SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

August, 1972
Revised September, 1973
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CIVIL DEFENSE, DISASTER, AND DISTURBANCE PLAN

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Approved by
Santa Barbara Community College District
Board of Trustees

Mrs. Kathryn O. Alexander, President
Mrs. Ann Gutshall, Vice-President
Dr. Joe W. Dobbs, Member
Mr. Sidney R. Frank, Member
Mr. James R. Garvin, Member
Mrs. Joyce H. Powell, Member
Mr. Benjamin P. J. Wells, Member

October 11, 1973
The Coordinator of Civil Defense, Disaster and Disturbance Preparedness of the Santa Barbara Community College District has prepared this plan to coordinate action with the City of Santa Barbara and to standardize procedures throughout the District. This plan is an adjunct to the School Civil Defense and Disaster Planning guide for the City of Santa Barbara.
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I. GENERAL RESPONSIBILITIES

A. The College

Santa Barbara City College has not been specifically designated to provide mass care for the general community, but the city's basic disaster plans considers all schools to be available during a major disaster. An expansion of mass care responsibility will be determined by Civil Defense Headquarters at the appropriate time.

Santa Barbara City College Personnel will provide a cadre for expanded responsibility.

B. The Faculty and Staff

Sec. 3100, Chapter I, Div. 4, Title 1 of the Government Code makes all public employees civil defense workers subject to civil defense activities as assigned by law.

It is the responsibility of the faculty and staff to:

1. Be familiar with the Santa Barbara Community College District Defense and Disaster Preparedness Plan.
2. Remain alert to potential hazards in order to reduce the possibility of fire and accident.
3. Be familiar with survival techniques for various types of disasters.
4. Accept responsibility for the safety and welfare of students.
5. Instruct students in techniques of survival and in emergency procedures.
6. Remain with students in their charge until relieved of this responsibility by proper authority.
7. Understand and practice proper procedures for handling personnel during and after an emergency.

C. The Superintendent-President

It is the responsibility of the Superintendent-President to:

1. Organize the Civil Defense and Disaster Preparedness Plan in the district and put it into effect.

2. With the College Disaster Preparedness Coordinator review the plans for the district; delegate emergency responsibilities to staff personnel with regard for their competencies and normal service functions; and assign staff personnel to emergency stations.
3. Provide leadership for staff in securing needed in-service training.

4. Establish a reasonable communication system involving students.

5. Provide for safeguarding of college records.

6. Provide leadership in testing the college's emergency plans and in evaluating their adequacy and making needed revisions.

7. When alert is sounded, put into operation established emergency plan.

8. Appoint a Disaster Preparedness Committee to maintain liaison between civil defense headquarters, develop plans, and insure that the college maintains a state of readiness.

9. Make plans for turning college facilities over to local civil defense authorities in case of a general disaster where school facilities are needed.

10. Keep the Board of Trustees informed of disaster preparedness.

D. The Administrative Dean, Business Services

It is the responsibility of the Administrative Dean, Business Services, to implement the Civil Defense and Disaster Preparedness Plan of the District as the delegated representative of the Superintendent-President.

E. The Coordinator: Civil Defense, Disaster, and Disturbance Preparedness

It shall be the responsibility of the Coordinator of Civil Defense, Disaster, and Disturbance Preparedness to:

1. Determine and assign shelter areas within college facilities and the surrounding neighborhood.

2. Prepare a school map listing the locations of all utility controls and provide copies to all appropriate emergency personnel.

3. Prepare plans for safeguarding all usable water with the buildings in case of emergency.

4. Develop procedures for surveying and reporting all damage to the Administrative Dean, Business Services, in the case of an emergency.

5. Instruct at least two other members of the staff in damage control procedures.

6. Maintain fire equipment and warning system in proper condition.
7. Train members of the staff as assistants as required.

8. Instruct the staff in survival techniques and their implementation in case of enemy attack, or other emergencies.

9. Develop a positive attitude toward safety on the part of all department members.

10. Organize a standing committee on Safety and Disaster Preparedness to plan and develop procedures for safety instruction including the following:
   a. Periodic group instruction.
   b. Instruction in safety for specific situation in regular daily work.
   c. Instruction on general safety.
   d. Plans for survival and operations in the event of nuclear attack in case of a red alert.

