

Table of Contents

EMERGENCY PROCEDURES2

LIFE THREATENING INCIDENT OR EVENT3

LIFE-THREATENING MEDICAL EMERGENCY4

NON-LIFE-THREATENING MEDICAL EMERGENCY5

PEOPLE WITH DISABILITIES **ERROR! BOOKMARK NOT DEFINED.**

GUNFIRE · ACTIVE SHOOTER · SNIPER7

EXPLOSION8

CIVIL DISTURBANCE OR DEMONSTRATION.....9

AIRCRAFT CRASH10

EARTHQUAKE11

HAZARDOUS MATERIALS RELEASE12

FIRE.....13

EVACUATION14

BOMB THREATS AND BOMB DETONATION15

UTILITY FAILURE16

BERKELEY CITY COLLEGE CAMPUS MAP17

COLLEGE OF ALAMEDA CAMPUS MAP18

LANEY COLLEGE CAMPUS MAP19

MERRIT COLLEGE CAMPUS MAP20

PERALTA COMMUNITY COLLEGE DISTRICT MAP.....21

AVIATION MAINTENANCE FACILITY22

860 ATLANTIC (SCIENCE ANNEX) CAMPUS MAP23

EMERGENCY PROCEDURES

EMERGENCY PHONE NUMBERS

FIRE POLICE · MEDICAL EMERGENCY · HAZARDOUS MATERIALS

Emergencies CALL 911

- Department of Community Safety.....(510) 466-7236**
- Oakland Police Department.....(510) 777 - 3211**
Non-emergency.....(510) 777-3333
- Alameda Police Department.....(510) 522-2423**
Non-emergency.....(510) 337-8340
- Berkely Police Department.....(510) 981-5911**
Non-emergency.....(510) 981-5900

MAINTENANCE & FACILITIES

Custodial Department

- Berkeley City College.....(510) 981 - 5090**
Mon – Fri 8:00 AM – 4:30 PM
- College of Alameda.....(510) 748 - 2154**
Mon – Fri 8:00 AM – 4:00 PM
- Laney College.....(510) 464 – 3228**
Mon - Fri 8:30 AM – 4:00 PM
- Merritt College.....(510) 434 – 3967**
Mon – Fri 8:00 AM – 4:00 PM
- Facility & Maintenance Emergencies..... (510) 466-7336**
Mon – Fri 8:00 AM – 4:00 PM

LIFE THREATENING INCIDENT OR EVENT

Call 911 · Department of Community Safety: (510) 466-7236

Please identify your exact location for Emergency Services Personnel.

Immediately Report:

Any Life-threatening Medical Emergency:

- CHEST PAINS
- RESPIRATORY DISTRESS OR CESSATION OF BREATHING (NOT BREATHING)
- CARDIAC ARREST (NO PULSE)
- DROWNING OR NEAR-DROWNING
- SHOCK
- BURNS
- UNCONTROLLED BLEEDING
- UNCONSCIOUSNESS
- CHOKING
- POISONING
- OVERDOSE
- SUSPECTED FRACTURE OF BACK, NECK, OR SPINE OR MULTIPLE FRACTURES
- **All fires, smoke or burning smells.**
- **Chemical or biological hazardous material release.**
- **Crime or violent incidents.**
- **Psychological crisis.**
- **Civil disturbance.**

Telephone failure: To report an emergency incident when campus phones are not working, do the following:

- **Use cellular phone: Call: 911** or Department of Community Safety

Refer to "**Medical: Life Threatening**" in this chart for more information.

REPORTING EMERGENCIES

LIFE-THREATENING MEDICAL EMERGENCY

Call 911 · Department of Community Safety: (510) 466-7236

Immediately Report:

Any life-threatening medical emergencies.

- **Call: 911.**
- **Quickly perform these four steps:**
 - Ask the victim “Are you okay?” and “What’s wrong?”
 - Check breathing and pulse and give rescue breaths or CPR if necessary. **Only administer CPR if you are trained to do so.**
 - Control bleeding by applying direct pressure on the wound.
 - Keep the victim still comfortable. Have the victim lie down if necessary.
- If possible, have someone **direct emergency professionals to the scene** of the emergency.
 - Share your name and phone number/extension.
 - Provide the location of the victim: building, and room number.
 - Describe the victim’s condition:
 - Approximate age.
 - Conscious or not (check for breathing and heartbeat.)
 - Bleeding.
 - In pain or not.
- **Do not move the victim unless the victim is in danger.**
- Do not hang up until they are told to do so.
- Remain with the victim until help arrives.
- Look for an emergency *ID*, gather information from witnesses, and give all information to the emergency response personnel arriving on the scene.

MEDICAL: LIFE-THREATENING

NON-LIFE-THREATENING MEDICAL EMERGENCY

Department of Community Safety: (510) 466-7236

Call Department of Community Safety:

- Provide your name and phone number/extension.
- Share location of the victim, i.e., building/room.
- Describe victim's condition:
 - Approximate age.
 - Symptoms (Report what you observe, or information provided by the victim.)
- Do not hang up until they are told to do so.
- Stay with the victim until help arrives.

