



SBCCD THE GREAT SHAKEOUT

EARTHQUAKE PREPAREDNESS & RESPONSE PLAN

For SBVC, CHC, DSO, KVCR, and EDCT Site

BACKGROUND

San Bernardino Community College District is located in a region highly susceptible to seismic activity, sitting near the San Andreas, San Jacinto, and other fault lines. Earthquakes pose a serious threat to the district's ability to maintain safe learning and working environments. A significant seismic event could cause building damage, infrastructure failure, communication disruptions, and pose immediate physical risks to students, staff, and faculty. For example, San Bernardino Valley College contains structures that were not originally designed to meet present-day earthquake resilience standards, has dense foot traffic, and specialized instructional spaces such as science labs and health sciences classrooms. Crafton Hills College is built on hillside terrain, creating risks of landslides, falling debris, and limited road access during and after an earthquake. KVCR operates as a media and broadcast center. Its continued operation during emergencies is vital for public communication and information-sharing. Equipment damage or power failure can compromise these services. Due to these site-specific vulnerabilities, earthquake preparedness is not just recommended. It is essential.

PURPOSE

This plan is designed to ensure that all San Bernardino Community College District (**SBCCD**) sites are fully prepared to participate in The Great Shakeout every year. It provides a clear structure of responsibilities, actions, and coordination before, during, and after the event for:

- ❖ San Bernardino Valley College (**SBVC**)
- ❖ Crafton Hills College (**CHC**)
- ❖ San Bernardino Community College District Site Office (**DSO**)
- ❖ Economic Development and Corporate Training (**EDCT**)
- ❖ KVCR

EVENT

International Great ShakeOut Day is every third Thursday of October, when millions of people around the world will participate in earthquake drills. SBCCD sites may begin the drill at a different time that best fits their schedules. Each site may follow its own procedures, but faculty, staff, and students must actively participate and practice as if a real earthquake is happening. This drill strengthens our ability to respond quickly and safely during a seismic emergency.



**District Emergency Compliance Risk and Safety Administration registers the District as a whole for The Great ShakeOut. **

SETUP (NOT IN A PARTICULAR ORDER)

1) Administrative Confirmation

- Before any of this can happen, it must be confirmed by Site Safety officers and relevant Safety Committees should be briefed. It should also be stated that the event will be mandatory each year and for each site.

2) Internal Communication Suggestions

- Inform department heads, faculty, relevant Safety Committees and supervisors that a campus wide earthquake drill will be scheduled as appropriate.
- Explain the purpose, date, and expectations
- Think about how long this event should take. (Roughly 10-15 minutes)
- Make sure to have answers to questions such as:
 - ❖ Will work stop temporarily?
 - ❖ Will classes pause?
 - ❖ What do faculty do if they are teaching during the drill?
 - ❖ Will offices (Admissions, Financial Aid, etc.) pause services during this drill?
 - ❖ What happens if someone is on the phone or with a student?
 - ❖ Do all staff log this time?
 - ❖ Will employees be paid for a drill time?
 - ❖ Do hourly employees clock out during the drill?
 - ❖ Can someone opt out of the drill for medical, off-site, vacation, remote, or personal reasons?
 - ❖ Do supervisors need to submit proof of participation?
- Coordinate with campus PD for response as appropriate.
- Send formal district wide/campus wide emails about the event 1 to 2 weeks ahead of the date scheduled. Topics to consider:
 - Drill date and time
 - Emphasize that it is a planned, safe, and training event and to not get alarmed by loud sounds or flashes of lights that may occur during the event.
 - Information about what to do during an earthquake in order for them to do it during the drill.
 - A quick earthquake safety video by The Great ShakeOut on YouTube.
 - PDF attachments provided by The Great ShakeOut on Drop-Cover-Hold On, staying prepared, and evacuating.
 - Evacuation maps for their site and assembly areas.
 - Instructions of how to sign up for SBCCD RAVE Alerts to receive emergency texts and emails.
 - Go over stair chairs for disabled staff or students.



- SBCCD Safe App.

