

Participant Reference Guide

The OCCDC physical plant is on the campus of Redlands Community College. Decisions about the safety or suitability of the physical plant for providing regular services in the event of an emergency will be coordinated through the Training Manager or designee and Redlands staff or local authorities.

When an emergency situation is reported to an OCCDC staff member, that staff member will notify the Training Manager as soon as it is safe to do so. The Training Manager will notify the Training Administrator as soon as initial information about the situation can be prepared, but no later than within 24 hours of the report of an emergency. The Training Administrator will, within the same 24 hours, notify the Deputy Director of Employee Development and Offender Services.

The OCCDC staff will prepare written reports of an emergency and furnish the reports to the Training Manager within 24 hours of the report of an emergency situation. The Training Manager will prepare a written report and furnish the report to the Training Administrator within 48 hours of the report of an emergency situation. The Training Administrator will then notify the Deputy Director of Employee Development and Offender Services.

Tornado

Upon becoming aware of a tornado watch, OCCDC staff will monitor local television or radio weather coverage.

If the tornado watch is upgraded to a tornado warning, all participants and staff will be notified of the weather conditions, and of the possible need to take shelter.

If it becomes necessary to take shelter, the OCCDC class coordinators will lead participants to an area of safety. If time permits, this area of safety will be the Community Center safe rooms (laundry room and storage room by the fitness center). OCCDC staff will continue to closely monitor the local weather coverage until the storm has passed. If the need to take shelter occurs when no class coordinators are available (after normal class hours/the Community Center is closed) participants are to “shelter in place” by seeking the lowest level of the structure and get into an interior space that does not have windows and remain until you are sure the danger has passed.

Pre-selected participants will report to the appropriate class coordinator as soon as it is safe to do so.

Fire Drills/Actual Fires

Fire extinguishers are in every apartment below the kitchen sink. Fire safety equipment in our living areas is designed for use only in emergency situations. Tampering with or disabling any fire safety equipment (including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment) is a threat to life and is