F. The School Nurse

It shall be the responsibility of the school nurse to:

1. Maintain all first aid supplies and during emergency operate medical care center.

2. Plan procedures for caring for disabled and injured within the district.

3. Assist in planning and conducting an in-service first aid education program.

4. Assist in solving health and sanitation problems in case of emergency.

G. The Director, Food Services

It shall be the responsibility of the Director, Food Services to:

1. Maintain emergency food supplies.

2. Prepare emergency menus to be served from supplies available.

3. Provide plans for serving food in case of emergency.
4. Provide plans to be followed in case of emergency including:
   a. Provision for shutting off utilities in cafeteria.
   b. Provision for covering and preserving of food and water.
5. Train cafeteria staff in safety and emergency procedures.

II. NATIONAL EMERGENCY OR ATTACK

A. General Information

In case of a national emergency or attack, the Civil Defense authority will be alerted by the North American Air Defense Command. The State of California Office of Emergency Services will relay this warning to local jurisdictions.

1. The local Civil Defense authorities will then alert the college through the use of Warning Signals.

2. The college will augment these community signals by using its own signal devices.

3. The college's first obligation will be the safety of the students and other personnel. Specific procedures are to be followed when appropriate. Good judgment must be exercised at all times depending upon the local situation.

4. Telephones will be used only for calls to a Civil Defense headquarters.

5. Radios will be kept tuned to station KIST (1340).

B. Warnings and Protective Action

1. Strategic Warning
   a. Meaning and Description

   (1) Warning that enemy action is imminent or in progress.

   (2) The warning is given by a 3 to 5 minute steady tone on sirens, or a series of long blasts on horns or other devices. This signal means "listen for essential emergency information" and will be followed by a dissemination of information over radio and television stations, etc., with instructions to the public of actions to be taken by them. The radio and television stations may be augmented by the use of mobile public address systems, if available and feasible.

   (3) Warning time may vary from several hours to several days.
2. Red Alert

a. Meaning and Description

(1) The Red Alert is an Attack Warning, and means that protective action must be taken at once. Public warning sirens are located at Sheffield Reservoir, and the Carrillo, Sola, and Haley Street Fire Stations.

(2) The warning is given by a 3 to 5 minute warbling tone on sirens, or a series of short blasts on horns or other devices. This signal will be used for no other purpose; and will have no other meaning. The Bell and Light Warning System will be activated at all schools at this time.

The warning of approaching fallout is considered to be an attack warning.

(3) Attack Imminent

(a) Receipt of warning from the North American Air Defense Command (NORAD) through the National Civil Defense Warning System (NAWAS).

(b) Confirmed information that hostile forces have been detected and are committed to an attack against the North American Continent.

(c) Confirmed information that an allied nation or a United States territory or possession has been attacked with nuclear weapons.

(d) Confirmed information that an attack has taken place within the North American Continent.

(4) Protective Actions to be Taken

(a) TAKE COVER

(b) Turn on the battery-operated AM radio, and tune to KIST (1340), the local station which is part of the Emergency Broadcast System for official information and instructions.

(c) Take precautions to minimize the possibility of persons being struck by flying objects such as glass and venetian blinds.

(d) Conduct activities that will relieve tension.

(e) Remain in the shelter until other action is advised or directed by competent authority.
III. NATURAL OR MANMADE DISASTERS  
(Earthquake, Floods, Tidal Wave, Explosion, Fallen Aircraft, etc.)

A. Warning

1. No warning to precede disaster (Earthquake, Explosion, Flood, etc.).

2. A steady tone may be used in the event of impending natural disaster or other peacetime emergencies only at the discretion of the local government. Turn on any radio station for essential emergency information.

B. Procedures

1. General

   a. Students should remain at the college in safest area as directed by prearranged plan.

   b. Emergency personnel should check exits and outside hazards before moving students through or to them, especially in earthquake or high wind situation, or where explosions have occurred.

