

Great ShakeOut

From GWC Publicsafety <publicsafety@gwc.cccd.edu>

Date Tue 10/8/2024 1:46 PM

To DL GWC All Employees <DL_GWC_All_Employees@cccd.edu>

 3 attachments (206 KB)

Golden West College CEOC Organization Chart 07-09-24.docx; Building Marshal List by Assembly Area.xlsx; Building Marshal Bag Locations.xlsx;

Good afternoon, colleagues,

As part of our emphasis on emergency preparedness training and response, GWC will once again be participating in the Great ShakeOut. The Great ShakeOut is an international earthquake preparedness drill. Golden West College, and the Coast Community College District, have participated in this preparedness event for several years. This year's Great ShakeOut will occur on **Thursday, October 17th, 2024, at 10:17 am** and will include a campus-wide evacuation.

For more on the Great ShakeOut, click here: www.goldenwestcollege.edu/public-safety/shakeout or go to the GWC Public Safety Webpage and click on the link for the Great ShakeOut.

Buildings on campus have designated Building and Floor Marshals. Building and Floor Marshals oversee the evacuation of their assigned area. You will see them wearing orange vests with yellow reflective material and hard hats. To know who your Building and Floor Marshals are, Public Safety has created a public Building Marshal Teams page. There, you will find a list of Building Marshals, Floor Marshals, and Assembly Area Coordinators. The Incident Management Team list can also be found there in addition to the Building marshal Emergency Bag locations.

Building Marshal Teams: [GWC Building and Floor Marshal Program](#) | [General](#) | [Microsoft Teams](#)

Who is the Building Marshal for my area? (Attached to this email).

Building Marshal Bag Locations: (Attached to this email).

Schedule of Events

1. On **Thursday, October 17th, 2024, at 10:17 a.m.**, an emergency notification will go out to the entire Golden West College campus community through RAVE Alert via text message and email.
 1. The message will inform staff, students, and those who have opted to receive emergency notifications that the Great ShakeOut drill is starting
 2. The campus community will be instructed to **drop** (get down on your hands and knees), **cover** (get underneath a desk or table if possible, if not, go to an interior wall and sit with your back against the wall, covering your head with your arms), and **hold** on for 1 minute to simulate what they should do during an active earthquake.

3. Immediately after you drop, cover, and hold for one minute, evacuate the building. Please make your way out of the building using the stairs and head to your designated evacuation assembly area
 1. Building Marshals will be assisting in the evacuation of each building on campus
4. Building Marshals will confirm that their assigned building is evacuated
5. Assembly Area Coordinators will receive the information from Building Marshals that the building is clear
6. Assembly Area Coordinators will inform the Emergency Operations Center via radios provided by Public Safety the morning of the event
7. A follow-up message will be sent out through RAVE Alert of all clear with instructions that it is safe to re-enter buildings
8. Faculty and Staff will receive an after-action form to fill out to solicit feedback regarding the drill to make improvements to our processes and procedures for the future.

The entire drill is slated to last approximately 25 minutes from start to finish.

Timing of the Great ShakeOut

- 10:17 a.m. - RAVE Alert will be sent to the entire GWC campus using text and emails
 - Message will include information about drop, cover, hold and then instructions to evacuate the building and head to the designated assembly area
- 10:18 a.m. - Participating faculty and Building Marshals will begin to evacuate their classrooms and each campus building
 - Please use the stairs and exit out the building at the nearest exit
 - Persons who may have difficulty walking downstairs should head to an area near the top of the stairwell of the floor they are on. By remaining at an area near the top of a stairwell, individuals who may have difficulty walking downstairs will be counted as evacuated for the purpose of this drill.
 - Proceed to your designated Assembly Area ([GWC Emergency Evacuation Areas](#)).
 - Once at the Assembly Area, your manager, the Building Marshal, and/or the Assembly Area Coordinator will take roll.
 - Participating faculty members should take a quick count of their students
 - Assembly Area Coordinators, Building Marshals, and/or Managers will do a count of faculty/staff
 - After the appropriate information is received and provided to the Emergency Operations Center (EOC), a follow-up alert will be sent
 - Please click here to view GWC's EOC organizational chart: (Attached to this email).
- 10:38 – 10:42 a.m. - Follow up RAVE Alert will be sent to the entire GWC Campus using text message and email.
 - Will express thanks for participating and advise that it is safe to return to your building
 - All participants can return to their respective buildings and resume normal functions

Within a few days of the Great ShakeOut, Public Safety will send out a survey for employees to provide feedback on how the evacuation went. This information will be used to help guide future emergency preparedness drills and is an important component of a collaborative approach to the safety culture on campus.

As always, if you have any questions or concerns, please don't hesitate to reach out to Public Safety by calling (714) 895 – 8924, emailing us at: publicsafety@gwc.cccd.edu, or stopping by.

Respectfully,

Public Safety



Public Safety

Golden West College

(714) 895-8924

publicsafety@gwc.cccd.edu

GOLDEN WEST COLLEGE EMERGENCY OPERATIONS CENTER



Policy Group

Meridith Randall
Rick Hicks
Claudia Lee
Jennifer Kalfsbeek-Goetz

EOC Director

Meridith Randall
Rick Hicks

County
Operational Area

Safety Officer

Public Safety Officer

Liaison

John Wolfe

Public Information Officer

Andrea Rangno

Security Officer

Public Safety Officer

EOC Coordinator

Annie Nguyen

Operations

Denice Koen

Planning/Intel

Tim Vu

Logistics

Joe Dowling

Finance

Stephanie Martinez

Infrastructure Damage
& Utilities

Medical

Search & Rescue

Agency Rep

Recorder/Runner

Situational Analysis
Unit

Advance Planning

Documentation

Resource Status

Demos Unit

Care & Shelter
Branch

Transportation

Information Tech

Communications

Personnel

Purchasing & Cost
Account Unit

Cost Recovery Unit

Claims and Comps

Payroll

Recorder/Runner

Coast Colleges

