



DO YOU KNOW WHAT TO DO IN AN EMERGENCY?



**Campus Emergency Response
Roles & Responsibilities**

INTRODUCTION

Overview

Emergencies can happen anytime, anywhere—and knowing your role in a crisis is essential to ensuring a swift, coordinated, and effective response. Woodland Community College’s *Campus Emergency Response Roles & Responsibilities* is an easy-to-use guide designed to help students, faculty, staff, and emergency personnel understand their specific duties when faced with an emergency situation.

From evacuations and medical incidents to severe weather and active threats, this guide outlines clear, role-specific actions to take in order to maintain safety, minimize risks, and support campus-wide emergency efforts. Whether you're a professor, administrator, classified professional or first responder, being prepared can make all the difference.

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OFFICE OF THE PRESIDENT

President

Responsibilities:

- **Strategic Decision-Making:** Provide overall leadership and direction during an emergency.
 - Contact 911
 - Collaborate with local law enforcement
 - Implement Emergency Operating Procedures
 - Coordinate with campus security
 - Coordinate with Cal Office of Emergency Services
- **Communication:** Serve as the primary spokesperson for the college, communicating with the college community, the media, the Board of Trustees, and external agencies.
 - Send Catapult messages.
 - Send email as necessary.
 - Inform District Office as necessary.
 - Ensure messages are posted on social media as necessary.
- **Resource Allocation:** Authorize the use of college resources to manage the emergency and ensure continuity of operations.
 - Contact Keenan
 - Submit formal request for resources as necessary.
- **Training:**
 - FEMA training (online)
 - Required Training:
 - Emergency Management -FEMA Trainings Section
 - IS-100.c: Introduction To the Incident Command System
 - IS-200.c: Basic Incident Command System For Initial response
 - IS-700.B: An Introduction to the National Incident Management System
 - IS-906: Workplace Security Awareness
 - Keenan Safe Colleges
 - <https://yccd-keenan.safecolleges.com/login>
- **Coordination:** Coordinate with local, state, and federal agencies as needed.
- **Post-Incident Review:** Lead the post-incident review to assess the college's response and improve future preparedness.
 - Obtain a copy of the incident and/or police report

SAFETY COMMITTEE

Safety Committee

Required Training:

- Complete WCC Emergency Response Training.
- Keenan Safe Colleges:
 - Link: <https://yccd-keenan.safecolleges.com/login>
 1. Using your web browser, go to the Keenan Vector LMS, Higher Education Edition website for Yuba Community College District: <https://yccd-keenan.safecolleges.com/>
 2. Enter your Username: (YCCD email address)
- Safety Committee Operations
- Accident Investigation – This course is directed toward supervisors investigating accidents.

Optional Training:

- General Safety
 - Fire Extinguisher Safety
- Environmental
 - Science Lab Chemical Spills
 - Back Injury and Lifting
 - Wildfire Smoke Prevention
 - Workplace Injury Prevention
 - Slips, Trips and Falls
 - Injury & Illness Prevention Program
 - Heat Illness Prevention
- Human Resources
 - Workplace Violence: Awareness & Prevention

Emergency Management Roles

- Emergency Management
 - Crisis Response and Recovery
 - Active Shooter: Run, Hide, Fight

Optional (role dependent) Training:

- Emergency Management -FEMA Trainings Section
 - (PIO) Public Information Officers (2 courses)
 - IS-2905: coordinating Health and Social Services Recovery
 - IS-363: Introduction to Emergency Management for Higher Education
 - Managers/Leadership (10 courses)
 - Maintenance & Operations/Facilities (1 course)

VICE PRESIDENTS

Vice Presidents

Responsibilities:

- **Operational Oversight:** Ensure that their respective areas (Academic Affairs, Student Services, etc.) are prepared for emergencies and can respond effectively.
 - Provide training option and reminders once per year
- **Required Training:**
 - Complete WCC Emergency Response Training.
 - Keenan Safe Colleges:
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- **Communication:** Assist the President in disseminating information to the campus community.
 - Leverage text communication with direct reports, as necessary.
- **Liaison Role:** Act as liaisons between the President and Deans/Management, ensuring that directives are implemented efficiently.
- **Support:** Provide guidance and support to Deans, faculty, and classified professionals during an emergency.
 - Coordinate with CommuniCare and TimelyCare to make counseling.
 - Support completion of Incident Report.
- **Continuity Planning:** Develop and implement continuity plans for their divisions, ensuring minimal disruption to academic and administrative functions.