2. Earthquake

   a. In case of an earthquake of considerable intensity, individuals should take cover under desks, tables, or any protective cover. If room is without such cover, they should line up against a solid wall until the initial tremors have subsided, then evacuate the building either upon the sounding of the fire alarm or upon direction of the instructors.

   b. Students and staff should move to place of safety on the school premises, clear of the building.
2. Earthquake (continued):
   c. The maintenance department shall be prepared to shut off power, gas, and water supply if necessary.
   d. The building should be re-entered only after inspection by a qualified structural engineer or building inspector and he has declared the structure safe and has so reported to the Superintendent/President.

3. Explosion
   In the event of an explosion of major proportions on or adjacent to the school premises, the following actions shall be taken as appropriate.
   a. Notify the City Fire Department.
   b. Qualified persons administer first aid as required.
   c. In case of serious injury call for medical assistance at once by calling the Police or Fire Department and the school health department.
   d. If explosion damages building seriously, clear the entire building immediately with a fire drill. Remove injured individuals, endangered by fire, to place of safety, if possible.
   e. If explosion occurs near or adjacent to school building or premises, an investigation should be made as directed by the Superintendent/President, or his delegated representative, to determine possible hazards to students and staff. If hazards are found to be great, all personnel should be removed from the danger area at once.

4. Fire
   a. When a fire alarm has been sounded because of the pulling of a fire alarm station or from the fire line flow switch, the Supervisor of Facilities & Operations shall immediately investigate and notify the central switchboard as to the need of calling the Fire Department for assistance.
   b. When a fire drill is to be held, the central switchboard shall be notified as to location and time of drill before the drill is initiated.
   c. The fire alarm signal shall be given by repeated successive short intermittent signals or a continuous signal for a full period of ten (10) seconds, to be immediately followed by a five (5) second period of silence before signal is repeated.

- 7 -
4. **Fire (continued)**

d. The all clear signal shall be given by voice by the Facilities & Operations Supervisor after ascertaining that the building is safe for re-occupancy.

e. The following procedures, which are established in detail for each building and area of the college by the college's Disaster Preparedness Committee, shall be followed:

1. When a fire alarm sounds each instructor shall make certain the classroom area is completely vacated and then move with his group to the assigned location through nearest safe exit. (Due to a possibility that the regular safe exit may be blocked or unsafe, the Fire Drill should require a rerouting of students and staff to another safe exit periodically.)

2. Custodians and other unattached staff members shall check restrooms and other non-classroom locations frequented by students such as office, health quarters, etc.

5. **Flood or Tidal Wave (Tsunami)**

a. In the event of flooding conditions, the Superintendent/President, or his designated representative, shall consult with local disaster officials.

b. If it appears that there may be students living in or going through endangered areas, announcements on public news media will be requested and instructors should be informed so that they in turn may advise their students.

6. **Fallen Aircraft**

The possibility of a plane crash on college premises should not be overlooked. The extensive after effects may be more destructive than the crash impact itself, particularly the effects of gas explosions and fire.

If such a disaster should occur on or near the premises of a school, the following actions should be taken:

a. The Fire Department should be notified.

b. Students should be removed from the scene as far as possible and off college premises if considered best by the instructor in charge of class or as directed by City Fire, Police, or other pertinent authority.
6. **Fallen Aircraft (continued)**
   
c. Injured individuals should be moved from the danger area by qualified First Aiders on the staff, if possible. Medical assistance should be called for at once.

d. Since a plane crash might endanger an entire neighborhood with explosions and fire, the administrator in charge should seek instructions from the Fire or Police Departments, or other civil authorities on the scene to determine actions.

e. If the crash occurs near or adjacent to school buildings or premises, the administrator in charge should decide and direct all actions, until the arrival of Fire, Police or other qualified personnel.

f. The Facilities & Operations Department shall provide and set up available barricades and assist the College Traffic Officer with traffic control.

