

OPERATIONAL CRISIS

WHAT TO DO IN CASE OF OPERATIONAL CRISIS:

Hazardous Material Release, Toxic Substance or Gas Leak:

- Contact switchboard operator by dialing “0”, contact Vernon College Police, contact facility/site manager.
- Evacuate building if warranted.
- Administer first aid by trained staff.
- If sheltering in place; shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.

Electricity, Ruptured Water Line, Climate Control in Extreme Weather:

- Gather facts; verify information.
- Contact physical plant/facility/site manager.
- Move staff and students from affected area if necessary.
- Close up and/or secure affected area.
- Post warning signs.
- If a major line is down or sparks are visible: Call switchboard operator by dialing “0”; contact Vernon College Police/facility/site manager/emergency services (911). Give location and remain on line until information is complete.
- NEVER TOUCH LIVE WIRES!
- DO NOT ATTEMPT TO RESCUE A PERSON experiencing electrical shock until power is shut off.
- Shut power off where applicable. Document all decisions and activities.
- College administrators will debrief with crisis team and faculty.

OPERATIONAL CRISIS

<p>Century City Center Operational Crisis</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Notify Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Notify: 911 (if necessary) Vernon College Police Facility Manager Utilities Co. (if necessary) Dean of Student Services VP of Instructional Services Director of Human Resources <p><u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Assist in conducting evacuations & providing first aid if applicable <p><u>ADMINISTRATIVE STAFF OR</u> <u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM 	<p>Skills Training Center Operational Crisis</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Notify Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Notify: 911 (if necessary) Vernon College Police Site Manager Facility Manager Utilities Co. (if necessary) Dean of Student Services VP of Instructional Services Director of Human Resources <p><u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Assist in conducting evacuations & providing first aid if applicable <p><u>ADMINISTRATIVE STAFF OR</u> <u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM 	<p>Vernon Campus Operational Crisis</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Notify Switchboard Operator (Dial 0) <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Notify: 911 (if necessary) Vernon College Police Director of Physical Plant Utilities Co. (if necessary) Dean of Student Services VP of Instructional Services Director of Human Resources <p><u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Assist in conducting evacuations & providing first aid if applicable <p><u>ADMINISTRATIVE STAFF OR</u> <u>VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM
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