Switchboard.
7. Managers will activate communications.
8. When necessary, the evacuation of classroom buildings will generally be coordinated by the Vice President of Academic Services.

Civil Disaster	(General Alarm)
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For an Alert - Instructions from Central Control at the Switchboard.

All Clear - Notification by Central Control.

Action

1. In the case of an alert, all classes will be dismissed and all personnel instructed to go home as quickly as possible. The College will be closed.
2. In the case of immediate danger:
 - personnel are to take cover;
 - whenever possible, darkening drapes are to be pulled;
 - instructions from Central Control are to be followed.
3. The Switchboard Operator will call the President, all Vice Presidents, all Deans, and the Business Manager. Each person notified will report to the Central Control.
4. The ranking Manager present in Central Control will lead the assessment of the situation and the direction of whatever action is deemed necessary and appropriate.
5. Managers will activate communications.

Civil Disorder: How to Report

Use the nearest campus telephone, dial Extension 1699 and give full details, or report to the Security Office, Building 1700, in person.

Action

1. The Switchboard Operator will call the President, all Vice Presidents, all Deans and all other appropriate Management personnel, who will report to Central Control at the Switchboard.
2. The ranking manager present in Central Control will lead the assessment of the situation and the direction of whatever action is deemed necessary and appropriate.
3. Managers will activate communications.
4. All personnel will be directed to leave the area of disorder. Persons are not to come or stay to watch.

Utility Failure

Using the nearest campus telephone, dial Extension 1699 and give full details, or report to the Security Office, Building 1700, in person.

Action

1. The security dispatcher will notify the Business Manager and Manager of Maintenance and Operations.
2. Block off the area of the gas leaks, fallen electrical lines, broken water lines.
3. Evacuate personnel from danger areas.
4. Keep crowds away.

Floods

Alerts will generally be received from civil defense or other governmental agencies in advance of such emergencies. Should flooding occur without warning, use the nearest campus telephone, dial Extension 1699, and give full details.

General Alarm

Messages will be relayed to all operational areas.

Action

1. When time permits, the campus will be closed and evacuated.
2. When time does not permit, all persons will move to high ground and await further instructions.
3. Physically disabled persons are to be given assistance.
4. Managers will activate assigned communication units.
5. President and Vice Presidents will report to Central Control or to an alternate location should that area be flooded.
6. When time permits, campus utilities will be shut down, and critical records, equipment, etc., will be moved to second floor locations.

Smog Conditions

Area smog conditions are given by the Bay Area Air Pollution Control District and relayed to the office of the Alameda County Superintendent of Schools. The latter office relays this information to the District.

There are four kinds of alerts:

Smog Advisory, Air Pollution Alert, Air Pollution Warnings, and Air Pollution Emergency.

Campus Alert Procedures:

When notification of smog conditions is received, the Switchboard will contact the following management personnel, who will in turn relay the information to the operational areas indicated:

- Vice President of Academic Services - Division Deans and other members of the Instructional staff.
- Vice President of Student Services - Members of the Student Services staff.
- Business Manager - Business Office, MIS, and Maintenance and Operations staff.
- President

Action in the event of smog advisory or alert:

1. Smog Advisory—In the event of a smog advisory, no specific action is required other than giving consideration to persons who have respiratory or cardiac problems. They should remain indoors and avoid unnecessary exertion.
2. Air Pollution Alert—In the event of an air pollution alert, the action for a smog advisory will be followed, and in addition, all outdoor activities may be curtailed. All personnel will be encouraged to eliminate all but essential use of their automobiles.
3. Air Pollution Warning—In the event of an air pollution warning, the action for the air pollution alert will be followed, and in addition, the College may be asked to comply with the directions of the Bay Area Air Pollution Control Officer, who may declare that the operations, services, and hours of business of all government, industrial, and commercial facilities shall be limited to the operations, services, and hours of business customarily maintained on Sundays. The College may be asked to close. Personnel will follow written directives from the Office of the President.
4. Air Pollution Emergency—In the event of an air pollution emergency, the action for the air pollution warning will be followed. In addition, a state of emergency may be declared by the Governor, the use of all motor vehicles, except for emergency use, will be prohibited, and any other action necessary will be taken. The College may be closed. Personnel will follow written directives from the Office of the President.

Security Services

A variety of security services are provided for Las Positas College students by members of the Campus security services on motorized patrol, foot patrol, and post patrol. These patrols are in constant radio communication and can summon other police departments if needed. Contact Switchboard (Dial "0") or Security Office 1699.

Escort Service

The College provides an escort service for students from buildings to the various parking lots. To request an escort, dial 1699 from any campus phone.

Buddy System - Students are encouraged to team up with fellow students who are returning to the same parking lot.

Emergency Phones

A telephone is located in each building except the following: 700 and 900. In case of an emergency, dial Extension 1699, and report the nature of the emergency. Remain calm, and remain on the phone until the operator asks you to hang up.

A security officer is on campus duty 7 days a week 24 hours a day. If you call 1699 and the officer is not in the office, the call will ring to a radio/telephone carried by the officer.

During closure hours, the campus is protected by a security officer as well as alarm systems. You must contact the on-duty officer as soon as you arrive on campus during those hours.

Emergency call boxes are also located in parking lots and near walkways on the inner campus. In the event of an emergency, push the button on the call-box. The on-duty security officer will be alerted as to which call-box has been activated and will attempt to communicate via the call-box while responding to your location.

The pay phones on campus are programmed to call Security when *16 is dialed. No money is required.

Parking

Faculty and staff may park in any of the campus parking lots. Take notice that certain parking spaces are reserved for college vehicles or have other restrictions for parking. All vehicles must be properly parked in designated spaces (between the white lines) and head in (do not drive through or back in). (Article 9K)

Driving or parking on any of the inner campus areas is restricted by special permit issued by Campus Safety. A special permit is also required for parking overnight on campus. Vehicles parked without the required permit may be cited and/or towed at the owner's expense.

The College issues parking permits to faculty and staff. The permits must be displayed on the rearview mirror or dashboard at all times to avoid the issuance of a parking citation. Temporary permits are available from the switchboard or Campus Safety for rented or borrowed cars, as well as for visitors to the campus.

Construction activities or special events may occasionally force temporary changes in parking arrangements.

For additional information, call Las Positas College Security Services, Extension 1690, or contact Office of the Director of Safety and Security, Building 1700.