*****IMPORTANT PLEASE READ*****

Dear Emergency Response Staff,

During this earthquake drill, we will be conducting a campus wide evacuation and initiating our Incident Command Center (ICC). Please do not expect Public Safety Officers to respond to your area to conduct an evacuation of your building as this will be taking place campus wide, not building specific. Below are guidelines for you to follow during this event. Please review the Emergency Evacuation Map in your area to know where your "gathering area" is located.

During this drill the following will happen: At 10:20am all Faculty, Staff, Students and any visitors will be encouraged to stop, cover and hold on. This exercise of covering up will take place for 1-3 minutes after which the fire alarms in each building will sound and you are to aid individuals in vacating the building. Once all buildings are cleared, and have reported in to the ICC then we will be turning off the alarms and everyone will then at that time be able to return back into their buildings. The entire drill will last anywhere from 15 to 25 minutes (it will all depend on how well our administrators respond to the ICC).

It is imperative that the Building Administrator and 1st and 2nd Responders wear their helmets and
reflective vest to be readily identifiable and to have their Emergency Red bags with them. The following are guideline for the respective roles you will be filling.

**Building Administrator:**

Before the drill next Thursday, please check your building(s) to see how many entrances there are. You will need to make arrangements with staff in your area to “post” them at these entrances to ensure once the 1st and 2nd responders have cleared the buildings that no one will be allowed back inside until the all clear is given by the Incident Commander, President, Greg Chamberlain.

You can use BC staff of your choosing and assign them to these vital positions. I would suggest this happens soon and have a backup person for each location in case your primary staff member is out the day of the event. Please take a few minutes to walk them through their assigned areas of responsibility and ensure they do not let anyone re-enter the building until the all clear has been issued.

Once you have been notified by your 1st and 2nd Responders that the buildings have been evacuated, please use your pad to write a note (please print legibly) indicating the following:

**Your Name**  **Date/Time**
**Building Administrator for** ............. (List building you are reporting on)

**To Operations Chief:**
“The (List your building) building(s) have all been evacuated and staff and students are in the gathering area awaiting instructions.” Please also indicate if there are or are not any injuries to report.

You will then hand the note to a “Runner” of your choice, and send them to the Incident Command Center (ICC) located in A-5, and instruct them to give the note to the Operations Chief, LaMont Schiers. The “Runner” will then bring back to you any information/instructions that the IC has for you. You will continue with the “Runner” as your means of passing information back and forth to the ICC. Please indicate times and date on each note you send and receive.

**Emergency 1st and 2nd Responders:**

It will be the responsibility of the 1st and 2nd Responders to ensure the entire building(s) you are assigned to have been completely evacuated. Once the building(s) have been evacuated, the 1st and 2nd Responders need to report this to the Building Administrator. Please advise your Building Administrator if you encountered anyone with injuries. If you did not encounter anyone with injuries, please advise them of this as well.

Stay close to your Building Administrator as he/she may assign you other duties. If your Building
Administrator is located in another building, once you have made sure your entire building has been evacuated, you will need to pick a runner, a staff member of your choice, and instruct that person to go to where your Building Administrator is located (you must know where the gathering point is for your Building Administrator’s home building is located. Have them deliver a note you will give them (use the pen/note pad from your red bag) indicate your name, date/time, the building(s) you are reporting on and indicate if the building has been cleared and if there are or are not any injuries.

This will be our first test of running an active campus wide evacuation drill with an ICC operation in quite some time. If you have any questions before the drill, please call me and we can either talk on the phone or we can make arrangements to meet to answer any of your questions.

If you have any questions please do not hesitate to contact me.

Please keep in mind the main reason we are running these drills is to save lives and without you, this drill would not be successful.

I hope to meet with each of you prior to the drill to review and answer any questions you may have.

Thank you,

Chris

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