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**IV. CIVIL DISTURBANCE**

**A. General Information**

Any member of the college community who observes or becomes aware of a potential or actual disturbance should immediately notify the Administrative Dean of Student Services and Activities or one of his assistants, and the Administrative Dean, Business Services if it occurs during the day or the Director of the Evening Division or his assistant, if it occurs during the evening.

In the event none of the above administrators can be contacted, notify any available Administrator.

After the Administrator evaluates the situation and if it appears to be an emergency, he shall immediately notify the Superintendent/President or his designated representative.

**B. Responsible Administrative Authority**

1. One administrator will assume full authority on campus in case of disturbance.

2. The following Administrators are designated as the responsible Emergency Personnel:

   Line of Authority on Campus - College Telephone: 965-0581
B. Responsible Administrative Authority - No. 2 (continued)

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Glenn G. Gooder</td>
<td>A-150</td>
<td>Ext. 351 or 352</td>
</tr>
<tr>
<td></td>
<td></td>
<td>963-6515 (Private)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>966-0098 (Home)</td>
</tr>
<tr>
<td>2) M. L. &quot;Pat&quot; Huglin</td>
<td>A-156-A</td>
<td>Ext. 353 or 354</td>
</tr>
<tr>
<td></td>
<td></td>
<td>966-5955 (Home)</td>
</tr>
<tr>
<td>3) Donald K. Sorsabal</td>
<td>A-123</td>
<td>Ext. 357 or 358</td>
</tr>
<tr>
<td></td>
<td></td>
<td>967-1914 (Home)</td>
</tr>
<tr>
<td>4) Alfred L. Silvera</td>
<td>A-141</td>
<td>Ext. 355 or 356</td>
</tr>
<tr>
<td></td>
<td></td>
<td>687-4644 (Home)</td>
</tr>
<tr>
<td>5) Russell S. Wenzlau</td>
<td>A-155</td>
<td>Ext. 249 or 295</td>
</tr>
<tr>
<td></td>
<td></td>
<td>967-5981 (Home)</td>
</tr>
</tbody>
</table>

3. Delegation of Authority

a) To call for Police assistance in large scale emergencies

The President or Administrative Dean of Student Activities followed by "Line of Authority."

b) To expel, suspend, order off campus, or administer major discipline

Except in extreme emergencies or in the case of summary suspension during an emergency, the President or according to "Line of Authority."

c) To make commitments regarding policy

The President and only if within his authority

d) To make arrests on campus

The Police - or "Citizen's arrest" if absolutely necessary by an Administrative Dean

e) To give information on students

The Dean of Student Personnel or Assistant Dean of Admissions and only within prescribed legal limits.
3. Delegation of Authority (continued)

f) To declare an unlawful assembly, rout, or riot

Determination: The President, the Administrative Dean of Student Activities, or "Line of Authority," and only after consultation with Police if possible.

Declaration: The Police or the Administrative Dean on the scene.

g) To speak for the College to the press during major emergencies

The President or Acting President or the Community Relations Assistant after consultation with the President or Acting President.
C. Procedures

1. Potential Disturbance

When it is known that a disturbance might occur, any or all of the following measures may be taken:

a. The responsible college administrator may confer with student government officers or other recognized student leaders.

b. The responsible college administrator may notify the Faculty Senate President and/or request assistance from faculty.

c. An attempt may be made to explain to those planning demonstration that there are channels of discourse for consideration of all grievances and demands, including hearings before the Board.

d. As a precautionary measure and in order to assure accurate communication, the responsible College Administrator shall inform the Director of Facilities & Operations.

2. Actual Disturbance

The objective of all measures taken will be to bring a disruptive demonstration back within the boundaries of Board Policies, Education Code and/or Penal Code Statutes:

a. Those involved in the disturbance (or at least their leaders) should be informed, if at all possible, of their violation of official Board Policies, Education Code or Penal Code Statutes, that discourse channels are open, and the possible consequences if the disturbance continues.

b. Assistance may be requested from students recognized by leaders of the disturbance in an attempt to change the direction of the disruptive demonstration to one in accord with official Board Policies, Education Code or Penal Code, and/or to bring about discourse between the leaders of the disturbance and college officials.

c. After allowing adequate time, if the disruptive demonstration does not change direction, the responsible College Administrator shall inform the student demonstrators that he shall enforce Education Code or Penal Code Provisions which may result in their suspension, or more serious action.
d. If it is determined that, in spite of any measures taken, the demonstration is continuing to disrupt the operation of the college, the responsible Administrator will request the assistance of the Santa Barbara Police Department to safeguard the welfare of the students and faculty and to protect College property. At no time will the campus Traffic Control Officers be involved in control of disturbances.

