



# EMERGENCY Response Guide



# Life Threatening Injury

**To Report an  
Emergency:**

**Call 9-1-1**

**(Police, Fire, Medical)**

**Notify your Immediate  
Supervisor**

**Campus Police:**

**530-661-5722, ext. 2522**

**Cell: 530-681-8782**

## Non-Life Threatening Injury

Dignity Health (Woodland)	530-668-2600
Sutter Medical Plaza (Woodland)	530-406-5600
Sutter West Medical Group (Davis)	530-758-1122
Kaiser Clinic (Davis)	530-757-7100
Adventist Health (Lake County)	707-263-3746
Colusa Health Clinic & Internal Medicine (Colusa)	530-458-4162

**Campus Police: 530-661-5722 or ext. 2522 | Cell phone: 530-681-8782**

**LIFE THREATENING INJURY**



# Reporting Workplace Injuries

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

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## Notify your Immediate Supervisor

**Campus Police:**  
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**Workers'  
Compensation  
Company Nurse  
Line:** 1-877-518-6702

**Employer Name:**  
Yuba Community  
College (YCCD)  
**Search Code:** NSI04

When calling the nurse line you will be asked several questions to establish your identity, your employee's identity, and asked to describe the incident/accident. Please note, if you need immediate medical assistance, call 9-1-1 first.



# REPORTING WORKPLACE INJURIES



# ADA Evacuation

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**Limited mobility may impair progress and access to locations. Employees should have adequate knowledge to provide assistance to other staff and students if needed:**

1. Plan ahead – know the areas where you work and study.
2. Check all areas out completely for ground floor access, if none, and you normally use an elevator to enter and leave a building, you will need evacuation assistance.
3. If assistance is required, notify the appropriate people. Employees and students are responsible for seeking assistance.

**Do not use elevators during an emergency unless directed to do so by emergency staff:**

1. Proceed to a designated rescue area for people with disabilities, if none, make your way to a clearance at or near the closest emergency exit or stairwell.
2. Notify others as they leave the building to inform the emergency personnel on site of your location, your name, and situation (e.g. wheelchair user, blindness).
3. Use a call box, call or text campus police, report your name, location, and individual need.
4. If you are going to an emergency exit, give the location of that exit.

### Stairways:

1. Evacuation devices for mobility impaired persons may be necessary if the elevator cannot be used (e.g. Stryker chairs).
2. A step-by-step guide on proper usage of the device should be stored with the equipment. To prevent injuries, the equipment manual should be used to train employees on device usage.
3. If available, store a lightweight manual wheelchair that is easily accessible on the first floor of the building.

# Crime/Violence

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(Police, Fire, Medical)

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**To report crimes in progress or violent behavior: Do *not* take unnecessary chances  
always call 9-1-1!**

### What to do if you are held hostage:

1. Stay calm and be alert to situations that you can use to your advantage.
2. Listen to what the person is saying.
3. Cooperate within reason.
4. Do not raise your voice or make sudden movements.
5. Try to remember all activities including times in transit, direction, distances, speeds, landmarks along the way, special odors, and sounds of transportation like train whistles, bells, construction, etc.
6. Generally, do not expect a good opportunity for escape, attempts to escape should not be made unless your life is in imminent danger.
7. Carefully determine the best possible odds for a successful outcome.

# Crime/Violence

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

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## Suspicious letter or package

### If you receive a suspicious letter or package:

1. Handle it with care (do not shake or bump) and stay calm.
2. Isolate it immediately and do not allow co-workers to mingle nearby.
3. Do not open, smell, touch or taste.
4. Call 9-1-1 and follow their instructions.
5. Notify your supervisor.
6. Wash your hands with soap and warm water for at least one minute.

### Then:

7. Do not touch, handle or move a suspicious object.
8. Evacuate yourself and others immediately, taking your purse, briefcase, backpack, and keys with you.

# Crime/Violence

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

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## Notify your Immediate Supervisor

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## Telephone bomb threats

**Attempt to keep the caller on the line as long as possible while noting:**

1. Phone number, if caller ID available.
2. Time and date of call; age and gender of caller.
3. Caller's message:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
4. Distinguishing speech characteristics.
5. Background noises.
6. Any other conversation or comments.

## Violent, hostile or suspicious persons:

1. Take precautions to protect yourself and others.
2. Actions to take depend on events and may include evacuating, hiding, or locking doors.
3. Call 9-1-1 as soon as possible.

# Crime/Violence - Active Assailant

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(Police, Fire, Medical)

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### Run to Safety:

1. Seek safety. Getting away from the attacker is the top priority.
2. Leave your belongings behind and get away.
3. Call 9-1-1 when you are safe and describe the attacker, location and weapons.

### Cover and Hide:

1. Cover and hide if you can't evacuate. Find a place to hide out of view of the attacker and put a solid barrier between yourself and the threat, if possible.
2. Lock and block doors, close blinds and turn off lights.
3. Keep silent.

