

VOLUME ONE

EVENT SPECIFIC CHECKLISTS

EVENT SPECIFIC CHECKLISTS

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#3 or *3 EMERGENCY NOTIFICATION TELEPHONE NUMBERS

Los Angeles City Campus Sheriff

24hr Dispatch (Non-Emergency) (323) 662-5276

EMERGENCY #3 or *3

The Los Angeles City Campus Sheriff’s Office is open 24 hours a day, 365 days a year. The Campus Sheriff Deputy can be reached from any campus phone or any on-campus payphone.

#3 or *3 NOTIFICATION PROCEDURES

Call #3 or *3 to report any emergency. Answer the dispatcher’s questions when he or she asks them. Be ready to answer the following questions:

1. WHERE IS THE EMERGENCY SITUATION?
2. WHAT HAPPENED?
3. ANY INJURIES TO INVOLVED PEOPLE.
4. A BRIEF DESCRIPTION OF ALL INVOLVED PARTIES.
5. ARE ANY WEAPONS INVOLVED?

Do NOT hang up until the Dispatcher releases you. There may be more information they will request as they are dispatching response units.

REMEMBER: THE DISPATCHER MAY ASK FOR SOMEONE TO MEET EMERGENCY SERVICES PERSONNEL AT BUILDING ENTRANCE

CRITICAL OPERATIONS SHUTDOWN

Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

The Critical Operations Shutdown procedure to be followed by those employees who have been assigned to care for essential building operations include:

Operation Responsibility**Electrical Department**

- Building or Campus Main Electrical Main Panels

Plumbing Department

- Building Gas Valves
- Building water supplies (not Fire Supply Mains)

HVAC Department

- HVAC equipment

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the ERP, and will be appropriately trained for the particular situation by their supervisors. The plans for Operations Shutdown will be maintained in the Plant Facilities Office. The Plant Facilities Manager will insure that all personnel are familiar with the shutdown procedures.

CLASS DISMISSAL AND EARLY RELEASE INFORMATION**Los Angeles City College Closing Due to Hazardous Conditions**

Objective: The President and staff of Los Angeles City College strive to operate the College efficiently, safely, economically, and according to well-publicized predetermined schedules. On those occasions when hazardous weather conditions or other events indicate that the College should take emergency measures or should not be open or closed early, the College will provide timely notification to students, faculty and staff. Depending on the time of the day, this information will be given through Voicemail, department heads, local news media, Building Marshals, Email and/or web page.

Closing Before the Start of Class Instruction

Decision to close/delay classes: Transportation safety and situations affecting campus safety will be primary reasons for making a decision to alter published class schedules. The Campus Sheriff Deputy will be responsible for collecting critical information pertaining to public safety and making recommendations to the President concerning the closing of College.

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Facilities Emergency Maintenance Personnel to Contact in the Event of an Emergency

Utility	Name/Job Title	Location	Telephone
Any Emergency			
Electricity			
Water			
Gas			
Steam			
Oil			
Heat			
Plumber			
Sprinkler Mech/Sprinkler Shutdown (procedure)			
Heat & Vent Mechanic			
AC and Refrigeration			
Custodian			
Fire Suppression or Alarm Devices Shutdown (procedure)			
Other			
For further information contact			

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Building Emergency Response Information

(post and update annually)

Address of the Campus:
Los Angeles City College
855 North Vermont Ave.
Los Angeles, CA 90029

Emergency number

Department/Area/Building: _____

Date: _____

Completed By: _____

Each work area should establish, in advance, a primary and a secondary evacuation route in the event of fire, flood, blackout, earthquake, etc. Do not use elevators to evacuate. Do not block open stairwell doors.

Primary Evacuation Route:

Secondary Evacuation Route:

Emergency Assembly Point (refer to the map of Emergency Assembly Points):

Designate a position/alternate who will take charge in the event of fire or another emergency.

Building Marshals:

Alternate Building Marshals:

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Training and Communications

Each Los Angeles City College employee should know what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the Emergency Operations Plan content is also required by OSHA 29 CFR 1910.38(a).

Training

- ✓ Annual practice drills are to be implemented and documented by the Emergency Management Coordinator. Campus Security and the Environmental Health and Safety Department can assist with training, drills and demonstrations.
- ✓ The Emergency Management Coordinator will maintain a Training Attendance Record Sheet for a period of five (5) years.
- ✓ All employees should know the location of fire extinguisher, fire exits, and alarm systems in the area and know how to use them. Training and information is available through Emergency Management Coordinator.
- ✓ All employees must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. The training may include use of floor plans and workplace maps, which clearly show the emergency, escape routes included in the Emergency Operations Plan.
- ✓ Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fireman or Campus Sheriff.
- ✓ No employee is permitted to re-enter the building until advised by the City of Los Angeles Fire Department personnel.
- ✓ Central meetings sites will be identified for all buildings and shelter in the event of inclement weather.