D. Recommendations to Faculty with Classes in Session During a Disturbance

1. In all cases attempt to keep classes in session.
   a. If demonstrators enter the building, but not your classroom, continue class work, if possible.
   b. If the demonstrators enter your classroom, attempt to continue class work and to keep the students in their seats unless their safety is threatened.

2. Make every effort to avoid a confrontation with the demonstrators.

3. If your students' safety is threatened, assist them to leave the room in a safe and orderly manner and encourage them to leave the campus.

E. Facilities & Operations

Members of the custodial and grounds staff shall continue their duties, away from the area of disturbance, and shall avoid any confrontation with demonstrators.

They shall be alert to any disturbances, fires, etc., in the area in which they are performing their duties and report such acts to their supervisor, a faculty member, or via radio to Facilities & Operations Center and Facilities & Operations Center will contact the appropriate administrator.

They shall make themselves familiar with the location of gas valves and electrical service boxes so they may turn off the power (gas and electrical) as directed and/or as necessary.

F. Publicity

The responsible Administrator will coordinate (utilizing District press personnel) all contact with news media relative to a disturbance. He will be the official spokesman for the college.
G. References

Education Code Section: 10602, 10604, 10605, 16701, 13558.5, 22505, 22635, 31291

Penal Code Sections: 71, 602.10, 626, 626.2, 626.4, 626.6, 404, 404.6, 405, 405 A & B, 406, 407, 408, 409, 415.5, 416, 417, 418, 419

Board Policy: Standards of Student Conduct and Disciplinary Action

V. BOMB THREAT

A. General Information

Mass panic can be one of the greatest dangers to personnel. Staff members should remember that in times of stress students, faculty, and classified staff will look for leadership from those who are normally in an authoritative position. Particularly with bomb threats it is necessary to REMAIN CALM, size up the situation, and take action based on known facts.

1. The majority of the bomb threats are of the "crank call" variety, but cannot be ignored. Based on the experience of pertinent authorities, there is frequently a clue to the validity of the threat in the message itself, or in the attitude and manner of the caller.

   a. A real, or potential bomber is almost invariably a deranged person.

      (1) In placing the call, he tends to prolong it, and to be willing to furnish some detail as to the location of the device, reasons for planting it, etc.

      (2) He frequently repeats the call.

   b. The crank caller tends to be abrupt and hurried in giving the message.

      (1) Seldom will provide details regarding the device, location, reasons for placing it, etc.

      (2) Infrequently repeats the call, for fear of being traced.

2. Procedures for attempting to trace calls are made with the telephone company.
3. A bomb search team or teams will be organized and trained by the Coordinator of Defense, Disaster, and Disturbance Preparedness.

B. Procedures

In the event of a threat of a bomb within the college, the following procedures should be followed:

1. Taking the call

   The person who takes the call should:

   a. Record time and exact words of the message, with particular emphasis on the description and the location of the device.

   b. Extract as much information as possible from the caller. Ask the caller to repeat the message. Question the caller as to the reason for making the threat. Keep the line open as long as possible to assist in having the call traced.

   c. Initiate procedures for tracing the call, if possible.

   d. Notify the following administrative personnel:

      Days                  Evenings
      1) Superintendent/President  1) Assistant Dean, Evening Division
      2) Administrative Dean, Business Services  2) Administrative Dean, Business Services
      3) Administrative Dean, Student Services and Activities  3) Superintendent/President

   e. Notify the following emergency personnel:

      Days                  Evenings
      1) Director, Facilities & Operations  1) Lead Custodian
      2) Supervisor, Facilities & Operations  2) Director, Facilities & Operations

   f. Notify appropriate local agencies:

      (1) Police (965 - 5151)

      (2) Fire (965 - 5252)

      (3) Civil Defense - for information: (966 - 7171)
2. **The Search**

   a. The bomb search team, or teams, shall conduct the search.

   b. The extent of the search to be made will vary, based upon an evaluation of the specific threat. Generally, the following procedures for search should be followed:

   (1) Detailed search of a specific area of the campus, if indicated in the threat message.