### Defend, Disrupt, Fight:

1. Fight only as a last resort. When you can't run or cover, attempt to disrupt the attack or disable the attacker.
2. Be aggressive and commit to your actions.

3. Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
4. Be prepared to cause severe or lethal injury to the attacker.

### Help the Wounded:

Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care. Call 9-1-1 when it is safe for you to do so.

### Be Safe AFTER

#### When Law Enforcement Arrives:

1. Remain calm and follow instructions.
2. Keep hands visible and empty.
3. Report to designated areas to provide information and get help.
4. Follow law enforcement's instructions and evacuate in the direction they tell you to go. Listen to law enforcement for information about the situation. Share updates as you can with family and friends.

# CRIME/VIOLENCE - ACTIVE ASSAILANT





# Crime/Violence - Active Assailant

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**(Police, Fire, Medical)**

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## **If you are in an unsecured area:**

1. If you find yourself in an open area, immediately seek protection, put a barrier between yourself and the assailant.
2. Consider trying to escape if you know the location of the assailant and there is an escape route immediately available.
3. If in doubt, find the safest area available and secure it the best way that you can.
4. If the shooter confronts you and you cannot flee, hide or play dead.
5. Depending on your situation, your last option may be to fight back, keep in mind this is very dangerous.

## **Keeping the area secure:**

1. Always consider the risk of exposure when opening the door for any reason.
2. Attempts to rescue people should only be made if it can be done without further endangering either yourself or the persons inside of the secured area.
3. Be aware that the assailant may bang on the door, yell for help, or otherwise try to entice you to open the door of a secured area.
4. If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

**CRIME/VIOLENCE - ACTIVE ASSAILANT**



# Chemical Spill

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

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## Notify your Immediate Supervisor

### Campus Police:

530-661-5722, ext. 2522

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1. Quickly try to figure out which areas are affected or where the chemical is coming from, if possible.
2. Get away immediately.
3. If the chemical is inside your building, get out of the building without passing through the contaminated area, if possible.
4. If you can't get out of the building or find clean air without passing through the affected area, move as far away as possible and shelter in place.

### If you are instructed to remain in your home or office building, you should:

1. Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents and fans.
2. Seek shelter in an internal room with your disaster supplies kit.
3. Seal the room with duct tape and plastic sheeting.
4. Listen to the radio or television for instructions from authorities.

# CHEMICAL SPILL



# Chemical Spill

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### If you are caught in or near a contaminated area outdoors.

#### Quickly decide what is the fastest way to find clean air:

1. Move away immediately, in a direction upwind of the source.
2. Find the closest building to shelter in place.

#### Are you contaminated?

1. Call 9-1-1 for medical emergency.
2. Remove contaminated clothing and find nearest eyewash and shower; wash for 15 minutes.
3. Check for signs of irritation.
4. Notify Supervisor.

### Restrict access to the spill. If the spill is hazardous, more than 500 mL, or if the spill area is bigger than an “8.5 X 11” sheet of paper, then:

1. Call 9-1-1.
2. Evacuate area.
3. Tell others.
4. Close doors (do not lock).

### If the spill is not hazardous, less than 500 mL, or spill area is smaller than an 8.5” x 11” sheet of paper, then:

#### Initiate clean-up by staff if they:

1. Know hazards and clean-up procedure.
2. Know location of spill kit.
3. Can clean spill within one hour.
4. Wear personal protective equipment (PPE).

# Fire

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

## Notify your Immediate Supervisor

**Campus Police:**  
530-661-5722, ext. 2522  
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**Report all fire incidents to 9-1-1 even if the fire is extinguished. Also, alert your Supervisor and the Risk Manager of any extinguisher usage.**

### During a fire:

1. Crawl low under any smoke to your exit.
  - Heavy smoke and poisonous gases collect first along the ceiling.
2. Before opening a door, feel the doorknob and door.
  - If either is hot, or if there is smoke coming around the door, leave the door closed and find a second way out.
3. Open doors slowly and be ready to shut it quickly if heavy smoke or fire is present.
4. If you can't get to someone needing assistance, leave and call 9-1-1 or the fire department, alert the emergency operator of their location.

### If you can't evacuate:

1. Move to a safe location, find a room or office with fire rated walls, heavy or fire-rated doors and few interior openings.
2. Call 9-1-1 to notify authorities of your whereabouts and how to locate you, turn on lights and hang towel or other material outside a window to mark your location.
3. Place wet towels or other material at the bottom of doors to keep fire and smoke out, cover vents with cloth or tape.

