

ALERT SITUATION

If information or intelligence suggests that a heightened level of readiness or response is necessary to prepare for a future event (criminal activity, protest, or weather emergency, for example), take the following Alert Situation actions as appropriate.

- Remain calm.
- If you are not in a safe area, move to an area that *is* safe.
- Report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Remain on the line or available to answer questions and provide other critical information.
- If an imminent or immediate hazard to life or health threatens the community, the Officer-of-the-Day (OOD) or District Police Watch Commander shall ensure that the appropriate components of the Emergency Alert System are activated. This may include any or all of the following methods of notification, where available:
 - Audible and visual signals or alarms (Alert Sirens).
 - Emergency Alert System (EAS).
 - Public Address systems.
 - Telephone (land line and cellular).
 - Text message.
 - Pager.
 - Facsimile.
 - E-mail.
 - Internet “Instant Messaging”.
 - Web Page.
 - Radio (facility, RACES, or public broadcasting systems).
 - Runner or messenger.
- The Officer-of-the-Day (OOD) or District Police Watch Commander will ensure that the appropriate notifications are made to the District Police Command Staff and affected segments of the community. The OOD shall also ensure that all actions are properly documented.
- The Officer-of-the-Day (OOD) or District Police Watch Commander shall gather any additional information necessary and develop an Incident/Event Action. When developing this plan, the OOD should review the appropriate Event-Specific Guidelines and employ any protective measures appropriate for the given situation.
- The Officer-of-the-Day (OOD) or District Police Watch Commander shall monitor the situation and report or address any situational developments in a

timely and appropriate manner.

- If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.
- Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District Alert Bulletins page at <http://www.4cd.net/rss/alert/alert.xml>. Follow all instructions provided by safety personnel and/or emergency response authorities.

Other Procedures

- When appropriate, District Police and/or a designated site administrator should meet with the event organizers or event representatives to resolve issues, assess the potential effects of the event on the community, and mitigate these effects.
- If the incident is serious and is likely to have off-site impact, the Officer-of-the-Day (OOD) or District Police Watch Commander should consider briefing the affected city or the Contra Costa County Sheriff's Department on the situation and/or request mutual aid if necessary.
- The Officer-of-the-Day (OOD) or District Police Watch Commander should consider activating site Incident Management Team.
- Whenever possible, video or photograph activities at the event.
- If known, record the identities of all persons present at the event. Record details of all incidents and report them to District Police.
- District Police will provide dignitary protection services to any visiting dignitary and/or coordinate with agencies such as the California Highway Patrol or United States Secret Service while they are providing protection upon District property.