Tips for staying safe at DVC
To ensure the safest possible campus environment for our students, faculty and staff, the DVC Safety Committee encourages employees to share the following information, as appropriate, with students and other members of the community.

1. Know your surroundings.
   Make students aware of the exit path and the nearest parking lot (safe evacuation zone) to be used in the event of an emergency.

2. Download and sign into the CampusShield app!
   Request police escorts, contact emergency and non-emergency services, report emergencies on the DVC campus, get relevant and updated campus safety information, and much more. The free app is available in the iTunes and Android stores.

3. Opt into DVC and district emergency text messages.
   Visit the Insite Portal, select “Settings,” then choose “Password Recovery Options,” and finally “Registered Phones.” From this screen you can add and remove mobile phone numbers.

4. Locate and review how to use the classroom safety communication devices.
   When police help is needed in the classroom, push the button, discuss your issue with the police dispatch, and stay on the line until the call is disconnected by police personnel.

5. Be aware of fire extinguishers, AEDs and transport chairs in your area.
   If you are called upon to engage in an emergency, remember to respond only to the level of your preparation.

6. Keep track of your personal property.
   Don’t leave personal items unattended, even in the classroom, and don’t leave any valuable items visible in your car.

   If you see something that does not look safe, please use the form “Report a Safety Concern” on the DVC Safety website. From the “Safety on the DVC Campus” page, use the “report a concern” link. https://www.dvc.edu/about/safety/report-concern.html
   Your concern will be routed to the appropriate department.

8. Visit the district safety website.
   For more information about safety, please visit http://www.4cd.edu/crpa/pd/safety.aspx and https://www.dvc.edu/about/safety/


Prepared by the DVC Safety Committee - August 2018.

DVC Police Services: 925-969-2785
STUDENT SAFETY
A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders, and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

SRP
Our campus is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT: “Secure the Perimeter”
LOCKDOWN: “Locks, Lights, Out of Sight”
EVACUATE: “To the Announced Location”
SHELTER: “For a Hazard Using a Safety Strategy”

NOTIFICATION PROGRAM
Timely notification is essential with any type of crisis. Please verify that you have the correct information in the campus notification system.

TRAINING
Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at http://iloveuguys.org

LOCKOUT
SECURE THE PERIMETER
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:
- Return to inside of building
- Do business as usual

STAFF:
- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT
Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:
- Move away from sight
- Maintain silence
- Prepare to evade or defend

STAFF:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Do not open the door
- Take roll, account for students

EVACUATE
TO A LOCATION
Evacuate is called to move students and staff from one location to another.

STUDENTS:
- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternative instructions.

STAFF:
- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER
FOR A HAZARD USING SAFETY STRATEGY
Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:
- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:
- Evacuate to shelter area
- Seal the room

STUDENTS:
- Use Appropriate Safety Strategy

STAFF:
- Use Appropriate Safety Strategy
- Account for staff and occupants
Campus Assessment, Response and Evaluation (CARE)

STUDENTS OF CONCERN
Students of concern are defined as students who are emotionally distressed or demonstrating behaviors that are currently or potentially harmful to self or others. CARE is NOT for emergencies; if there is an emergency, call DVC police services at Pleasant Hill (925-969-3000), San Ramon (925-551-6212) or call 911.

Referable concerning behaviors
- unusual or erratic behavior in class,
- extended absence from class or activities by a typically engaged student,
- written work or creative expression with troubling themes or references,
- unexpected housing insecurity or extreme hardship,
- written or verbal expressions of suicidal thoughts or intent.**

This is not an exhaustive list. See our CARE Handbook - Assisting the Emotionally Distressed Student at dvc.edu/care for more details.

**Please contact your dean/manager and campus police immediately.

PROCESS
- If you have recognized a student of concern on campus, you may submit the Student of Concern Report Form on our website, www.dvc.edu/careteam, or look for the desktop icon on your college networked PC (Mac users will not have a desktop icon). Please note you will need your InSite login information.

- The CARE team will treat each submission on a case-by-case basis. The team meets weekly to review current student of concern reports and makes recommendations for follow up.

- Once your report form has been reviewed, you may be contacted by a CARE team member for more information if needed. The CARE team will evaluate the situation and consult with others as appropriate to determine next steps.

- Upon submission of your report, you will receive an automatic confirmation of receipt from dvc-advocate@advocate.symplicity.com, and follow-up from a CARE team member as needed.