Location Communications

- ✓ Color-coding aids employees in determining their emergency assembly points.
- ✓ Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) to provide guidance in an emergency.
- ✓ Evacuation locations in parking lots will be painted onto the asphalt.

Emergency Signals

Evacuation of the building may be signaled by a continuous and uninterrupted sounding of the horns, blinking lights or by verbal notification by appropriate College officials.

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ACTS OF VIOLENCE, SHOOTING, REPORT OF WEAPON(S) ON CAMPUS, VIOLENT ATTACK, OR DISTURBANCE

A Crisis Situation Response is to be utilized for situations where an actual crisis situation has occurred. An appropriate response should be implemented for any situation involving the following scenarios:

- Shots being fired on or immediately adjacent to the campus.
- Report of weapon(s) on campus.
- A stabbing on campus.
- An explosion near, but not on the campus.
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus.
- A natural disaster, hazardous materials incidents, or threats involving weapons of mass destruction which would indicate immediate danger to those on campus.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding suspect(s) description, location, type(s) of weapons and any other critical information. College staff members should refrain from attempting to negotiate with the violator(s), numerous hostage situations have ended in tragedy when well intentioned, but untrained civilians attempted to help with negotiations.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Employees should avoid verbal exchanges or arguments when a disturbance is escalating. College staff members should refrain from touching students.
- Record incident by video or photograph. If known, report all students and outsiders in the disturbance. Record and report details of all incidents.
- If appropriate, the Campus Sheriff or designated administrator may arrange a meeting to resolve the problem with the perpetrator(s) of a disturbance. This meeting should take place away from a larger group of students.
- Initiate evacuation protocol if appropriate. (See Tab G - Evacuation Checklist)
- Do not allow staff members to offer themselves in exchange for hostages. If exchanges are offered, the probability of tragedy increases. It may result in violence or in additional hostages being taken.

- Based on the seriousness of the situation the College President or senior official present should consider contacting the City or County of Los Angeles to provide a brief on the situation and/or request mutual aid.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

College Site Preparation Relating to Hostage Situations/Barricaded Suspect(s)

- Request that a qualified law enforcement official conduct a staff training session on the topic of hostage situation prevention and response.
- Ensure that access to your building(s) is/are properly limited and that the protocol is strictly adhered to.
- Communicate with Los Angeles City College faculty and staff that they should notify their supervisor regarding domestic situations that could result in an act of violence against them at work. Reassure them that confidentiality of information will be maintained. Contact the Campus Sheriff as appropriate.
- If you anticipate that a conference could become violent, coordinate with the Campus Sheriff beforehand.

Emergency Evacuation Kits

It is recommended that two Emergency Evacuation Kits be developed and maintained. The two Emergency Evacuation Kits should contain the following items:

- A copy of the Los Angeles City College Emergency Response Plan.
- A set of master keys for all doors and wall lockers.
- A set of building plans, including all gas, electrical, cable shut-offs and water risers.
- A complete list of all cellular phone numbers for College administration.

The emergency evacuation kit should be stored in the College _____ and the second kit should be stored in the _____.

STAFF AND FACULTY RESPONSIBILITIES

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat.
- If an assessment of the situation indicates that it is safer to remain the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near room immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

In the event that you are outside when this event occurs take the following actions:

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.
- Seek shelter in the safest place available if it is unsafe to enter a campus building. If the decision is made to leave the campus, faculty/staff should notify their supervisor or department head, or emergency response personnel of their location and the number and names of students/employees present. Notification should occur as soon as it is safe to do so.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

**SERIOUS SITUATION
FIGHT INVOLVING NUMEROUS INDIVIDUALS
OR GANG RELATED, SUSPICIOUS PERSON OR INTRUDER**

A Serious Situation Response is to be utilized for situations where an actual serious crisis situation has occurred. An appropriate response should be implemented for any situation involving the following scenarios:

- Fight that involves numerous individuals, weapons, or is gang related.
- Large scale demonstration.
- An emergency response has been implemented at another public or private facility near the campus in response to a violent weapons incident.
- Extremely disruptive individual who appears to be potentially violent or emotionally unstable.
- Dangerous or suspected rabid animal on campus.
- Information received that a weapons assault may occur on campus.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding suspect(s) description, location, type(s) of weapons and any other critical information. Unless specially trained, College staff members should refrain from attempting to negotiate with the violator(s).
- Employees should avoid verbal exchanges or arguments when a disturbance is escalating. College staff members should refrain from touching students, or suspected rabid animals.
- Record incident by video or photograph. If known, report all students and outsiders in the disturbance. Record and report details of all incidents.
- If appropriate, the Campus Sheriff or designated administrator may arrange a meeting to resolve the problem with the perpetrator(s) of a disturbance. The meeting should take place away from a larger group of students.
- Initiate evacuation protocol if appropriate.
- Based on the seriousness of the situation Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles of Los Angeles to provide a brief on the situation and/or request mutual aid.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat.
- If an assessment of the situation indicates that it is safer to remain the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near room immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