If blood or bodily fluids are present:

- Avoid direct contact with a person's blood and body fluids.
 - If exposed: immediately wash part exposed with soap and water.
- **Call the custodial department at (510) 981-2969** to isolate the area and clean any exposed surfaces immediately.

MEDICAL: NON-LIFE-THREATENING

PEOPLE WITH DISABILITIES

Department of Community Safety: (510) 466-7236

Do not use elevators in the event of a fire or similar emergency!

Always ask the person first if they need assistance.

Visually Impaired People:

- **Explain** the nature of the emergency. Alarms or confusion may disorient a person, even when they are normally familiar with the area.
- **Offer assistance.** Offer your arm; to assist with guiding the person.
- **Tell** the person where you are going and of any obstacles they may encounter.
- When you have reached safety: Orient the person to the location and ask if any further assistance is needed before leaving.

Hearing Impaired People:

To get a person's attention:

- Turn **lights** on/off or **wave** your arms or **tap** on the person's shoulder.
- Use **gestures** or **write notes** with evacuation instructions or routes.

Mobility Impaired People:

- Due to the person's needs and preferences; **Ask** first if they need assistance.
- If debris is present, it may be necessary to clear a path to the exit route.
- **Ground floor:** The person may choose to evacuate themselves with minimal assistance.
- **Stairs:** Use an evacuation or sturdy chair to help carry the person safely.
- **No Danger:** The person may choose to remain in the building or to be directed to an Area of Refuge (stairwell) until emergency personnel arrive.
- **Danger:** If the person does not wish to be removed from their wheelchair, direct them to an Area of Refuge (stairwell) or use an evacuation or sturdy chair to help carry the person to safety.
- **Notify** emergency personnel of the person remaining in the building and their location.
- **Mobility aids or devices:** Return all aids and devices to the person, if able, or as soon as possible.

Non-Visible Impaired People:

- **Talk** in a normal, **quiet, low-pitched voice** as high-pitched sounds could startle the person.
- **Maintain eye contact** when speaking to the person.
- **Tell** the person what you are doing, why, and repeat instructions, if needed.
- **Ask** permission to touch the person if you need to lead or direct them.

Service Animals:

- A service animal may become hesitant or confused during an emergency. **Ask** the owner how to assist if this should occur.
- The person has a **legal right** to be evacuated and transported with their service animal if it is not out of control or posing a direct threat to individuals.
- **Alert** first responders if there is an individual with a disability who has a service animal.

PEOPLE WITH DISABILITIES

GUNFIRE • ACTIVE SHOOTER • SNIPER

Call 911 • Department of Community Safety: (510) 466-7236

Immediate Actions:

- Get everyone to **lie down away from the windows.**
- **Close window coverings** and remain quiet.
- **Lock or barricade classroom** and office doors (to prevent suspect(s) from entering).
- **Do not evacuate rooms** or buildings unless told to do so by authorities or the Department of Community Safety.
- Special precautions must be taken to ensure that **people with disabilities are notified and assisted.**

Call: 911 and provide the following information:

- The location of the suspect(s) (e.g., front or side window, roof, office, classroom.)
- Whether any shots were fired by the suspect(s.)
- Description of suspect(s), type of weapon/explosive device, number of hostages (if any), and number of known injured or killed.
- Location, type of building, and number of exits.
- Any demands or information supplied by suspect(s.)
- Do not hang up on the dispatcher until told to do so.

GUNFIRE • ACTIVE SHOOTER • SNIPER

EXPLOSION

Call 911

Immediate Action:

- Immediately **take cover** under tables, desks, or other objects that give protection from broken glass or debris.
- **Pull the fire alarm.**
- **Call: 911** and **provide** the exact **location** of fire, smoke, or explosion.

If you evacuate:

- **Assist others**, especially the injured and people asking for help.
- **Keep streets, fire lanes, hydrants, and walkways clear** for emergency vehicles and crews.
- If requested, **assist emergency crews.**
- **Do not re-enter** evacuated buildings unless told by emergency personnel gives “**all clear**” notifications.

EXPLOSION

CIVIL DISTURBANCE OR DEMONSTRATION

Department of Community Safety: (510) 466-7236

A civil disorder may take one of several forms including picketing, marches, rallies, parades, sit-ins, trespassing, riots, sabotage, and malicious destruction of property or other illegal actions. Avoid provoking or obstructing the demonstrators.

Dangerous or threatening disturbance:

- **Call: 911.**
- A threatening disturbance should be **reported immediately**.
- **Alert all** students and employees around the situation.
- **Lock all doors**; secure all files, documents, and equipment.
- Specific actions to be taken at this time will depend upon the seriousness or urgency of the situation.

Non-threatening or dangerous demonstration:

- College staff should **alert the Department of Community Safety (510) 466-7236** and their immediate supervisor.
- The Department of Community Safety will assess the situation.

