SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

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PENDING REVISION OF JANUARY 15, 1981

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1-15-81
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. Joyce H. Powell, President
Mr. Eli Luria, Vice President
Mrs. Kathryn O. Alexander, Member
Dr. Joe W. Dobbs, Member
Mr. Sidney R. Frank, Member
Mr. Gary R. Ricks, Member
Mr. Benjamin P. J. Wells, Member
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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 Business Manager

It is the responsibility of the Business Manager, 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 buildings in case of emergency.

4. In the case of an emergency, develop procedures for surveying and reporting all damage to the Business Manager.

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

6. Maintain fire equipment and warning system in proper condition.
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) David H. Mertes</td>
<td>A-150</td>
<td>Ext. 211 or 212</td>
</tr>
<tr>
<td></td>
<td></td>
<td>966-5730 (Private)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>965-3794 (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) Alfred L. Silvera</td>
<td>A-141</td>
<td>Ext. 398 or 399</td>
</tr>
<tr>
<td></td>
<td></td>
<td>969-6240 (Home)</td>
</tr>
<tr>
<td>4) Charles Hanson</td>
<td>A-152</td>
<td>Ext. 357 or 358</td>
</tr>
<tr>
<td></td>
<td></td>
<td>684-1131 (Home)</td>
</tr>
<tr>
<td>5) John Romo</td>
<td>A-155</td>
<td>Ext. 214 or 216</td>
</tr>
<tr>
<td></td>
<td></td>
<td>682-7407 (Home)</td>
</tr>
<tr>
<td>Evening Assistant</td>
<td></td>
<td>Counseling Office Ext. 285</td>
</tr>
</tbody>
</table>

3. Delegation of Authority

a. To call for Police assistance in emergencies:

The Superintendent-President or Administrative Dean of Student Services followed by "Line of Authority," or by Security Personnel on weekends, holidays and after 10:00 p.m. on week nights, when Responsible Administrators are not on campus.

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 Superintendent-President or according to "Line of Authority."

c. To make commitments regarding policy:

The Superintendent-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 Administrative Dean of Student Services and/or Ass't Dean of Admissions, and only within prescribed legal limits.
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) Business Manager        2) Business Manager
   3) Administrative Dean, Student Services  3) Superintendent-President

   e. Notify the following emergency personnel:

   Days                    Evenings
   1) Director, Facilities & Operations  1) Maintenance Worker III
   2) Ass't Director, Facilities & Operations  2) Ass't Director, Facilities & Operations

   f. Notify appropriate local OFF CAMPUS agencies:

   1) Police (OFF CAMPUS) Dial 911
   2) Fire (OFF CAMPUS) Dial 911
   3) Civil Defense - City - (963-0611 X279 - Phone manned in Emergency Mode ONLY) County - 963-4755
(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 911 - Emergency
(b) Medical - Dr. Lawrence Hart -- 967-2311

Health Care Services (24-Hr. Phone No.)

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 named personnel fill the position 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. David H. Mertes</td>
<td>211/212</td>
<td>965-3794</td>
</tr>
<tr>
<td>Adm. Dean, Student Services</td>
<td>Dr. Al Silvera</td>
<td>398/399</td>
<td>969-6240</td>
</tr>
<tr>
<td>Adm. Dean Instruction</td>
<td>Mr. M. L. &quot;Pat&quot; Huglin</td>
<td>353/354</td>
<td>966-5955</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Mr. Charles Hanson</td>
<td>357/358</td>
<td>684-1131</td>
</tr>
<tr>
<td>Assistant Dean, Evening College</td>
<td>Mr. John Romo</td>
<td>214/216</td>
<td>682-7407</td>
</tr>
<tr>
<td>Coordinator Civil Defense, Disaster and Disturbance</td>
<td>Mr. David Hill</td>
<td>296/297</td>
<td></td>
</tr>
<tr>
<td>Committee on Safety &amp; Disaster</td>
<td>See List Page 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Nurse</td>
<td>Mrs. Donna David</td>
<td>298/299</td>
<td>964-5050</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Mr. John Dunn</td>
<td>458</td>
<td>967-0623</td>
</tr>
<tr>
<td>Assistant Director, Facilities and Operations</td>
<td>Mr. Louis Torres</td>
<td>297</td>
<td>962-5190</td>
</tr>
<tr>
<td>Maintenance Worker III</td>
<td>Mr. Ross McCoy</td>
<td>296/297</td>
<td>687-5287</td>
</tr>
<tr>
<td>College Security Patrol Officer (Day)</td>
<td>Mr. William Dempsey</td>
<td>269</td>
<td>684-5981</td>
</tr>
<tr>
<td>College Security Patrol Officer (Swing)</td>
<td>Ms. Cynthia Pyle</td>
<td>296</td>
<td>687-3951</td>
</tr>
</tbody>
</table>
VI. EMERGENCY PERSONNEL (Continued)

COMMITTEE ON SAFETY AND DISASTER

<table>
<thead>
<tr>
<th>NAME</th>
<th>TEL.EXT.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>David Hill, Chairman</td>
<td>296</td>
<td>Director, Facilities and Operations</td>
</tr>
<tr>
<td>Betty Bartels</td>
<td>296</td>
<td>Principal Clerk, Facilities and Operations</td>
</tr>
<tr>
<td>Oscar Bucher</td>
<td>421</td>
<td>Ass't Professor, Art</td>
</tr>
<tr>
<td>Robert Christensen</td>
<td>426</td>
<td>Assoc. Professor, Marine Technology</td>
</tr>
<tr>
<td>Donna Davis</td>
<td>298/299</td>
<td>College Nurse</td>
</tr>
<tr>
<td>Frank Esparza</td>
<td>205</td>
<td>Assoc. Professor, Counseling</td>
</tr>
<tr>
<td>C. Tom Garey</td>
<td>369</td>
<td>Ass't Professor, Theatre Arts</td>
</tr>
<tr>
<td>John Ingram</td>
<td>220</td>
<td>Ass't Professor, Automotive Services</td>
</tr>
<tr>
<td>Debbie McCleister</td>
<td>327</td>
<td>Lab Technician, Medical Biology</td>
</tr>
<tr>
<td>Dan Oroz</td>
<td>261</td>
<td>Director, Personnel/Affirm. Action Officer</td>
</tr>
<tr>
<td>Harriet Pratini</td>
<td>445</td>
<td>Intermediate Typist Clerk, Library</td>
</tr>
<tr>
<td>Frederic Schuler</td>
<td>453</td>
<td>Professor, Engineering</td>
</tr>
</tbody>
</table>
| Donald Seaver         | 307/388  | Director, Campus Security  
|                       |          | Ass't Professor, Adm. of Justice |
| Edwin Soule           | 390      | Associate Professor, Mach. Shop/Welding |
| Louis Torres          | 297      | Ass't Director, Facilities and Operations |