

San Diego Community College District

Procedure
7400-10

March 5, 1981

AIR POLLUTION ALERTS

This procedure is applicable to all campuses, centers, and sites. It prescribes the procedures required in the event of air pollution alerts.

FUNCTION

1. The District, upon being informed by the Air Pollution Control District (APCD) that there is a stage I alert, informs the General Services Office.
2. The General Services Manager (or designee) arranges for a communication system to notify all campuses, centers, and sites when there is a stage I alert.
3. The site chief administrator/designee restricts programs and activities in accordance with Section 3 and 4 under IMPLEMENTATION.
4. Definitions

Stage I Alert: Air quality consists of .20 parts pollutants per million (PPM). Expected frequency of occurrence is three to five times per year. State I alerts warrant curtailment of activities as outlined in Sections 3 and 4 below.

History of Stage I Alerts: During the past five years, San Diego County has experienced 25 days of Stage I alerts, 13 of which were on weekends. The peak concentration of pollutants generally occurs about 3 p.m., with high levels existing between 3 p.m. and 6 p.m.

Stage II Alert: A "warning" stage involving .35 PPM, which is rarely experienced.

Stage III Alert: "Emergency stage" with .50 PPM or higher (only one day in 1968).

IMPLEMENTATION

1. Air quality forecasts may be obtained by calling 565-6626 (telephone tape for the metropolitan area). The forecast gives the anticipated starting time and the expected duration of the alert.

Current day forecast is updated by 9:15 - 9:30 a.m.

Next day forecast is available by 4:15 p.m. of the current day.

Indepth forecasts may be obtained by calling the air quality meteorologist t 565-3945.

2. Actual Alerts. APCD will notify the District General Services Manager who, in turn, will notify appropriate administrators.
3. Regular School Activities and Outdoor Practice Sessions (athletic teams).

- a. Stage I Alert. During a Stage I alert, strenuous outdoor physical activities for all students shall be discontinued; activities of a less strenuous nature should be substituted. The intensity of the activity and its potential for increasing the respiration rate for an extended period may be the deciding factors for canceling certain activities. Heat and stress aggravate the condition, and the younger the child, the greater the risk of aggravating the upper respiratory system. Remaining indoors reduces exposure by as much as 50 percent. All students having respiratory difficulties and those who have notes from parents or doctors must be allowed to remain indoors. Students, when practical, should be allowed to remain indoors. Students shall be advised that participation in outdoor physical activities during the alert is not required.
 - b. Stage II. During a Stage II alert, students shall remain indoors for the duration of the alert; those with respiratory or heart problems should be monitored. (It is important to note that the APCD does not recommend closing schools or sending students home. This would aggravate the situation by sending students out in the middle of the episode.)
 - c. Stage III. During a stage III alert, District facilities will be closed to normal activities, certain personnel e.g. security, maintenance, communications, clerical etc. may be required to report/remain on duty.
4. Athletic Events. After notification of a Stage I alert, the site chief administrator or designee shall keep informed of the smog conditions (existing and forecast) by the APCD (telephone 565-6626) in case an athletic event need not be canceled. Outdoor events may be controlled when an alert exists or is forecast.
- a. Forecast of Stage I Alert. An outdoor athletic event shall be canceled or rescheduled if the morning APCD announcement forecasts an alert covering the period of the event. The event may be rescheduled to start at the end of the alert.
 - b. Stage I Alert Occurrence. Athletic events shall be postponed or canceled if a Stage I alert exists at their start.

FORMS/REFERENCES

SDCCD Policy 7400

San Diego Community College District

Procedure
7400-12

March 5, 1981

FIRE/ARSON

This procedure is applicable to all campuses, centers, and sites and prescribes the procedures to be followed in the event of fire or arson.

FUNCTION

1. Tampering (Penal Code 148.4)
 - a. Any person who willfully and maliciously tampers with, molests, injures, or breaks any public fire alarm apparatus, wire, or signal; or willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, is guilty of a misdemeanor and upon conviction thereof shall be punishable by imprisonment in the county jail, not exceeding one year, or by a fine, not exceeding one thousand dollars (\$1,000), or by both.
 - b. Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal, or by any other means or methods, and great bodily injury or death is sustained by any person as a result thereof, is guilty of a felony and upon conviction thereof shall be punishable by imprisonment in the state prison for not less than one year nor more than five years or by a fine of not less than five hundred dollars (500) nor more than five thousand dollars (\$5,000), or by both.
2. Arson (Penal Code 448a). Any person who willfully and maliciously sets fire to or burns or causes to be burned, or who aides, counsels or procures the burning of any building, whether property of himself/herself or another, or any public bridge, shall upon conviction thereof, be sentenced to the penitentiary for not less than two and not more than twenty years.
3. Attempted Arson (Penal Code 451a). Attempted arson, including acts preliminary thereto, or in furtherance thereof, is a felony.
4. Throwing or Placing a Lighted Cigarette Where It May Start a Fire; Use or Operation of Welding Torch, a Misdemeanor (Health and Safety 13001)
 - a. It is a misdemeanor for any person, through carelessness or negligence, to throw or place any lighted cigarette, cigar, ashes, or other flaming or glowing substance, or any substance likely to cause a fire, in any place where it may directly or indirectly start a fire.
 - b. Also, it is a misdemeanor to use a welding torch, tar pot or any device which may cause a fire without clearing inflammable material surrounding the operation or taking other reasonable precautions to ensure against the starting and spreading of fire.