Contact CARE: Emily Stone estone@dvc.edu; Beth Hauscarriague ehauscarriague@dvc.edu (PHC) Kenyetta Tribble ktribble@dvc.edu (SRC)
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT

ACTIVE SHOOTER EVENT
QUICK REFERENCE GUIDE

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

You have three options:

1 – RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Do not ask questions when evacuating

2 – HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence you cell phone (including vibrate mode) and remain quiet

3 – FIGHT

- Fights as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions....your life depends on it

Information to provide to 911 operators:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance, contact the College District Police Department at:

CCC (510) 236-2820 * DVC (925) 686-5547 * DO (925) 229-1000 * LMC (925) 439-1505
HOW TO STAY SAFE
WHEN AN EARTHQUAKE THREATENS

Prepare
NOW

Secure items such as televisions and objects that hang on walls. Store heavy and breakable objects on low shelves.

Practice Drop, Cover, and Hold On with family and coworkers. Drop to your hands and knees. Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials. Hold on to any sturdy furniture until the shaking stops.

Create a family emergency communication plan that has an out-of-state contact. Plan where to meet if you get separated.

Make a supply kit that includes enough food and water for at least three days, a flashlight, a fire extinguisher, and a whistle. Consider each person's specific needs, including medication. Do not forget the needs of pets. Have extra batteries and charging devices for phones and other critical equipment.

Consider earthquake insurance policies. Standard homeowner's insurance does not cover earthquake damage.

Consider a retrofit of your building if it has structural issues that make it vulnerable to collapse during an earthquake.

Survive
DURING

Drop, Cover, and Hold On like you practiced. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover without going through an area with more debris.

If in bed, stay there and cover your head and neck with a pillow.

If inside, stay there until the shaking stops. DO NOT run outside.

If in a vehicle, stop in a clear area that is away from buildings, trees, overpasses, underpasses, or utility wires.

If you are in a high-rise building, expect fire alarms and sprinklers to go off. Do not use elevators.

If near slopes, cliffs, or mountains, be alert for falling rocks and landslides.

Be Safe
AFTER

Expect aftershocks to follow the largest shock of an earthquake sequence.

Check yourself for injury.

If in a damaged building, go outside and quickly move away from the building.

Do not enter damaged buildings.

If you are trapped, cover your mouth. Send a text, bang on a pipe or wall, or use a whistle instead of shouting.

If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops.

Save phone calls for emergencies.

Wear sturdy shoes and work gloves.

Take an Active Role in Your Safety
Go to ready.gov and search for earthquake. Download the FEMA app to get more information about preparing for an earthquake. Find Emergency Safety Tips under Prepare.
### 72-Hour Kit Supply List

This list of recommended items is not necessarily comprehensive or required. Use it as a guideline to create your own kit. You might add items you feel important and/or delete items to meet your needs.

<table>
<thead>
<tr>
<th>Sample Picture</th>
<th>Product Name</th>
<th>Sample Picture</th>
<th>Product Name</th>
<th>Sample Picture</th>
<th>Product Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Poncho with Hood for rain</td>
<td></td>
<td>Pliers – for turning off utilities</td>
<td></td>
<td>Complete or basic - First Aid Kit with medicine</td>
</tr>
<tr>
<td></td>
<td>Emergency Survival Sleeping Bag</td>
<td></td>
<td>Duct Tape – to &quot;shelter-in-place&quot;</td>
<td></td>
<td>Shovel – to dig sanitation holes</td>
</tr>
<tr>
<td></td>
<td>Body Warmers to keep you warm</td>
<td></td>
<td>Plastic Sheet – &quot;shelter-in-place&quot;</td>
<td></td>
<td>Flashlight and extra batteries</td>
</tr>
<tr>
<td></td>
<td>Tube Tent and regular blanket or sleeping bag</td>
<td></td>
<td>Dust Mask (N95)</td>
<td></td>
<td>Waterproof Matches</td>
</tr>
<tr>
<td></td>
<td>Swiss style Army Knife (with can opener)</td>
<td></td>
<td>Leather Palm working Gloves</td>
<td></td>
<td>Lighter</td>
</tr>
<tr>
<td></td>
<td>FM Radio w/ AAA Batteries</td>
<td></td>
<td>Roll of Toilet Paper in Ziploc Bag</td>
<td></td>
<td>30 Hour Emergency Candle</td>
</tr>
<tr>
<td></td>
<td>Pen &amp; Pad of Paper for notes</td>
<td></td>
<td>Hygiene Kit - Tooth Brush &amp; Paste, Wet Wipes &amp; famine items</td>
<td></td>
<td>24 Hour Light Stick</td>
</tr>
<tr>
<td></td>
<td>60 Foot Nylon Rope</td>
<td></td>
<td>Mini Hand Sanitizer</td>
<td></td>
<td>Food Bars – High in calories and don’t need to be cooked.</td>
</tr>
</tbody>
</table>

**See Children, Pets & Car Kits on Back!**


### Additional Things I need in my 72 Hour Kit

**Food & Water** (rotate every 6 months) A 3 day supply of food & water, per person, when no refrigeration/ cooking is available.
- Snacks for munching
- MRE Food Pouches – for tasty meals, are lighter in weight than cans.
- Juice / Protein Shakes (can or pouch like Slimfast but less sugar. Full of protein, vitamins and minerals.)

