As a reminder to SBCCD employees, the district has provided an abundance of resources to assist employee’s with being prepared as possible for an active shooter or lockdown scenario. Below are some tips and resources below to refresh you on how to respond.

**When An Active Shooter Is In Your Vicinity**

- Have an escape route and plan in mind, no matter where you are on campus or at a district site.
- Hide in an area out of the shooter’s view.
- Block entry to your hiding place and lock the doors, if applicable.
- Silence your cell phone and /or pager.

For life threatening emergencies, call 911 when it is safe to do so.

Provide the following information to law enforcement:

- Location of the active shooter.
- Numbers of shooters.
- Physical description of shooter(s).
- Number and type of weapons, if known.
- Number of potential victims at location.

**Additional training/online resources**

- [SBVC Emergency Flip Chart & CHC Emergency Flip Chart](#) — Lockdown/Shelter-In-Place Sections.
- [SBCCD Lock Down/Active Shooter Video link](#).
- [Active Shooter/Lockdown—Run, Fight, Hide Video link](#).
- [Additional Training Resources—SBCCD Police Website](#).
- Call Sgt. Tamayo with SBCCD Police at X4491, for additional information on live Active Shooter/Lockdown training for your department.

**REPORT SAFETY HAZARDS**

**VISIT EH&S AT:**

[http://www.sbccd.org/District_Faculty,-a-,Staff_Information-Forms/Environmental_Health_and_Safety/Forms/](http://www.sbccd.org/District_Faculty,-a-,Staff_Information-Forms/Environmental_Health_and_Safety/Forms/)
Across the district from the emergency evacuation building captains to the safety committee members, our employees take a proactive role in our safety and emergency preparedness at the campus and district site locations. On regular basis District Environmental Health & Safety would like to recognize employees who have gone above and beyond and have provided exemplary services to the district in that regard.

This month, EH&S would like to recognize, Karol Pasillas an Administrative Assistant I, who works at SBVC, in the Administrative Services department. Karol was instrumental in planning for the SBVC campus, 2013 California Shake Out and works closely with SBCCD, Environmental Health & Safety to organize safety committee meetings on campus, manage hazardous waste disposal, draft and distribute annual asbestos notifications, coordinate employee exposure assessments and safety training such as respiratory protection training as well as the ordering of specialized equipment needed to ensure continued campus safety related to emergency preparedness or general safety programs.

When you see Karol around campus, give her a warm greeting and safety thumbs up to let her know we appreciate her dedication and all of her hard work to ensure the continued safety of the campus community at SBVC. Thanks Karol!

On November 14th, 2013, the SBCCD, Board of Trustees approved the District, Emergency Operations Plan (EOP). SBCCD Police and EH&S have been working progressively on the final amendments and finalizing the plan and we now have a plan in-place to assist with continuously improving our emergency preparedness efforts.

**What is the Emergency Operations Plan (EOP) All About?**

The purpose of the plan is to provide the framework for coordination and full mobilization of the district site, colleges, and external resources. The plan clarifies the 1) preparation for, 2) response to, and 3) recovery from an emergency or disaster incident that could impact the district, the campuses, or the region.

**The EOP has been approved, now what?**

Training is essential in preparing emergency operations personnel to respond effectively. An element of this training program will be emergency simulation exercises that allow personnel to become familiar with the procedures, facilities, and systems used in emergency situations. These exercises shall include (details on page 42 of the EOP):

1. Orientation Seminars
2. Tabletop Exercises
3. Functional Exercises
4. Full-Scale Exercises

The SBCCD, Emergency Operations Plan can be found electronically at [http://sbccd.org/eop](http://sbccd.org/eop).
The December 1st, 2013, GHS training deadline is fast approaching. The district has provided online training resources to ensure compliance with the OSHA, GHS training requirements. Administrators, managers, supervisors, classified, faculty and other types of regular employee’s have been provided with log in instructions and any specifics relative to any applicable bargaining agreements.