### Operation and types of fire extinguishers: P.A.S.S.



# FIRE



# Natural Disasters: Earthquake

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## Earthquakes can happen anywhere without warning:

1. If you are in a car, pull over and stop. Be sure to set your parking brake.
2. If you are outdoors, stay outdoors away from buildings.
3. If you are inside, stay and do not run outside. Avoid doorways.
4. Monitor media reports, including any emergency alerts sent through the wireless alert system as well as local emergency radio (AM 1670 and AM 1630).

## Practice: Drop or lock.



**DROP!**



**COVER!**



**HOLD ON!**

Wherever you are, drop down to your hands and knees and hold onto something sturdy. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.

## Cover:

Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (keep away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.

## Hold on:

If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.

# NATURAL DISASTERS: EARTHQUAKE



# Natural Disasters: Tornado

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

## Notify your Immediate Supervisor

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**If you are under a tornado warning,  
find safe shelter right away!**

**If you can safely get to a sturdy  
building, then do so immediately:**

1. Go to a safe room, basement, or storm cellar. If you are in a building with no basement, then get to a small interior room (lowest level).
2. Stay away from windows, doors, and outside walls.
3. Do *not* get under an overpass or bridge (low and flat locations = safe).
4. Watch out for flying debris that can cause injury or death and use arms to protect your head and neck.
5. Monitor reports, including any emergency alerts sent through the wireless alert system as well as local emergency radio (AM 1670 and AM 1630).
6. Check company email for pertinent messages.
7. Check National Weather Service website [www.weather.gov](http://www.weather.gov).

### WARNING

A warning is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

### WATCH

A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. A watch means that hazardous weather is possible. People should have a plan of action in case a storm threatens and they should listen for later information and possible warnings especially when planning travel or outdoor activities.

### ADVISORY

An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are less serious conditions than warnings, that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.

### OUTLOOK

An outlook is issued when a hazardous weather or hydrologic event is possible in the next week. Outlooks are intended to raise awareness of the potential for significant weather that could lead to situations that may threaten life or property.

# NATURAL DISASTERS: TORNADO



# Natural Disasters: Wildfire

**To Report an  
Emergency:  
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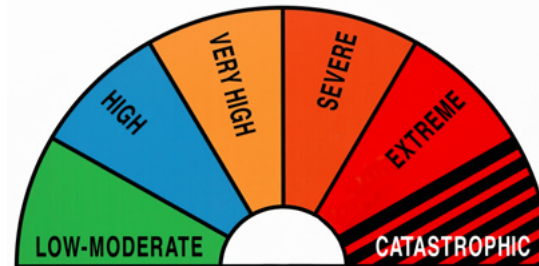
**(Police, Fire, Medical)**

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**Wildfires are unplanned fires that burn in natural areas like forests, grasslands or prairies. These dangerous fires spread quickly and can devastate not only wildlife and natural areas, but also communities:**

1. Monitor media reports, including any emergency alerts sent through the wireless alert system as well as local emergency radio (AM 1670 and AM 1630).
2. Check company e-mail for pertinent messages.
3. Check National Weather Service website at [www.weather.gov](http://www.weather.gov).
4. Check air quality on [www.airnow.gov](http://www.airnow.gov).
5. Evacuate immediately if authorities tell you to do so and do not return until authorities say it is safe.
6. Determine if roads are safe before leaving.



**FIRE DANGER RATING**

# Loss of Communication Systems

## To Report an Emergency:

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**(Police, Fire, Medical)**

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**There may be instances where, due to natural disasters or other factors, a loss in communication may be experienced.**

### **Company communication:**

Employees may not be aware of a communication loss.

1. Attempt to gain contact with all employees.
2. Send communication to employees through all technologies (company email, text alerts, radio, building intercom).
3. Initiate alerts on Emergency Alert Systems.

### **Employee responsibilities:**

1. Monitor media reports, including any emergency alerts sent through the wireless alert system as well as local emergency radio (AM 1670 and AM 1630).
2. Check company email for pertinent messages.
3. Attempt to contact Supervisor to inform them of your location and safety.

# LOSS OF COMMUNICATION SYSTEMS





# Pandemic/Disease

## To Report an Emergency: Call 9-1-1

(Police, Fire, Medical)

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## Notify your Immediate Supervisor

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**A pandemic is a disease outbreak that spans several countries and affects many people. Pandemics are most often caused by viruses, like Coronavirus (COVID-19), which can easily spread from person to person:**

1. Wash your hands with soap and water for 25 seconds and try not to touch your eyes, nose, and mouth.
2. Keep a distance of at least six feet between yourself and people who are not part of your household. Cover your mouth and nose with a mask when in public.
3. Clean and disinfect high-touch objects and surfaces.
4. Stay at home as much as possible to prevent the spread of disease.
5. Follow the guidance of the Centers for Disease Control and Prevention (CDC) and local authorities.
6. Monitor reports, including any emergency alerts sent through the wireless alert system as well as local emergency radio (AM 1670 and AM 1630).
7. Check company email for pertinent messages.