CIVIL DISTURBANCE · DEMONSTRATION

AIRCRAFT CRASH

Call 911 · Local Police office

Immediate Actions:

- Immediately **take cover** under tables, desks and other objects, which will give protection against flying glass or falling debris.
- **Call: 911.**
- **Assist any injuries** requiring first aid treatment.
- When the initial phase of the crash has ended, students and staff should **evacuate** the building by following the evacuation procedures and maps.
- If mapped evacuation routes are blocked, alternate routes should be used.
- **Assist** the injured and people asking for help.
- When outside the building, each class should **evacuate** quickly to the **assembly area** near the campus.
- The meeting place should be at least **300 feet** from the structure and out of the way of the fire department.
- The **Department of Community Safety** will go directly to entrances on the campus site to direct all non-emergency traffic away from the building.
- **Keep fire lanes, streets, and walkways open** for emergency responders.

DO NOT RETURN TO THE BUILDING UNTIL DIRECTED TO DO SO BY THE FIRE DEPARTMENT OR THE INCIDENT COMMANDER.

AIRCRAFT CRASH

EARTHQUAKE

Call: 911 • Local Police Department

Immediate Actions:

- **Duck** or drop to the floor. Take **cover** under a sturdy desk, table, or other furniture. Hold on to the furniture you are under and protect your face. **Instruct others to duck, cover, and hold!**
- **Stay away from** glass windows, wall shelves, and heavy equipment. Avoid exposed wires, pipes, or other hazards.
- **Do not run outside. Do not evacuate until the tremors cease** because earthquake aftershocks are dangerous and unpredictable.
- After the initial shock, **evaluate the situation**. If emergency help is needed, **call: 911**.
- Take note of **missing** and/or **injured people** and assist.
- If you can do so safely, begin turning off all potentially hazardous equipment such as gas and electric appliances.
- **Gas Leaks** - If you smell gas, cease all operations. ***DO NOT SWITCH LIGHTS ON OR OFF***. Evacuate the building and notify the Building Monitor, Supervisor, or Peralta Public Security.
- **Hazardous Materials Incident** - Some gasses are odorless and colorless. **Restrict access and do not enter** any areas where hazardous materials are stored or suspected, until a trained authorized person has inspected the area.
- **Injuries or damaged facilities** should be reported to the Building Monitor or Peralta Public Security.
- If necessary, or directed to do so, **calmly evacuate** the building to **assembly areas** by quickly walking to the nearest exit, alerting people as you go.
- **Be aware of structural damage**.
- **Assist** both the injured and the people who ask for help.
- Stay at least **300 feet** away from buildings, utility poles, and other structures.

CAUTION: ALWAYS avoid power or utility lines and elevators.

EARTHQUAKE

HAZARDOUS MATERIALS RELEASE

Call 911 · Local Police Office • Department of Community Safety: (510) 466-7236

Immediate Action:

- **Evacuate, restrict access, and post signs**, from a safe distance.
- **Contact** your supervisor and Peralta Public Safety.

Call: 911 and provide the following information:

- Exact location of spill, including room number inside a building.
- Name of spilled material.
- Quantity.
- Appearance - solid, liquid, odor, color, etc.
- Injuries or physical effects to those who have been exposed.
- Whether any victims are trapped within the isolated area.
- Area of contamination.
- Your name, department, and location you are calling from.

Building EVACUATION:

- **Pull the fire alarm.**
- **Alert** others in the building.
- **Evacuate** to the assembly area immediately.
- **Assist** the injured and people who ask for help.
- **Close doors** as you leave the building to isolate the area.
- Move and stay upwind, up slope, upstream, at least 300 feet from building (to assembly areas, if safe).
- Keep streets and walkways clear for emergency equipment.

If hazardous material is on a person:

- Remove any excess material and contaminated clothing.
- Ensure that following immediate treatment is appropriate:
 - Hazardous materials in **the eye**: Hold the eye open and flush with water for at least 15 minutes.
 - Hazardous materials on **skin**: Remove contaminated clothing and flush area with water in a safety shower for at least 15 minutes.

Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

HAZARDOUS MATERIALS RELEASE

FIRE

Call 911 · Local Police · Department of Community Safety: (510) 466-7236 Facility and Maintenance Emergency Department: (510) 466- 7341

Immediate Action:

Detect a Fire or Smell Smoke:

- **Pull the fire alarm.**
- Prior to opening doors: Feel the door with the back of your hand:
 - If the door is **cool**: Open cautiously.
 - If the door is **hot**: Find an alternate route.
- If SMOKY, **stay near the floor** where less smoke accumulates.
- **Evacuate** from the area to the designated **assembly area**.
- **Close** all **doors** to confine the fire but *do not lock*.
- **Assist** people who ask for help and children.
- **Alert** classes and students in your area as you exit.
- **Call: 911** and provide the location and size of the fire.