DEANS & MANAGERS

Deans

Responsibilities:

- **Emergency Plans:** Ensure that emergency plans are communicated, and understood within their departments.
 - Ensure or support attendance and participation in training.
 - Confirm Emergency Procedures are posted in classrooms.
- **Required Training:**
 - Complete WCC Emergency Response Training.
 - Keenan Safe Colleges:
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- **Personnel Safety:** Account for the safety of faculty, staff, and students within their divisions and initiate emergency procedures.
 - Ensure faculty and staff are registered for Catapult.
- **Resource Management:** Coordinate the allocation of departmental resources in response to the emergency.
- **Communication:** Serve as the point of contact between the Vice Presidents and department-level faculty and staff.
- **Evacuation/Lockdown Leadership:** Lead evacuation or lockdown procedures within their respective buildings or departments.

Management/Managers

Responsibilities:

- **Implementation:** Execute emergency procedures within their areas of responsibility and ensure that their teams are prepared.
- **Required Training:**
 - Complete WCC Emergency Response Training.
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- **Safety Compliance:** Ensure that all safety protocols are followed and that staff are trained in emergency procedures.
- **Team Coordination:** Direct the efforts of their teams in responding to the emergency, including communication, safety checks, and resource management.
- **Resource Management:** Manage resources within their departments to support the emergency response.
- **Post-Incident Reporting:** Provide reports on the response and effectiveness of emergency measures to the Deans and Vice Presidents.
 - Make College Insurance Claim Forms Available to Students, as necessary.

FACULTY

Faculty

Responsibilities:

- **Student Safety:** Ensure the safety of students during an emergency, whether in the classroom, on campus, or during college-related activities.
- **Emergency Procedures:** Implement emergency procedures such as evacuation, lockdown, or shelter-in-place, as directed.
- **Communication:** Relay emergency information to students and ensure they understand and follow safety protocols.
 - Sign up to receive Catapult messages.
- **Attendance Accounting:** Account for the presence and safety of students in their classes during and after an emergency.
- **Support Role:** Assist Deans and Management in implementing emergency plans and ensuring the safety of all individuals in their immediate vicinity.
- **Available Training:**
 - Complete WCC Emergency Response Training.
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CONTRIBUTE TO CAMPUS SAFETY

The following information is intended to serve as an employee quick reference.

HOW CAN I BE BETTER PREPARED FOR AN EMERGENCY?

Save the phone number for security in your cell phone contacts.

Program the number for security to your network phone.

Sign up to receive emergency alerts on your cell phone.

Cover basic emergency preparation with your co-workers, staff, or students.

Identify all evacuation routes leading outside of the building.

Locate any nearby campus Emergency 911 blue light towers (if applicable).

Lead by example and follow emergency procedures for all alarms.

Learn where safety equipment is located inside campus buildings:

- Automatic Emergency Defibrillators (AEDS)
- Basic First Aid Kits
- Evacuation Chairs
- Fire Extinguishers
- Fire Alarm pull stations.
- Spill kits, emergency showers, and eyewash stations.

HOW CAN I CONTACT SECURITY?

Woodland Community College: 530-681-8782

Woodland-Lake County Campus: 530-954-0600

HOW DO I REPORT AN EMERGENCY OR CRIME/VIOLENCE IN PROGRESS?

Call 911 for an emergency or crime/violence in progress.

