

Cypress College Emergency Preparedness Spring 2017 Drills

This semester's emergency-preparation drill focuses on our response to an active shooter on campus. A number of shootings, including ones in San Bernardino, at Umpqua Community College, and at Santa Monica City College, are poignant reminders of why we are compelled to take the matter of preparedness seriously.

While no amount of planning, practice, or training can ensure a successful outcome in an emergency situation, not taking these steps almost certainly guarantees failure. In fact, preparation, planning, and early intervention are critical.

PARTICIPATION IN THE DRILLS IS MANDATORY. NO EXCEPTIONS WILL BE MADE.

Wednesday, February 15, 2017 — 10:15 a.m. and 6 p.m.

While the thought of someone opening fire on campus is perhaps the most frightening act of violence we can conceive, it is important to place the threat in context. Colleges are very safe environments. Statistics show that incidents of sexual abuse, suicide, or those related to alcohol are far more prevalent issues for college communities than an active shooter situation. An FBI study of "active shooter" incidents between 2000 and 2013 identified 160 shootings, with 7.5% of those taking place on a college campus.

A number of safety-related changes have been made on campus since Cypress College first conducted an active shooter drill in 2009. **For the first time, an automated-locking system will be tested. Most classrooms also have new locking mechanisms allowing faculty to lock the classroom from inside.** Faculty should test the locks in each of their classrooms. Additional improvements include installation of a speaker system covering the full exterior of the campus and initiation of a text and phone notification system for all employees. We tested an interior broadcast system in Humanities and are exploring expansion of that capacity. Another significant step we have taken is the creation of a Threat Assessment Team. The group exists to serve both as a body available for consultation and as a single repository for threat evaluation.

What's most unsettling about a shooting threat on campus is that the active situation could be over in under a minute. That's insufficient time for mass messaging or even a response from the police department. The first line of defense will be individual faculty, staff members, and students.

As part of the drill, we will be broadcasting [a new international video addressing this issue](#).

It is important for all employees to consider what they would do in their specific situations. What are the configurations of your various classrooms, work areas, office spaces, etc.? What are your escape options and hide out options?

In addition to individual planning, it is likewise critical that we as a campus community talk about the threat repeatedly. This holds especially true in regards to faculty interaction with their students. They need to hear it from their instructors.

Finally, it is incumbent upon all of us to be aware of and report things that are out of the ordinary, that appear suspicious, or involve inappropriate behavior.

See something. Say something. Do something!

Attached is [information on the drill scenario, talking points, and instructions for viewing the video](#).

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Thank you for your participation in this semester's emergency-response drills. Your sincere efforts help prepare the Cypress College community to be ready for future incidents. Preparedness is a critical responsibility of our jobs.

This semester, we are conducting an "active shooter" drill. Below is information about the drill and talking points for faculty to share with students, and supervisors to share with staff. Best practices suggest that it's imperative for students to hear this information from their instructors.

Drill Overview:

- 1) **Shelter in Place:** The drill will commence with a broadcast notification (loud speakers, text message, phone paging system). Phase I of the drill is to shelter in place — a technique used when it is not safe to exit a building. An active shooter scenario is likely to result in a "shelter in place." All phones, radios, etc. should be silenced. During the drill, we ask that you spend at least 5 minutes simulating this quiet, still environment. It is important for people to understand what such a situation feels like. All faculty should secure their individual classroom doors, with everyone inside on the floor, still and quiet.
- 2) **Talking Points:** A real shelter in place scenario would take much longer to conduct; however, to reduce anxiety, we ask that you spend the remainder of the drill discussing the talking points below with your students (and/or staff). [Shelter in place guidelines from the Department of Homeland Security](#) are also attached. The drill will conclude with the synchronized viewing of an "active shooter" video.
- 3) **Video:** The drill will conclude with a campus-wide viewing of a new international video discussing response to shots fired on campus. The video will be [linked from the front page of the campus website](#) on the day of the drill and can be previewed in advance. [Detailed instructions are attached.](#)
- 4) **NEW! Classroom Locks:** For the first time an automated-locking system will be tested. Most classrooms also have new locking mechanisms allowing faculty to lock the classroom from inside. Faculty should test the locks in each of their classrooms.