Fire is Minor and Controllable:

- Direct **fire extinguisher(s)** nozzle towards the base of the fire.
- Immediately evacuate the area.
- Notify the Department of Community Safety and Building Facilities and Maintenance Emergency department.
- Call and provide the location, and size of fire:
 - If the fire reignites.
 - If hazardous materials are involved.

FIRE

EVACUATION

Call 911 · Local Police Department · Department of Community Safety: (510) 466-7236

Immediate Action:

- Employees are responsible for all staff, students, and visitors within their immediate area.
- When evacuation is necessary, employees will be **notified through the following measures**:
 - Building a fire alarm.
 - Flashing lights.
 - Campus shield app.
 - Peralta Public Safety.
- Upon being notified to evacuate, occupants will **leave by the nearest marked exit** and proceed to the **assembly area**.
- It is encouraged to **take all personal possessions** with you during an emergency.
- When exiting, **walk**, do not run and be aware of your surroundings.
- During an emergency, **use exit stairwells. *Do not use elevators!***
- Use handrails in stairwells; stay to the right.
- **Assist** people who ask for help when exiting the building.
- To the best of your ability and without re-entering the building, check out your roster to **determine that everyone has evacuated** safely.
- *For certain emergencies such as a **bomb threat** or natural **gas leak**, fire alarms may not be activated. Instead, Building Monitors should move through the building and order everyone to evacuate.*
- If total **evacuation from the College Campus** is necessary, specific instructions for a safe evacuation procedure will be issued by the Incident Commander (IC) at the time of an emergency.
- Peralta Public Safety and other support staff available on campus will direct you to assembly areas.

DO NOT RETURN TO A BUILDING UNTIL YOU ARE TOLD TO DO SO BY POLICE OR OTHER OFFICIAL.

- The Incident Commander will coordinate an “**all clear**” sign or issuance of other instructions via radios, telephone, campus shield app or voice command.

EVACUATION

BOMB THREATS AND BOMB DETONATION

Call 911 · Local Police Department · Department of Community Safety: (510) 466-7236

Telephone Bomb Threat:

- **Remain calm** and keep the caller on the line as long as possible.
- Ask him/her to **repeat the message**.
- **Record** every word spoken by the person.
- Attempt to find out the **specific location** of the bomb and the **time of possible detonation**.
- **Inform the caller** that the building is occupied, and the detonation of a bomb could result in death or serious injury to many innocent people.
- **Pay particular attention to background noises**, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- **Listen** closely to the **voice** (male, female), voice quality (calm, excited), accents, and impediments.
- Immediately after the caller hangs up, **call: 911** and Peralta Public Safety.

Written Bomb Threat:

- **Save all materials**, including any envelope or container.
- **Avoid handling** the written document if possible.
- **Call: 911** and the Department of Community Safety.

If you see a Suspicious Object or Potential Bomb:

- **DO NOT HANDLE THE OBJECT OR TURN THE ROOM OR OFFICE LIGHTS ON OR OFF.**
- **Call: 911** and the Department of Public Safety and provide your name, location, telephone number and the information you have.
- **Do not hang up** until they are told to do so.
- **Officers will conduct a detailed bomb search. Employees may make a cursory inspection of their area for suspicious objects, but:**
 - *Do not open drawers or cabinets.*
 - *Do not turn the lights or any electrical switch on or off.*
 - *Report any suspicious object, device or package, but DO NOT touch it, tamper it, or move it in any way.*

If you are Instructed to Evacuate:

- Students, visitors, and staff must quickly collect their possessions and **evacuate them to assembly areas**.
- **Assist** people who ask for help.
- **Keep streets, fire lanes, hydrants, and walkways clear** for emergency vehicles and crews.
- If requested, **assist emergency crews**.

DO NOT RE-ENTER THE EVACUATED BUILDING UNTIL THOSE IN CHARGE OF EVACUATION SAY IT IS SAFE TO DO SO.

BOMB THREATS AND BOMB DETONATION

UTILITY FAILURE

Department of Community Safety:(510) 466-7236
Facility Emergency:(510) 466-7287

Immediate Actions:

If utility failure occurs during **regular hours**, Monday through Friday, 7 a.m. to 3:30 p.m., notify Facilities and Maintenance office.

If unavailable, call Department of Community Safety

If there is **potential danger**, or if failure occurs **after hours**, notify the Department of Community Safety.

Electrical/Light Failure:

- Keep everyone in their seats for 15-30 seconds. (Just in case the event is a switching or temporary 'brown out' problem.)
- If **lighting does not resume**, safely vacate the area.

Plumbing Failure/Flooding:

- Stop using all electrical equipment immediately.
- Secure/vacate the area.
- **Call:** Peralta Public Safety.

Gas Leak:

- Stop all operations.
- Do not use a phone or switch on/off lights or *any* electrical equipment.
- Get out of the building.
- Never use *any* electrical switches with a gas leak! *Electrical arcing can trigger an explosion!*
- **Call:** Department of Community Safety.