IMPLEMENTATION

1. OUTBREAK OF FIRE WHEN SCHOOL IS IN SESSION--EMERGENCY PROCEDURE
 - a. Site Chief Administrator or Designee:
 - 1) Calls the Fire Department (238-1212) immediately.

- 2) Rings fire-alarm bell; if alarm fails to operate, notifies staff by other methods.
- 3) Supervises evacuation of the school.
- 4) If incident results in injury to employees or students, notifies Security Department (230-2179) and calls Safety Office (294-9170) immediately.
- 5) If possible arson or attempted arson, notifies Security Department.
- 6) Following the emergency, proceeds as outlined below.

b. Following the Emergency

- 1) Site Chief Administrator or Designee
 - a) Calls General Services office to notify appropriate department of the fire and fire damage.
 - b) Calls Maintenance Department for any emergency repairs.
 - c) Contacts Provost regarding any problems involving inadequate facilities for continuation of the school program.
- 2) General Service Manager
 - a) Receives report of fire and damage from site chief administrator and arranges for cleanup after clearance by the ranking fire officer on the scene.
 - b) Advises Assistant Chancellor - Plant & Equipment Services of fire damage.
 - c) Contacts the fire insurance carrier and prepares and submits proper insurance claim forms.
- 3) Assistant Chancellor - Plant & Equipment Services determines if fire is minor (well under preliminary estimated repair cost of \$10,000).
 - a) Arranges inspection of fire damage, and preparation of reconstruction cost estimate.
 - b) Notifies State Architect's office so State Engineer can assist in determining safety of building for occupancy. This action is advisable even though not strictly required unless structural damage has occurred.
 - c) Recommends the most appropriate action for reconstruction (i.e., plans, specs, O.S.A. approvals, method of taking bids).
 - d) Prepares or assists the District Architect in the preparation of plans for reconstruction, acceptance of bids, and arrangement for construction start date.
- 4) Maintenance Department makes necessary emergency repairs.

2. FIRE OR PROPERTY DAMAGE WHEN SCHOOL IS NOT IN SESSION AND SITE IS UNOCCUPIED

- a. Police or Fire Departments or General Service Department, upon discovery or when notified of fire, property damage, water line leaks or breaks, calls the Security Department immediately.

- b. Security Department dispatcher, when notified by an alarm or by any person of fire or property damage:
 - 1. Calls fire and/or police departments, if not previously alerted
 - 2. Dispatches a supervisor and available field unit(s).
 - 3. Calls Safety Office if there are any known injuries to employees or hazards due to dangerous chemicals (294-9170).
- c. Security supervisor and field unit(s) proceed to the scene and assess the damage and need for further assistance; notify security dispatcher whether damage is minor or major.
- d. Security Dispatcher

If damage is minor, calls Maintenance Manager for assistance, if necessary, or, if the facility can be secured, notifies him/ her at 6 a.m. If the Maintenance Manager is not available, the dispatcher will call one person, in the following order, until availability is determined: Maintenance Supervisor, Operations Manager, Assistant Chancellor - Plant & Equipment Services. If there is any possibility that the damage will affect the operation of the site, the Site Chief Administrator should be notified at 6 a.m.

If damage is major, calls:

 - e. District Security Manager
 - f. Site Chief Administrator, who will follow the procedure agreed upon by the Operations Department. If the Site Chief Administrator is not available, dispatcher will call one person, in the following order, until availability is determined:
 - Assistant Chancellor - Plant & Equipment Services
 - District Architect
- g. If the emergency is of unusual magnitude, all Operations Administrators shall be notified, including the Provost.
- h. Plant Manager for the site, who will carry out emergency procedures. If not available, the dispatcher will call one person, in the following order, until availability is determined:
 - Operations Manager
 - Assistant Chancellor - Plant & Equipment Services
- i. Water Line Breaks or Running Irrigation Systems. If on-duty security personnel are unable to turn off the system, dispatcher calls the nearest available supervising gardener.
- j. If Damage is Major and Additional Assistance is Required