**Bedding & Clothing**
- Change of Clothing (short and long sleeved shirts, pants, jackets, socks, underwear, etc.)
- Sleeping Pad (insulation from cold ground)
- Cold Weather Gear (Coat, gloves, blanket…)

**Personal Supplies & Medication**
- Feminine Hygiene, folding brush, Hair Ties.
- Immunizations Up-to Date
- Medication (besides Non-aspirin tablets & ibuprofen.)
- Prescription Medication (for 3 days)
- Glasses/Contacts
- Flares
- Extra set of AAA Batteries for Radio
- Gasoline for your car.

**Personal Documents & Money**
- Contact information & Pictures of family & friends.
- Copies of Legal Docs:
  - Birth/Marriage Certificates, Wills, Vaccination Papers, Passports, Contracts, Insurance Policies, Bank Info, Genealogy, Pet, etc...
- Cash: $50-$100 in small bills and $10 in quarters.
- Credit Card to your Bank
- Maps
- Pre-Paid Phone Cards
- Extra Car & House Keys

**Light & Fuel**

**Games & Entertainment**
Keep just a few to keep yourself & kids entertained.
- Books: Scriptures, Reading, Coloring...
- Crayons, Pencils & Paper
- 1-2 Board Games & Puzzles, Stuffed Animals.
Safety training is available on-line through Keenan Safe Colleges
Over the last several years, District Human Resources and the Police Services Department have expanded the number of courses and the complexity of training offered in an assortment of classroom training. Personnel are available to any group or department for one-on-one advice and presentations regarding workplace safety.

Additionally, there is a very convenient resource for safety and emergency preparedness information available to every employee 24/7. The Keenan Safe Colleges website has a section designed specifically for Contra Costa Community College District employees. It offers a variety of brief training sessions that can address specific training needs. For example, one of the trainings offered is on the topic of first aid, which provides an overview of first aid issues and concerns for employees and covers scene safety, universal precautions and first aid procedures for physical trauma, chronic conditions, fractures, burns and bleeding. Other trainings offered include fire extinguishers and response to the active shooter. These training sessions can serve as baseline information in lieu of classroom training or act as a refresher when you want to brush up on matters regarding workplace safety, human resources and health. These sessions are usually around 10 to 30 minutes in length and can be saved if you cannot complete them in one sitting.

I strongly suggest each of us takes advantage of these on-line training sessions. Preparedness is a responsibility for all of us to keep our students and workplaces safe from all levels of potential emergencies. As is always the case, I, along with every member of our Police Services Department, will gladly work with your department to address your training needs. When signing on to Keenan Safe Colleges, use your first initial, last name, and employee number (jjones123). The webpage sign-in address is https://4cd-keenan.safecolleges.com/login. Once you have logged-in, go to the Home page and click on “View more courses”.

Below is a list of courses that addresses the most common requests we receive for training. Please review all of the topics and watch as time allows. Since these sessions are not mandatory, they be can be done independently or for small group training and open discussion.

**Emergency Management Section:**
Crisis Response and Recovery (14 min)
NIIMS IS700.A. NIMS: An Introduction (181 min)
Active Shooter (46 min)

**Environmental and Health:**
Fire Extinguisher Safety (10 min)
Blood Bourne Pathogens (24 min)
First Aid (31 min)
Health Emergencies: Seizures (11 min)
Student Mental Health (11 min)
Hazard Communication: Right to Know (26 min)

**Human Resources:**
Conflict Management (20 min)
Boundary Invasion (23 min)
Workplace Violence (20 min)

**Social and Behavioral:**
Campus SaVE Act for employees – Sexual Violence Awareness (31 min)
Youth Suicide: Awareness and Prevention (27 min)

If you have any questions about training or to bring safety training to your department please contact Andrea Medina (amedina@4cd.edu) or me.
BE PREPARED FOR AN EARTHQUAKE

Earthquakes can collapse buildings and cause heavy items to fall, resulting in injuries and property damage.

Earthquakes are the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock.

Can happen anywhere. Higher risk areas are California, Alaska, and the Mississippi Valley

Give no warning

Cause fires and damage roads

Cause tsunamis, landslides, and avalanches

IF AN EARTHQUAKE HAPPENS, PROTECT YOURSELF RIGHT AWAY

DROP

COVER

HOLD ON

If in a vehicle, pull over and stop.

If in bed, stay there.

If outdoors, stay outdoors.

Do not get in a doorway.

Do not run outside.