Ventilation Problem:

- If smoke odors come from the ventilation system, notify the Department of Community Safety.
- **Call: 911:** If smoke is visible.
- Evacuate the area.

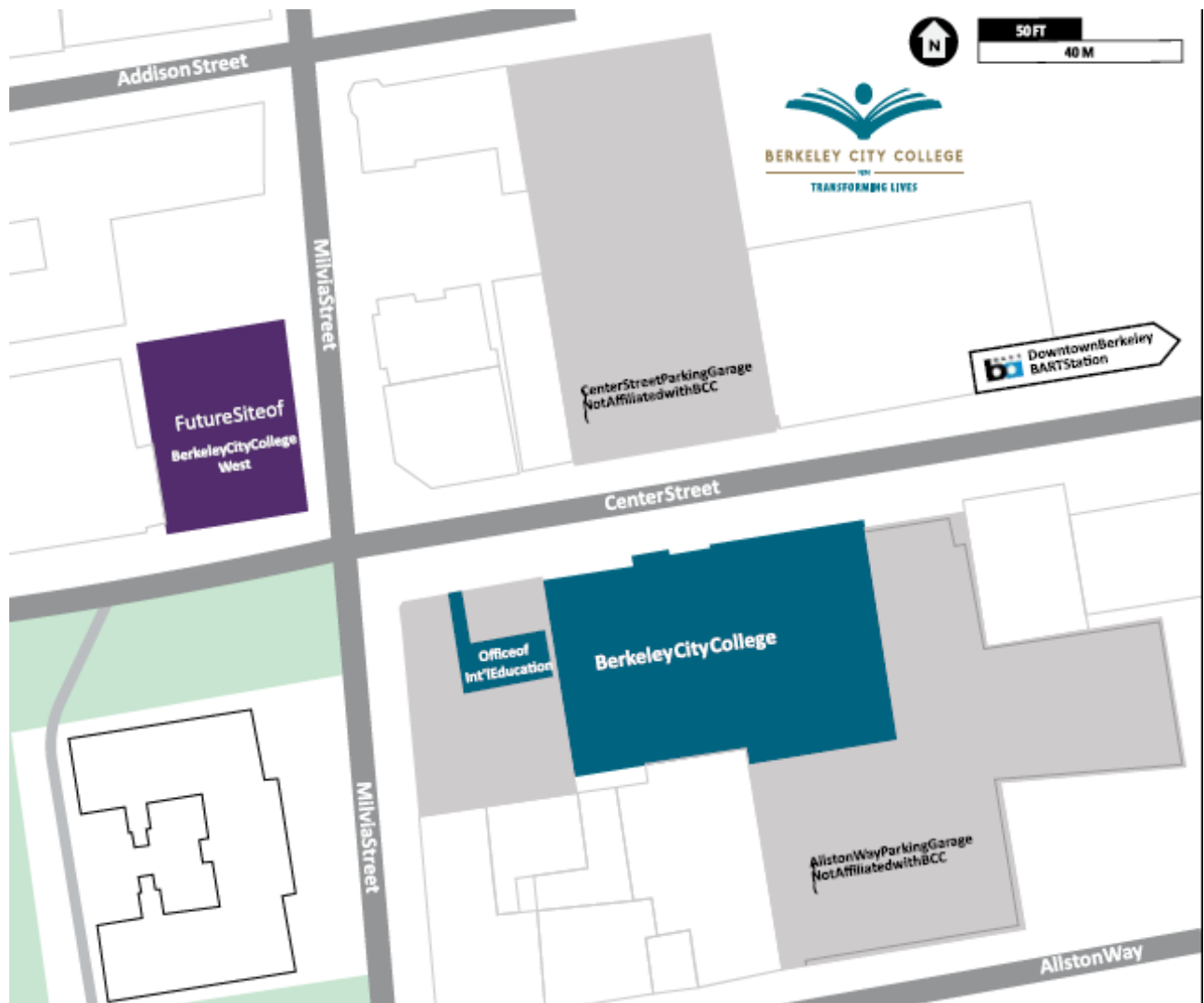
Refer to **“Fire / Explosion”** in this chart for more information.

Water Line Failure:

- Immediately notify the Department of Community Safety.
- If necessary, restrict access and evacuate the area.