It is encouraged that all employees log in prior to the OSHA deadline and take your trainings in accordance with this regulatory requirement. See some resources below to assist with facilitating completion of the two GHS, OSHA required training modules.

Log In Instruction for Classified/Faculty
Log In Instructions for Administrators/Managers/Supervisors
Log In Instructions for Part-time/ Hourly/ Substitute employees (Key codes SBVC: 1ecd2760, CHC: dca748f5 & District: E70b07b4). If you have any additional questions, contact SBCCD, Environmental Health & Safety at (909) 382-4070 or by email at wfields@sbccd.cc.ca.us.

UC Regents Agreement—Safety Training Overview?

The District has taken a proactive role in ensuring that chemical hygiene, laboratory safety and site specific training is conducted as required by regulatory standard to applicable employees and departments on a routine basis, as specified in the standards.

Managers and supervisors, we need your help by you ensuring that your employees have taken their safety trainings as required by their employee classification. On a regular basis management that have oversight over employees should be reviewing What Safety Training Do I Need? to ensure their employees have completed required safety trainings assigned to their specific classifications.

Recently an article was reintroduced following the tragic incident of an UCLA employee whom perished from injuries sustained in a laboratory environment on the UCLA campus in 2009.

Following this tragic incident, the Los Angeles District Attorney filed a complaint alleging three felony violations against the Regents of the University of California. On July 27th, 2012 the UC Regents Agreement was signed, accepting responsibility. The terms of the settlement apply to any UC, laboratory facilities within the departments of Biochemistry and Chemistry. Components of the settlement included:

♦ Regular required training—See What Safety Training Do I Need? KSC Log In Link
♦ Ensuring policies and procedures are in-place/practiced—See SBCCD Safety Program Link
♦ Personnel Protective Equipment (PPE) is worn and readily accessible—See Job Hazard Assessments
♦ Proper procedures on how to report a injury or illnesses. See SBVC/CHC/District, IIPP's

Please see the applicable links for the bullets above on the SBCCD trainings and programs and if you should have any questions contact SBCCD, Environmental Health & Safety at wfields@sbccd.cc.ca.us or call (909) 382-4070.
SBCCD, Environmental Health & Safety is proud to announce that our organization is one of the founders of the newly established Community College District Safety Consortium. The objective of this consortium is for environmental, health, safety and risk departments in similar organizations to collaborate, share resources and initiate uniform practices for common safety or risk related issues, which may occur on community college campuses. The following community college districts are active participant’s and we are growing:

- Mt. San Jacinto College
- North Orange County Community College District
- Rancho Santiago Community College District
- Riverside Community College District
- Coast Community College District
- San Bernardino Community College District

THANKSGIVING SAFETY TIPS –2013

The holidays are fast approaching and this is the time to enjoy the holidays with family and friends in a safe manner. Below are a few Turkey Safety Tips to ensure that your Thanksgiving holiday is safe. Happy Thanksgiving!

- Stay in the kitchen when you are cooking on the stovetop so you can keep an eye on the food. Stay in the home when cooking your turkey and check on it frequently.
- Keep children away from the stove. The stove will be hot and kids should stay 3 feet away. Make sure kids stay away from hot food and liquids. The steam or splash from vegetables, gravy or coffee could cause serious burns.
- Keep the floor clear so you don’t trip over kids, toys, pocketbooks or bags. Keep knives out of the reach of children.
- Be sure electric cords from an electric knife, coffee maker, plate warmer or mixer are not dangling off the counter within easy reach of a child. Keep matches and utility lighters out of the reach of children — up high in a locked cabinet.
- Never leave children alone in a room with a lit a candle. Make sure your smoke alarms are working. Test them by pushing the test button. See additional Thanksgiving safety tips and resources from the National Fire Protection Association (NFPA) below:

- Video
- Pamphlet