   (2) A thorough search of key and critical areas such as boiler rooms, gas lines, water facilities, computer rooms, etc.

   (3) Broad search of the more public areas of the campus, to include restrooms, lobbies, stairwells, corridors, etc.

   c. Common types of containers used by bombers:

   (1) Briefcase

   (2) Cardboard box, or package

   (3) Paper bag

   (4) Thermos bottle

   (5) Steel pipe

   (6) Lunch pail

   (7) Covered bucket

3. **Action after Search**

   a. In the event that a search of the campus fails to confirm the existence of a bomb, emergency crews should be kept on a standby alert basis until it is reasonably certain that the time limit of the threat has expired.

   b. In the event that a bomb, or anything that might reasonably be construed as such, is discovered, the following actions should be taken:

   (1) Do not attempt to disarm or remove the device.

   (2) Evacuate the area.
(3) Call the Police for a bomb squad.

(4) Alert the Fire Department, and medical staff to stand by until the situation is resolved.

(a) Fire Department - Phone: 965-5252 (Emergency)

(b) Medical - Dr. Mark H. Wall - Phone: 968-8595
Disaster Chairman
Santa Barbara County Medical Society

Note: A new system is being discussed for medical doctors on emergency call, and you will be advised when, and if, it becomes operational. You will also be advised by this office if a change in the Disaster Chairman of the Santa Barbara County Medical Society occurs.

4. Handling of Rumors

Search activity may give rise to exaggerated rumors, therefore, the Administrator in charge should provide for keeping employees in the immediate area of the search informed.

5. Evacuation

Evacuation must be in a calm and orderly manner. The fire drill procedure should be used for the evacuation of buildings, unless specific circumstances indicate otherwise.
VI. EMERGENCY PERSONNEL

The following names personnel fill the positions described by title in the plan:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>EXT.</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/President</td>
<td>Dr. Glenn Gooder</td>
<td>351/</td>
<td>966-0098</td>
</tr>
<tr>
<td>Adm. Dean, Student Support Services</td>
<td>Mr. Al Silvera</td>
<td>355</td>
<td>687-4644</td>
</tr>
<tr>
<td>Adm. Dean, Instruction</td>
<td>Mr. M. L. (Pat) Huglin</td>
<td>353</td>
<td>966-5955</td>
</tr>
<tr>
<td>Adm. Dean, Business Services</td>
<td>Dr. Donald Sorsabal</td>
<td>357</td>
<td>967-1914</td>
</tr>
<tr>
<td>Coordinator Civil Defense, Disaster &amp; Disturbances</td>
<td>Mr. Robert Eyre</td>
<td>279</td>
<td>969-2637</td>
</tr>
<tr>
<td>Committee on Safety &amp; Disaster</td>
<td>(To be appointed by Superintendent/President)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Mrs. Elizabeth Humphreys</td>
<td>322</td>
<td>682-1493</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Mr. John Dunn</td>
<td>258</td>
<td>967-0623</td>
</tr>
<tr>
<td>Facilities &amp; Operations Supervisor</td>
<td>Mr. Louis Torres</td>
<td>297</td>
<td>962-5190</td>
</tr>
<tr>
<td>College Traffic Controller</td>
<td>Mr. Bill Dempsey</td>
<td>358</td>
<td>962-1608</td>
</tr>
<tr>
<td>College Traffic Controller</td>
<td>Mr. George Jordan</td>
<td>358</td>
<td></td>
</tr>
<tr>
<td>Lead Custodian (Nights)</td>
<td>Mr. Joseph Ponzine</td>
<td>297</td>
<td>962-7890</td>
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</table>