UTILITY

BERKELEY CITY COLLEGE



BERKELEY CITY COLLEGE CAMPUS MAP



COLLEGE OF ALAMEDA

STAFF PARKING STUDENT PARKING BUS STOP PARKING PERMIT MACHINES STAIRS ACCESSIBLE PARKING



A BUILDING

Administration, Business Office, Cashier, Office of Instruction, President's Office, Student Services, Payroll, Welcome Center, Dental Assisting

B BUILDING

CLOSED

CV - COUGAR VILLAGE

Mental Health Services, Security Office

D BUILDING

FabLab, Student Accessibility Services (SAS), Anthropology, Business Department, Entrepreneurship Center

F BUILDING

ASCOA (Student Senate), Basic Needs Center, Student Activities & Campus Life, Lost & Found, Cafeteria (Cougar's Den)

G BUILDING

Gym, Men's Locker Room, Music, Coaches, Dance, Woman's Locker Room, Athletics Director, Veteran's Center

H BUILDING

Apparel Design and Merchandising, Classrooms & Labs, Public Seating, Facilities Dept, Faculty Offices, Liberal Studies and Language Arts Division Offices, Career and Workforce Education Division Offices

I INFORMATION BOOTH

L BUILDING

Library, Assessment, Learning Services, Open Computer Lab, Tutoring

P BUILDING

Alameda Science & Technology Institute High School

T BUILDING

Auto Body & Paint, Automotive Technology, Diesel Mechanics, Transportation Technology Center

555 Ralph Appezatto Memorial Parkway, Alameda, CA 94501 • 510.522.7221 • alameda.edu

COLLEGE OF ALAMEDA CAMPUS MAP

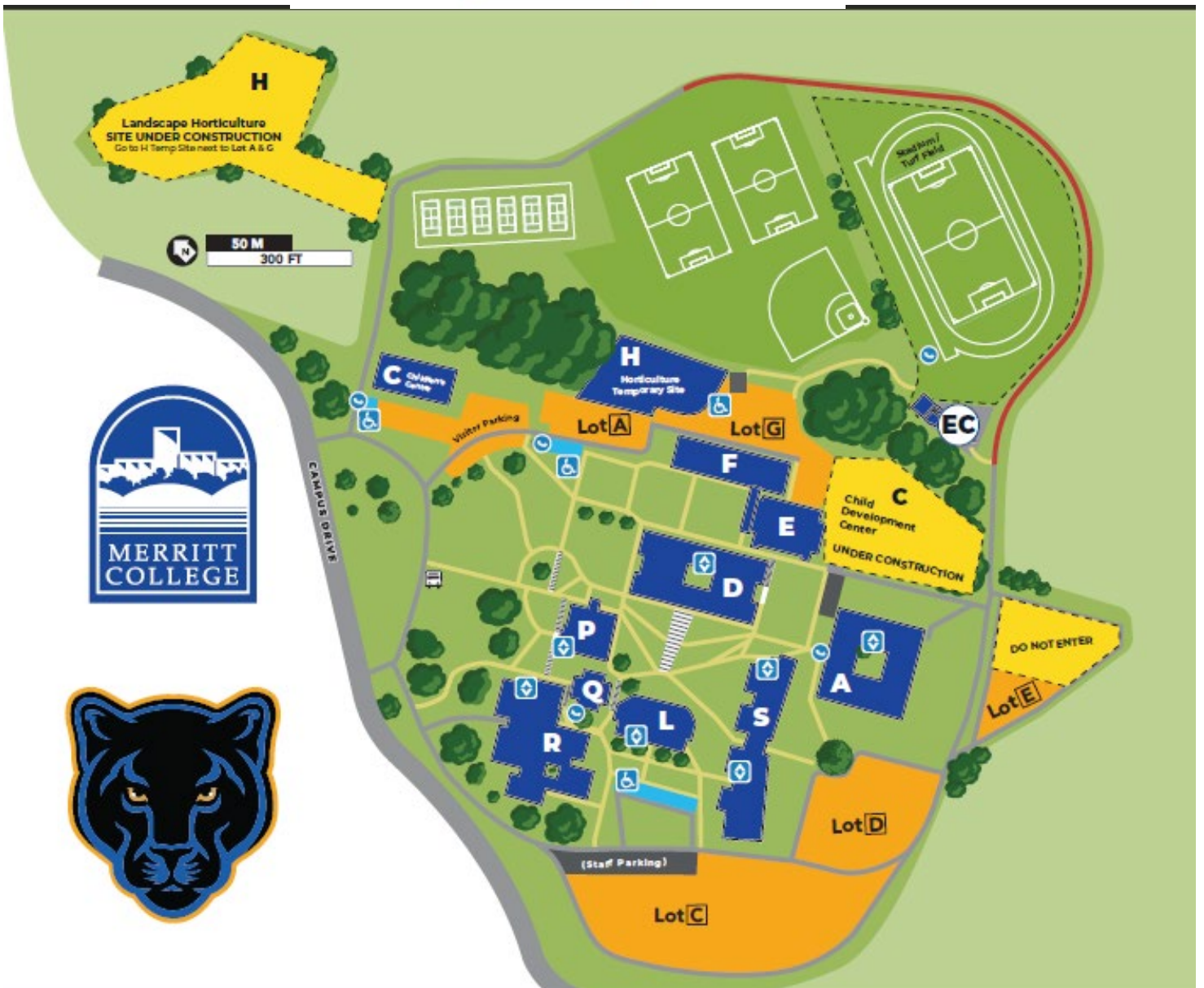


Laney College

DREAM. FLOURISH. SUCCEED.