- 1. Plant Manager calls the nearest available Custodial Supervisor. If it is determined that adjustments might be required in the educational program for the next day, the Plant Manager notifies the Site Chief Administrator immediately, if not already notified by the Dispatcher.
- 2. If assistance from Maintenance Department is required, the Custodial Supervisor calls the appropriate Maintenance Supervisors; he/she may call the Operations Manager for assistance in these decisions.
- 3. In the case of fire damage, cleanup should not be started until clearance is given by the ranking fire official on the scene.
- 4. In the case of serious vandalism or burglary, the Security Supervisor on the scene will be responsible for preserving or recording evidence, fingerprints, footprints, critical marks, etc. and will give clearance for cleanup.
- 5. Emergency repairs or cleanup beyond that done by the Fire Department, or that necessary to secure the facility, should not be undertaken until the Insurance Claims Representative has viewed and recorded the damage. This will generally take place on the following day.
- 6. Security Agents dispatched to the site will establish a communication post. Radio communication will be maintained if a telephone is not convenient. On-site security units will keep the Dispatcher informed and serve as a source of information for district personnel. Messages can be relayed in and out by this means.
- 7. Security Manager or Designee makes a detailed telephone report to the following Administrators between 6:30 and 6:45 a.m. on the morning immediately following the incident in all cases that occur after normal working hours:

- a. Assistant Chancellor - Plant & Equipment Services
 - b. Assistant Chancellor - Communications Services
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8. Security Manager will cause a written report to be submitted as soon as practical.
 9. Assistant Chancellor - Plant & Equipment Services will proceed as indicated in paragraph 1.b.3) under IMPLEMENTATION.

NOTE:

Security Department employees needing keys or assistance in notifying any of the above may call the Operations Manager or Custodial Supervisor.

- FALSE FIRE ALARM
 - a. Custodian turns off alarm; notifies Chief Site Administrator; replaces glass at alarm station and resets alarm system. If automatic fire alarm system is damaged, calls Maintenance Department and requests emergency repairs.
 - b. Site Chief Administrator
Notifies Fire Department immediately that alarm was false. Arranges for the students to reoccupy the school.
Tries to identify the person who turned in the alarm, and Coordinates the apprehension with the Security Department.

FORMS/REFERENCES (to be developed at a later date)

SDCCD Policy 7400

SUPERSEDES:
New Procedure

San Diego Community College District

Procedure
7400-14

November 4, 1986

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

This procedure is applicable Districtwide. It implements the District's commitment to a comprehensive program to identify and eliminate conditions which could result in injury or illness, individually or collectively, of students, employees or the general public.

FUNCTION

1. The California Occupational Safety and Health Administration, the San Diego Fire Marshals Office, the County of San Diego Health Department - Hazard Material Division, the San Diego Air Pollution Control District and the Environmental Protection Agency have all established regulations governing the storage handling and disposal of hazardous materials.

IMPLEMENTATION

1. Responsibilities:
 - a. The college/site chief administrator shall assign specific person(s) at each geographic site who will be responsible for compliance with all hazardous material regulations which impact that particular geographic site. Such designees should have direct authority over the employee(s)/program(s) involved with such materials.
 - b. Assigned staff shall identify and familiarize themselves with all hazardous materials and control regulations applicable to their site.
 - c. A site committee shall be established to implement and administer a hazardous material program. Typical site committee membership would be: The selected site or Instructional Program Dean as the committee head, an Operations Supervisor, a Security Supervisor, and other staff as deemed appropriate. See Attachment (1) for a typical committee organization. Attachment (2) is a checklist of required actions.
 - d. Personnel Department shall:
 - 1) Develop and coordinate a training program for all classified and certificated employees in the identification and safe handling of hazardous material with which they may come into contact. The program shall provide for initial training of all present and new employee, with annual refresher training. Employees assigned a task which may expose that individual to a foreseeable hazard shall not be allowed to proceed without responsible supervision and training.
 - 2) Revise position descriptions as appropriate in order to assign specific hazardous material management responsibilities to individuals.
 - e. Plant and Equipment Services shall:
 - 1) Coordinate the hazardous waste disposal program.

- 2) Coordinate with site personnel in the acquisition of permits required for the various geographic sites and arrange for payment of permit inspection fees.
 - 3) Collect information required for determining super fund tax and payment of same.
 - 4) Coordinate equipment or facility modifications required and assist in designing facility modifications.
 - 5) Prepare building floor sketches for contingency planning.
 - 6) Provide a central District contact for after hour emergencies.
- f. Business Services will coordinate program funding requirements and identify funding sources.

FORMS/REFERENCES

San Diego Community College [District Policy 7400](#), December 23, 1976.
Title Eight, California Administrative Code.
Uniform Fire Code.
California Administrative Code Title 23 Underground Storage Tank Regulations.
Section 5194 Title B, commonly known as the right to know law.
California State Health Code Division 26, Part I, Section 39000 et, seq.

SUPERSEDES:
New Procedure