- To request police, fire or emergency medical services make sure you are in a safe location and call 911:
 - State the nature of the emergency and stay on the line to answer questions.
 - Tell the dispatcher exactly where you are, including the building name and room number.
 - Give your full name and phone number to the dispatcher.
 - Do not hang up unless your safety is threatened or told to do so.
 - Assign someone to watch for emergency personnel to direct them.
 - Direct someone to call security to assist.

WHAT CAN I DO IF THERE IS A SUSPICIOUS PERSON ON CAMPUS?

- Call security or 911 if the person is engaged in criminal activity.
- Do not physically confront the person.
- Do not let any person into a locked building or office unless the person is known to you or has a specific reason and approval to be there.
- Do not block the person's access to an exit.

WHAT SHOULD I DO IN A MEDICAL EMERGENCY?

- Call 911 for emergency medical services (EMS).
- Assign someone to watch for EMS to direct them to the patient(s).
- Direct someone to call security for assistance.
- If a medical emergency occurs in a classroom, evacuate the rest of the class to allow emergency responders' access to the patient.
- Administer first-aid if trained.

WHAT CAN I DO IF THERE IS A FIRE INSIDE A BUILDING?

- If smoke or fire is visible, activate the nearest fire alarm and follow evacuation procedures.
- Call 911 from outside of the building if possible.
- Do not re-enter the building until the fire or police first responders give permission to do so.
- If you cannot get to someone needing assistance, evacuate and alert emergency first responders of their location by calling 911.
- If evacuation routes are blocked, remain in your area, stand by a window, and call 911 to report your location and wait for assistance from fire personnel.

CONTRIBUTE TO CAMPUS SAFETY

Employee quick reference, continued:

HOW DO I EVACUATE?

- Identify all evacuation routes leading outside of the building from your work area, office, classroom, or lab before an emergency occurs.
- Be familiar with the location of campus evacuation assembly areas.
- Plan to assist those in your classroom or work area who self-identify as having special assistance needs if an emergency evacuation occurs.
- All fire alarms require mandatory evacuation.
- While evacuating a building:
 - Take your personal belongings (keys, wallets, etc.) with you.
 - Use the nearest available exit, away from the hazard.
 - Look for illuminated EXIT signs.
 - Do NOT use elevators.
 - Follow directions of emergency first responders if present.
- After evacuating the building:
 - Proceed to the evacuation assembly area.
 - If possible, account for students, and/or staff under your guidance.
 - Do not re-enter the building unless authorized by police or fire first responders on scene.

HOW DO I SHELTER IN PLACE/LOCK DOWN?

A shelter in place response may be necessary for a variety of reasons such as a chemical release, active threat, or a severe weather event. The response to each of these events is similar:

- Lock Down - Quickly secure all staff, students, and visitors in rooms away from immediate danger.
- Shelter in Place - Take immediate shelter where you are and isolate your inside environment from the outside environment.

When sheltering in place due to outside danger:

- Seek shelter inside a building and remain there. Seek shelter in areas without hazards.
- Determine if a threat of violence is present and lock internal and access doors.
- If a weather incident, go to the lowest level of the building, stay in interior hallways, away from glass doors and windows.
- If a situation requires a lockdown:
 - Seek shelter inside a room where the door can be locked and barricaded.
 - Stay away from windows and doors.
 - Seek cover behind/under solid objects.
 - Silence cell phones.
 - When safe to do so report the situation to 911.
 - Wait for official notice to resume normal activities.

HOW DO I REPORT A SAFETY OR SECURITY CONCERN ON CAMPUS?

- Make a report to your supervisor or department head.
 - Urgent issues require a phone call or text message.
 - Non-urgent issues may be reported in an email.
- For concerns such as a malfunctioning elevator, natural gas smell, local area power outage, major water leak, fallen tree or other hazards (broken glass, slip/fall hazard etc.) report to Maintenance and Operations and submit a Maintenance Work Request through **Net Facilities**.