LANEY COLLEGE CAMPUS MAP



- | | | | |
|---|--|--|--|
| A Administration of Justice, Art, Child Development, Fitness Center, Music | L Library, Division I Office, Learning Center, Electronic Classroom, Math/Science Lab, Tutorial Center | R Student Services, Admissions & Records, Assessment, Bookstore, Cafeteria, Counseling, Student Accessibility Services, EOPS, Financial Aid, Newton/ Seale Student Lounge, Student Activities, Student Health Services, Transfer Center, Veterans Affairs, Vice President of Student Services, Welcome Center | S Barbara Lee Science & Allied Health Center, Biological Sciences, Biology, Chemistry, Division II Office, Division III Office, Fire/EMT, Medical Assisting, Nursing, Nutrition & Dietetics, Radiological Sciences, Science & Allied Health Program |
| C Child Development Center | P Puente Program, Computer Access Lab/DSPS, Computer Labs | | |
| D MLK Jr. Freedom Center | Q Administration, Office of President, Vice President of Instruction, Business Services, Cashier's Office, Mailroom & Switch board, Production Center | | |
| E Gymnasium | | | |
| EC Environmental Center | | | |
| F Locker Rooms, Faculty Offices, Engineers Office | | | |
| H Landscape Horticulture (Under Construction) | | | |

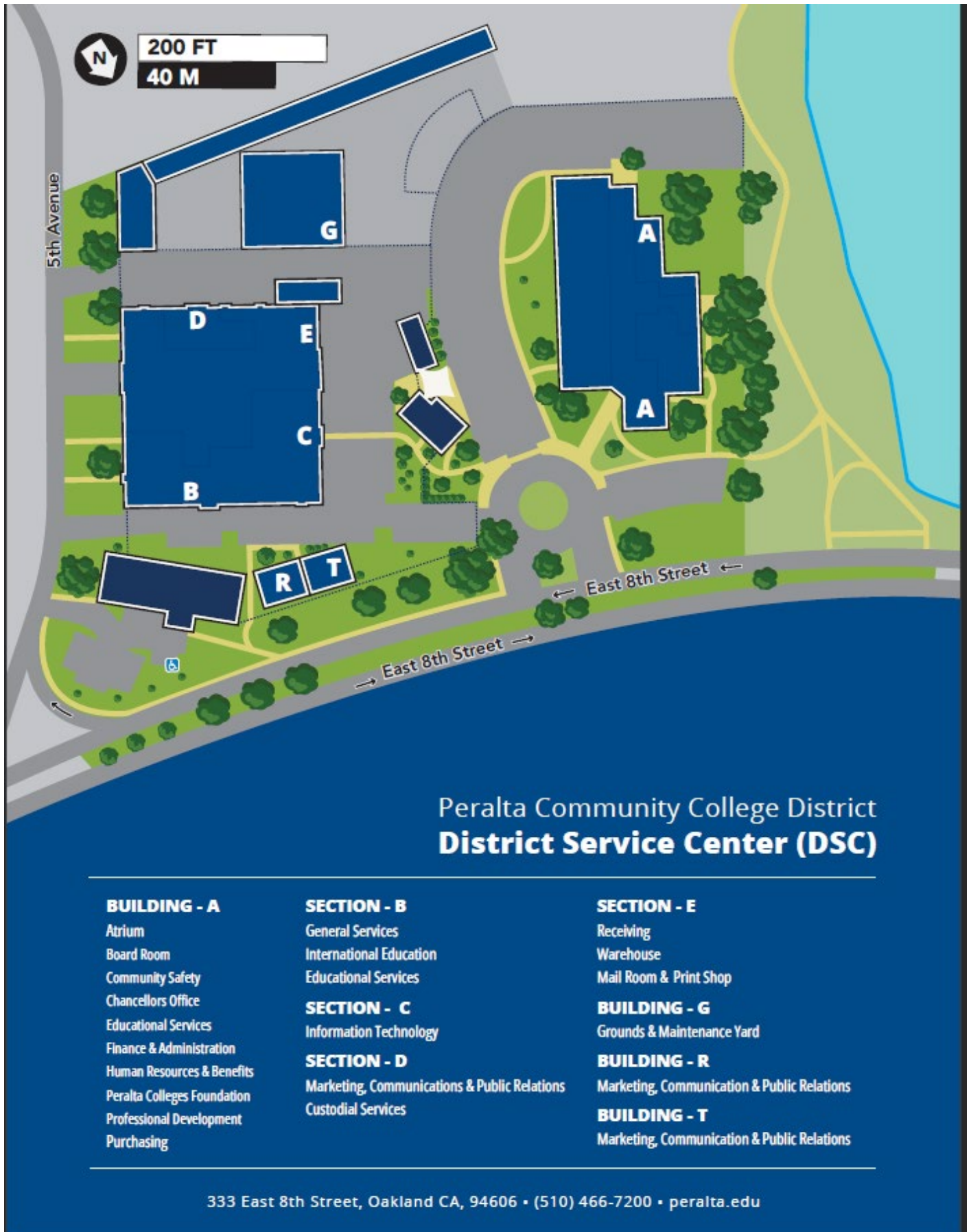
ACCESSIBLE PARKING STAFF PARKING STUDENT PARKING BUS STOP (RTE 54) STAIRS ACCESSIBLE ELEVATOR EMERGENCY BLUE PHONE