ASSIGNED RESPONSIBILITIES

3) Site Safety Officers

- Replace BC bags as necessary.
- Have Building Captains at each site. Instruct the Building Captains their responsibilities.
- Site Safety Officers should ensure these duties are completed throughout the year but for the purpose of the drill they must coordinate with Facilities, Police Department, and Emergency Management as need to:
 - Assess building integrity and ensure compliance with seismic, fire, and ADA safety codes.
 - Develop and update evacuation maps for each building and ensure they are posted appropriately.
 - Designate and mark emergency assembly areas with clear signage. Verify they are accessible and safe.
 - Collaborate with department heads to ensure floor plans reflect current layouts for accurate emergency navigation.
 - Activate fire alarms as appropriate during the drill.
 - Send campus specific RAVE alerts.
 - Test emergency radio/backup communication.
 - Designate secure storage areas for emergency supplies and ensure easy access during a crisis.
 - Order and stock emergency supply kits as appropriate.

4) IT/Technology Support Technician

- Test district-wide and site-specific alert systems, such as Cisco phones and InformaCast.

5) Emergency, Compliance, Risk, and Safety Team

- Replace BC bags as necessary.
- Prepare digital broadcast templates for pre and post drill alerts and make them available to Site Safety Officers.
- Test backup communications.
- Setup and implement RAVE alerts at the District level should the event be District wide.
- Develop and attain flyers for the event and on safety (digitally sent in an email for all)
- Coordinate with Campus Police, Facilities, IT, HR, and Site-specific supervisors to ensure all areas are tested.
- Develop an after-action report to improve, modify, or remove procedures.

6) KVCR

- Use KVCR's platforms (radio, TV, social media, and/or website) to broadcast pre-scripted The Great ShakeOut messages that inform and raise awareness about the event.



PROCEDURES TO CONSIDER GIVING: BEFORE AN EARTHQUAKE

- Secure heavy furniture, appliances, and objects so they won't fall during shaking.
- Prepare an emergency kit with food, water, flashlights, medications, and first aid supplies.
- Know how to shut off gas, water, and electricity in case of damage.
- Keep important documents in a safe, easily accessible location.
- Store breakable and heavy items on lower shelves.
- Stay informed about local earthquake risks and emergency procedures.
- Sign up for emergency alerts.

PROCEDURES TO CONSIDER GIVING: DURING AN EARTHQUAKE

- Drop under a desk, table, doorway and similar places, or up against a wall.
- Cover the back of your neck with your hands.
- Hold On to the object. If it moves, move with it; stay put until the shaking stops.
- Keep calm! When the shaking stops, check yourself for injuries, and assist others if it is safe to do so.
- Stay in the building.
- Keep away from overhead fixtures, hanging plants, windows, filing cabinets, bookcases, and other furniture.
- If able to do so assist any person with physical disabilities in the area and find a safe place for them.
- Science laboratory occupants should seek shelter in hallways to escape possible toxic fumes.
- Expect aftershocks to follow the main shock of an earthquake. Be ready to "Drop, Cover, and Hold On" AGAIN if you feel an aftershock.

If you are outside at the time of an earthquake:

