

REDWOODS COMMUNITY COLLEGE DISTRICT

Emergency Action and Fire Prevention Plan

INTRODUCTION

The Redwoods Community College District has developed this Emergency Action and Fire Prevention Plan provide for the health and safety of staff, students and visitors to the College. This plan is in accordance with 8 CCR 3220 and 3221 and will address how the District will provide for emergency escape routes and procedures, procedures for employees who remain to operate critical plant equipment before they evacuate, procedures for accounting for employees and students after evacuation, rescue and medical duties of certain employees, means of reporting emergencies, potential fire hazards and ignition sources, job titles of employees responsible for maintenance of fire control systems, job titles of employees responsible for control of flammable materials and waste, housekeeping procedures to control accumulation of flammable or combustible waste materials, and training of staff.

EMERGENCY PROCEDURES MANUAL

Pursuant to this plan an **Emergency Procedures Manual** has been developed and is made available to every employee at the time of hire and to all staff when the plan is revised. The **Emergency Procedures Manual** contains General Instructions for emergency situations, Emergency Telephone Numbers, and Emergency/Disaster Procedures. The **Emergency Procedures Manual** is attached to this plan as Appendix I.

In addition to the **Emergency Procedures Manual** the District maintains an **Emergency Preparedness Plan** that delineates in detail guidelines, staff responsibilities, incident command systems, and utility shutoff locations. This plan is for use by the District's designated emergency responders. Designated responders are trained in the District's general **Emergency Procedures Manual** and the **Emergency Preparedness Plan**.

EMERGENCY ESCAPE: ROUTES AND PROCEDURES

The **Emergency Procedures Manual** covers in detail Emergency/Disaster Evacuation Procedures including disaster types with actions to take and Safety Zones for the Del Norte,

Eureka, and Mendocino Coast campuses.

District employees who operate, maintain or monitor critical plant equipment should in the event of an emergency make every effort consistent with their safety and the safety of others to secure, shut down, or otherwise contain critical equipment. Operators should keep in mind that safety of people, including the operator, should prevail over potential or possible damage to equipment.

Supervisors are responsible for knowing who under their supervision is "at work" and who is absent in the event of an emergency for the purposes accounting for personnel after the emergency. Faculty have the same responsibilities for their students.

RESPONSIBILITIES AND DUTIES

In accordance with Government Code of the State of California, Section 3100-3109, all District employees are declared civil defense workers subject to such civil defense activities as may be assigned to them. During an emergency and until such time as the District's Redwoods Emergency Command System (RECS) or outside emergency response agency(s) declare the situation under control all employees of the District should remain ready to respond within their capabilities, experience and available equipment. If an emergency occurs during an employee's assigned work time the employee is not to leave the campus until permission is granted by your supervisor and/or RECS.

If an emergency occurs when an employee is not on-duty the employee is not to come to the campus until the next scheduled working day unless notified by your supervisor or announcements made via emergency radio/tv broadcasts except for the following employees:

Del Norte Campus:

- Maintenance Worker, Buildings and Grounds
- Custodian
- Campus Vice-President
- Secretary, Administrative (Ed. Center)

Eureka Campus:

- All Maintenance Employees
- All Campus Security Employees
- President/Superintendent
- All Vice-Presidents
- Director, Fiscal Services
- Environmental Health & Safety Manager

Mendocino Coast Campus:

- Maintenance Worker, Buildings and Grounds

Custodian
Campus Vice-President
Secretary, Administrative (Ed. Center)
Instructional Lab Technician, Science

The above named employees should make every effort to respond to their respective campuses with all due speed. Safety of the employees' home and family should be secured before responding to the campus.

REPORTING EMERGENCIES

Procedures for reporting emergencies and communicating on campus are contained within the **Emergency Procedures Manual**.

POTENTIAL FIRE HAZARDS AND IGNITION SOURCES

All three campuses are constructed mostly of wood framed and sided structures making them more susceptible to fire than structures utilizing other construction materials. Smoking is not allowed in any District facilities nor within twenty-five (25) feet of District facilities.

Following is a list by campus of areas or locations on each campus that have or contain significant amounts of flammable or combustible materials (FCM), flammable or combustible wastes (FCW), or greater than normal potential ignition sources (PIS).

Del Norte Campus:

Utility/Maintenance Building (FCM)
Kiln Area (FCM and PIS)
LP Gas Tanks - West side General Ed. Building, South side General Ed. Building, and South side Vo-tech Building (FCM)

Eureka Campus:

Creative Arts Kiln Area (FCM and PIS)
CA 135 (FCM and PIS)
Physical Science Building (FCM, FCW, and PIS)
Life Science Building (FCM, FCW, and PIS)
Student Union Kitchen (FCM and PIS)
Welding Shop (FCM and PIS)

Machine Shop (FCM and PIS)
Diesel Shop (FCM and PIS)
Diesel Shop Fuel Bunker (FCM and FCW)
Auto Shop (FCM, FCW, and PIS)
Wood Shop (FCM)
Administration of Justice Weapons/Ammo Lockup (FCM)
Maintenance Shops (FCM and PIS)
Maintenance Hazwaste Storage (FCW)
Paint Storage Bunker (FCM)

Mendocino Coast Campus:

Fine Woodworking Building (FCM)
Kiln Area (FCM and PIS)
Room 122 and 122A (FCM, FCW, and PIS)
Maintenance Building (FCM)
LP Gas Tanks - South end of Art Building and North end in Corp. Yard (FCM)

On the Eureka Campus Security personnel and the Environmental Health and Safety Manager in conjunction with a contractor are responsible for maintenance of fire extinguishers. Maintenance Mechanics and Electricians are responsible for the maintenance of fire alarms. At Del Norte and Mendocino Campuses the Maintenance Workers, Buildings and Grounds are responsible for maintenance of fire extinguisher and fire alarms. All employees should note the location of fire extinguishers, fire alarm stations, and exits in proximity to their work stations. All problems or discrepancies should be reported to their supervisor or the Safety Committee.

On all three campuses the generator of hazardous waste is responsible for the safe storage of hazardous waste under the rules of Satellite Accumulation as per 22 CCR 66262.34. Staff utilizing flammable or combustible materials and/or potential ignition sources are responsible for the safe storage and use of those materials and ignition sources. Examples are chemistry instructors using bunsen burners, welding instructors, and Maintenance Mechanics working on boilers.

All District employees are to maintain their work stations or areas in a clean and neat manner. Paying particular attention to hazardous conditions or practices that would contribute to increased possibility of fire. All hazardous conditions should be reported the employees' supervisor or the Safety Committee.

TRAINING

All new employees will receive training in the **Emergency Action and Fire Prevention Plan** upon initial assignment. Whenever an employees' assignment is changed training will be provided to update the employee in their new assignment. Employees affected by changes in

conditions or hazards present at their job site will be instructed in those changes. In addition all employees will be retrained when changes are made to the Plan or the **Emergency Procedures Manual**.