Talking Points:

- Be aware of your surroundings and report suspicious activity to Campus Safety at (714) 484-7387. Program the Campus Safety number into your cell phone for quick access.
- All 911 calls made on campus will be answered by the Cypress Police Department — including those from cell phones.
- Students are encouraged to sign up for emergency text messages by visiting their MyGateway "personal information channel" and clicking on "Set Text Message Alert Preferences." The college offers this service in an attempt to quickly communicate critical information to a broad number of people. Employees are subscribed to text messages through Regroup if their information was available in Banner.
- Important information may also be shared (if possible) via loud speakers, on the campus website, on myGateway, by e-mail, or through social media channels maintained by the college.
- In the event of an emergency, be prepared to listen for instructions from people such as floor marshals and Campus Safety.
- Context is important: While safety can't be guaranteed, college campuses are known to be comparatively very safe places.

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Video Viewing Instructions:

Here are some instructions for playing “Surviving an active shooting incident” on February 15 for our morning and evening drills.

1) FINDING THE VIDEO

- Go to our campus website and click on the “Emergency Preparation” 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 “DRILL VIDEO” with a video box right below it
- Click on the image or the word “play” below the picture window
- The video plays directly from YouTube and is compatible across multiple devices and platforms

3) HOW THE VIDEO WORKS

- Unlike earlier drills, this video is not broadcast in synchronized fashion
- When the shelter-in-place portion of the drill is complete, an announcement to conduct classroom discussions (see talking points above) and play the video will be made over the campus public address systems

If you would like to preview the actual video, you can play it at any time before or after the drill. The video is available on the drill page.

4) TEST THE VIDEO IN ADVANCE

It is important to verify your computer equipment’s ability to play the video in advance. For this drill, the video already resides on the internet. You can play the video at any point prior to the drill to verify that the audio and video work.

TEXT ALERTS AND EMERGENCY NOTIFICATIONS

Students and employees are encouraged to utilize myGateway to update their personal information for text alert messaging in the event of an emergency. Students must provide their personal information in myGateway to receive these text notifications.

Follow these steps to verify that your cell phone and email address are entered and current:

- Sign into myGateway.
- Go to the “Personal Information” channel under the “Student” tab.
- Click on the item “Set Text Message Alert Preferences.”
- When clicking on “Set Text Message Alert Preferences,” the next screen will allow you to enter your cell phone information, the cellular service provider, the level of messages you wish to receive, and the campus or campuses you want to be notified about.
- After entering your information, click on the “Submit” button.

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?

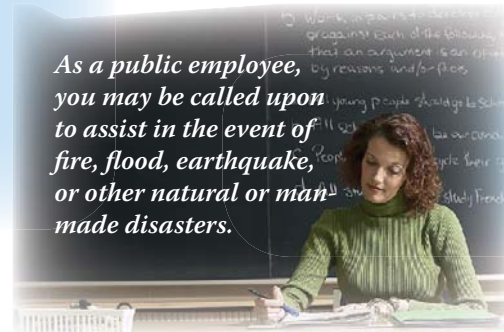
Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

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.



*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.



ACTIVE SHOOTER HOW TO RESPOND

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

References:

Safety Guidelines for Armed Subjects, Active Shooter Situations, Indiana University Police Department, April 2007.

Safety Tips & Guidelines Regarding Potential "Active Shooter" Incidents Occurring on Campus, University of California Police.

Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.

Workplace Violence Desk Reference, Security Management Group International, www.SMGICorp.com

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.

**U.S. Department of Homeland Security
Washington, DC 20528
cfsteam@hq.dhs.gov
www.dhs.gov**