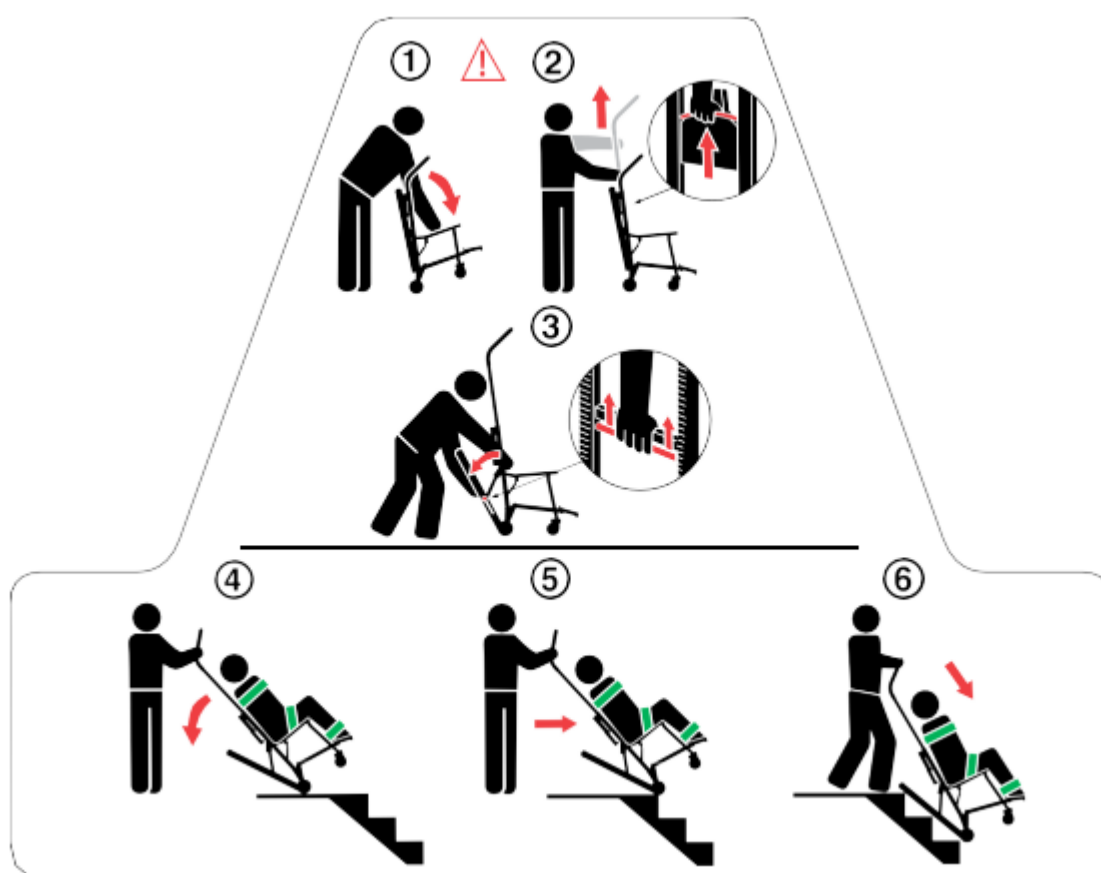
- Move into the open, away from buildings, fences, trees, tall playground equipment, utility wires, and streetlights.
- Kneel or sit on the ground and cover your head and face with your hands.
- Stay there until the shaking stops.

If you are in a car:

- Pull over to the side of the road: away from overhead power lines, trees, and overpasses. Stay in the car until the shaking stops.
- If a power line does fall onto your vehicle, do not get out. Call 911 and wait for help to arrive.

PROCEDURES TO CONSIDER: AFTER AN EARTHQUAKE – EVACUATION & RECOVERY PHASE

- Open doors carefully.
- Use the nearest emergency exit and go to the campus emergency assembly area nearest the building you occupy or are nearby.
 - See Emergency Evacuation site map for more guidance.
- Check in at your evacuation site and wait for further instructions from Building Captains.
- Assist disabled persons in evacuating the building, if trained and you choose to do so.



- Beware of falling debris and electrical wires when exiting.
- Take precautions against additional aftershocks while making your way out.
- Immediately follow all emergency instructions given by the police or emergency personnel.



Important DO NOTS

- Do not use the elevators when evacuating.
- Do not use plumbing, light switches, or gas fueled appliances until utilities have been checked.
- Do not use matches, lighters, or candles due to potential gas leaks.
- Do not immediately leave campus, without checking in with your manager or are told to leave.
- Do not re-enter any building until it is cleared by the Police Department.

Building Captains

- Conduct headcounts of students or staff.
- Report missing or injured individuals to Police Department, Site Safety Officers, and first responders if they ask.
- Listen for the All-Clear sign from the police department and return into the building.
- If you observe damage or other safety hazards, report to PD by calling 911 or by radio via Building Captain.

Facilities

- Check elevators
- Check gas lines
- Check water lines

Police Department

- Conduct damage assessments.
- Safety checks.
- Give the All-Clear sign.

Police Department, Emergency Compliance Risk & Safety, and Human Resource Admin

- May activate EOC if the damage is severe or if coordinated response is required.
- Check in with campus SSO's.
- Compile After Action Report District wide.

CLOSING STATEMENT

Our participation in The Great ShakeOut is one way we work to keep our campuses prepared and safe. By proactively engaging our students, faculty, and staff in this districtwide effort, we strengthen our collective ability to respond decisively and recover quickly in the face of real emergencies. This isn't just a drill. It's a strategic investment in the safety and resilience of our learning community.



Thank you to everyone who helps make this initiative possible. Together, we don't just meet expectations. We set the standard for preparedness in higher education.

CONTACT INFORMATION

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KVCR Non-Emergency Police Department		KVCR	(909) 384-4491	
EDCT Non-Emergency Police Department		EDCT	(909) 384-4491	