12500 Campus Drive, Oakland, CA 94619 | (510) 531-4911 | merritt.edu

MERRIT COLLEGE CAMPUS MAP



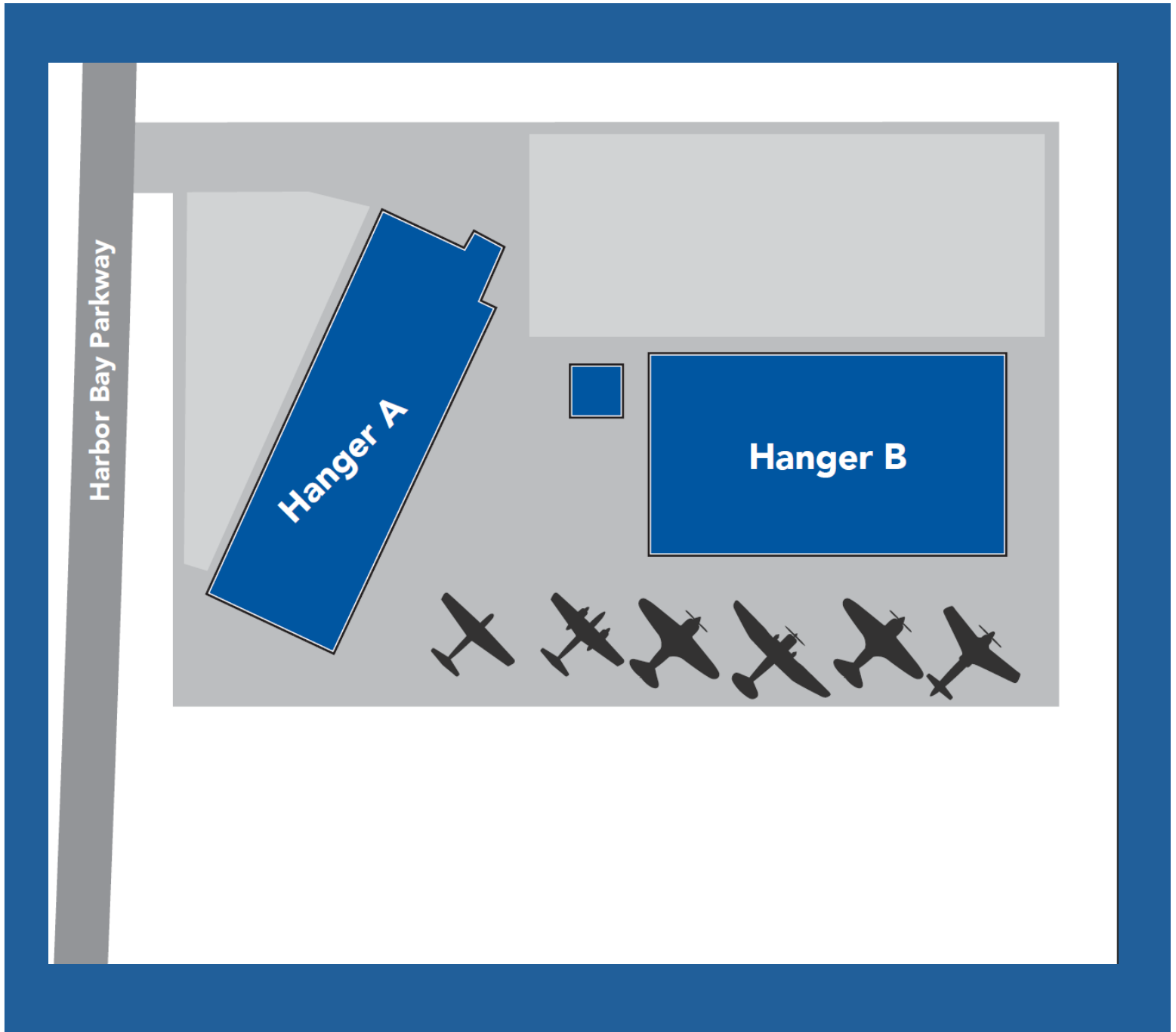
Peralta Community College District



PERALTA COMMUNITY COLLEGE DISTRICT MAP



COLLEGE OF
ALAMEDA



AVIATION MAINTENANCE FACILITY



COLLEGE OF
ALAMEDA



Challenger Drive

Atlantic Avenue

**SCIENCE
ANNEX**

**860 ATLANTIC (SCIENCE ANNEX) CAMPUS
MAP**

