

Cypress College Emergency Preparedness

Fall 2016 Drills — The Great California ShakeOut

October 20, 2015 at 10:20 a.m. and 6:45 p.m.

Thank you for your participation in today's emergency-response drills. The Great ShakeOut will include involvement from more than 10 million Californians across the state. Your sincere efforts help prepare the Cypress College community to be ready for future incidents. While no amount of preparedness can ensure a successful outcome in an emergency situation, not taking these steps almost certainly guarantees failure. Not only is emergency preparation our responsibility, but it is also statutorily mandated.

With that in mind, here are some instructions and talking points for the drill. We also ask that you share the talking points with your students and/or staff.

Instructions:

- The drill **will commence at 10:20 a.m. on Thursday, October 20, 2016.**
- The drill **will be repeated at 6:45 p.m.** on that date
- The drill will commence with a video broadcast on campus via the college's website and over the P.A. system
- We ask that you play the video in your class
- The college's logo will appear in the video beginning at 10 a.m. for the morning drill, and at 6:15 p.m. for the evening drill so that you will know that your video feed is functioning
- Following the video and review of the talking points (below), an evacuation will be conducted
- Participation in the drill is required

Talking Points:

- Earthquakes happen without warning
- Survival and safety during and after an earthquake depends on the response action
- It is important to be prepared — both at home and at work
- The Great California ShakeOut provides an opportunity for our campus community to practice skills and coordination essential to a rapid and effective response in an actual earthquake
- Experts say the most important concept to remember during an earthquake is to stay put and to DROP, COVER AND HOLD
- Protecting your head and neck is critical as objects are likely to fall
- This is true for everyone, including those whose mobility limits their ability to take cover under a desk
- People with disabilities or access and functional needs can find vital information in the California Emergency Management Agency's document "How to Protect Yourself During an Earthquake" — which is included as part of this packet and is available on the college's website
- A complete earthquake protocol — with detailed safety tips — is also provided in this packet and on the website
- In an earthquake, or any other emergency, it is important to follow the directions provided by your instructor and other campus officials
- Be sure the shaking has stopped before evacuating
- Evacuations begin with moving out of and away from the buildings; you will be directed to a safe location from there
- Legislation, including the federal Clery Act, compels Cypress College to conduct emergency drills on a regular basis
- These drills are held to help ensure the safety of our students and employees
- Earthquakes such as ones in Rome, San Francisco, Napa, Northridge, and Landers/Big Bear caused significant damage and underscore the importance of being prepared

Emergency Preparation:

- Make a list of essential items you may need in the event of an emergency
- Prepare an emergency pack for yourself and your family
- Be sure to include your required medications
- Be familiar with the earthquake procedures and the college's evacuation process
- Faculty should discuss emergency procedures in class
- All members of the campus community should be familiar with the features of each building and the campus including surrounding streets, lots, stairways, exits, and emergency telephones
- In the event of an emergency, you may not be able to get home because of damage to the greater community
- Being prepared at home and having a personal emergency plan in place is important in the event families are separated during such an event
- Discuss emergency response with your family at home and those living separately (parents, adult children, etc.)
- Designate an out-of-state contact to serve as a family information center and check in with them following an emergency; local-to-long-distance calls have proven more reliable in natural disasters than local-to-local calls

Public Employee Disaster Service Worker Status — California Government Code Section 3100-3109:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance ... in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

As an employee of a California public district, you may be called upon as a disaster service worker in the event of an emergency. The Orange County Department of Education has produced a brochure with valuable information. It can be found at: <http://www.ocde.us/Emergency/Documents/Disaster-Svs-Workers-Broch.pdf>.

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Fall 2016 Drills — The Great California ShakeOut

Instructions for Viewing Video

Here are instructions on how to show the Great ShakeOut video on October 20 for our drills.

1) FINDING THE VIDEO

- ▶ Go to our campus website and click on the “ShakeOut” icon or the link on the front page
- ▶ Alternately, you can visit <http://news.cypresscollege.edu/wordpress/drills/> directly
- ▶ You do not need a TV or a DVD player — just a computer, speakers and an internet connection

2) PLAYING THE VIDEO

- ▶ Near the top of that page, you will see the heading “Live ShakeOut Broadcast” with a video box right below it
- ▶ Click on the play button below the picture window
- ▶ The box-icon at the bottom of the video player will enlarge the broadcast to full screen
- ▶ Please note that you may see a commercial play before our feed begins
- ▶ After the ad, you will see a close “x” appear on the screen to dismiss the ad

3) HOW THE VIDEO WORKS

- ▶ This is a synchronized, live feed
- ▶ For the morning drill:
 - If you start it before 10:20 a.m. on Thursday, October 20, 2016 (and it is highly recommend that you do so*), you will see our logo and a “please stand by” message
 - The drill video itself will begin playing at 10:20 a.m. on Thursday, October 20, 2016
- ▶ For the evening drill:
 - If you start it before 6:45 p.m. on Thursday, October 20, 2016 (and it is highly recommend that you do so*), you will see our logo and a “please stand by” message
 - The drill video itself will begin playing at 6:45 p.m. on Thursday, October 20, 2016
- ▶ You will also hear the audio play over the speaker systems on campus
- ▶ The intent is for this video to be synchronized across campus

* On the morning of 10/20, the pre-drill video feed will not contain audio. This is done so that you can keep the feed open and not have it interrupt your class or work environment. The drill video itself does have audio. You will want to test the sound separately to make sure it's working. At 10:20 a.m. and at 6:45 p.m., the video will begin to play and the audio is important.

If you would like to preview the actual video, it is also on the drill page. You will find it under the heading “ShakeOut Video.” You can play this any time before or after the drill. However, please don't use this link during the drill because doing so means you will be out of sync with the rest of the campus. For the drill, you are looking for the “Live ShakeOut Broadcast” link detailed above.

As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in this pamphlet will help you understand your role and obligation.

California Public Employee DISASTER SERVICE WORKERS

California Government Code
Section 3100-3109

For more information, please visit the following websites:

California Emergency Services Act

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=go
&group=08001-09000&file=8550-8551](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=go&group=08001-09000&file=8550-8551)

California Government Code 3100-3109

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov
&group=03001-04000&file=3100-3109](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109)

The California Constitution Oath or Affirmation

http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/
Laws&RegsCalCodePDFs/\\$file/Ch2.3_%20
DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20DSW.pdf)



WILLIAM M. HABERMEHL
County Superintendent of Schools

Did you know?



Public Employee Disaster Service Worker Status

California Government Code Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

What does disaster service mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act*.

Who is included in the disaster service worker status?

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

What are the scope of duties of employee disaster service workers?

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.

How are public employees assigned disaster service activities?

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation referred to in the government code?

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

When do public employees take the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

Do public employees acting as disaster service workers get paid?

Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

Can disaster service workers be sued for actions taken while performing duties?

Public employee disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if public employees are injured while acting as disaster service workers?

Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.



As a public employee, you may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

*California Emergency Services Act

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

For further information, please visit the websites listed on the back.