

EMERGENCY ALERT

An emergency alert should be issued any time an imminent or immediate hazard to life or health threatens the community.

- An emergency alert may be communicated through the use of any or all of the following methods:
 - 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.

- 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

- 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.

- When appropriate, District Police and/or a designated site administrator should meet to 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 shall brief 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 request activation of the site Incident Management Team.

Sample Emergency Alert Script

“A **(insert nature of emergency)** is occurring in the **(insert location or affected area)** area. Take immediate action to **(identify appropriate response-- evacuate, lockdown, or shelter-in-place)**. Await further instructions by site officials or public safety personnel. For updates or additional information, tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page through the Internet at www.4cd.edu.”