In the event that you are outside when this event occurs take the following actions:

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.
- Seek shelter in the safest place available if it is unsafe to enter a campus building. If the decision is made to leave the campus, faculty/staff should notify their supervisor or department head, or emergency response personnel of their location and the number and names of students/employees present. Notification should occur as soon as it is safe to do so.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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ALERT SITUATION

SIGNIFICANT INTELLIGENCE OR INFORMATION INDICATES A NEED FOR A HEIGHTENED LEVEL OF READINESS OR RESPONSE

An Alert Situation response is to be utilized to minimize the effects of an event on the Los Angeles City College campus where intelligence or information has been discovered indicating events may call for a heightened level of readiness or response. An appropriate response should be implemented for any situation involving the following scenarios:

- Planned mass demonstrations.
- VIP visits.
- Special events.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the Campus Sheriff with all available information regarding event and groups involved.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation and instituting a mutual aid request.
- The College President, the Vice President of Administration, the Associate Vice President of Administration or the Sheriff's Deputy should consider activating the Crisis Action Team. Once the Crisis Action Team is activated the field Incident Commander will liaison with the Los Angeles City College Crisis Action Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or other EOC staff as appropriate).
- Record incident by video or photograph. If known, report all students and outsiders in the disturbance. Record and report details of all incidents.
- When appropriate, the Campus Sheriff or designated administrator should arrange a meeting with the event organizers or event representatives to resolve issues and gather information on the effects of the event on the Los Angeles City College campus.
- The Campus Sheriff will provide Dignitary Protective Services to any visiting dignitary or liaison with other recognized agencies such as the California Highway Patrol or Secret Service while they are providing protection on Los Angeles City College.

- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat.
- If an assessment of the situation indicates that it is safer to remain the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near room immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

In the event that you are outside when this event occurs take the following actions:

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.
- Seek shelter in the safest place available if it is unsafe to enter a campus building. If the decision is made to leave the campus, faculty/staff should notify their supervisor or department head, or emergency response personnel of their location and the number and names of students/employees present. Notification should occur as soon as it is safe to do so.

- Assist individuals with disabilities. Request assistance from Sheriff or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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AIRCRAFT CRASH

There is air traffic over Los Angeles City College due to approach and departure routes from the Los Angeles International Airport between major airports around the world. In the event that an aircraft crashes on or near College property take the following actions:

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Emergency response from all other agencies will be coordinated through the Campus Sheriff until relieved of this responsibility by either the responding City of Los Angeles personnel, the National Transportation Safety Board, or in the case of a military aircraft, the Department of Defense.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the Campus Sheriff to provide a brief on the situation and institute a mutual aid request.
- The College President, the Vice President of Administration, the Associate Vice President of Administration or the Sheriff's Deputy should consider activating the Crisis Action Team. Once the Crisis Action Team is activated the field Incident Commander will Liaison with the Los Angeles City College Crisis Action Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or other EOC staff as appropriate).
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

ALL FACULTY AND STAFF

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Emergency response from all other agencies will be coordinated through the Campus Sheriff until relieved of this responsibility by either a member of the National Transportation Safety Board, or in the case of a military aircraft an official of the Department of Defense.
- If a fire results from a crash that pose a secondary explosion hazard give **Drop, Cover and Hold** command to protect students against blast and falling objects.
- Take immediate action to remove students to a safe assembly area.
- Move away from windows.
- Perform necessary rescue measures to help injured faculty, staff and students.

- Report missing students, faculty and staff to a Building Marshal.
- Insure that students and faculty/staff are kept at a safe distance from the aircraft due to the possibility of explosion and fire.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.
- If possible, cordon off the affected area for at least 50 feet from cash site.
- If necessary or if directed to do so activate Shelter in Place procedure from Tab G - Evacuation Checklist).
- Assist individuals with disabilities. Request assistance from Sheriff or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

BOMB THREAT

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the bomb threat.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Refrain from using cell phones or engaging the microphone or any portable radios. The RF energy transmitted could be enough to detonate an explosive device should one be present within 1,000 feet.
- Complete the *Bomb Threat Questionnaire* at the end of this section and provide copy to the Los Angeles City College President or senior official.
- Initiate evacuation **Staging Area/Rally Point Protocol** if a functional explosive device is found on College property. (See Evacuation Checklist Tab G)
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation.

STAFF AND FACULTY RESPONSIBILITIES

- Most bomb threats are received by telephone. When a staff or faculty member receives a bomb threat they should remain calm and try to get as much information as possible from the caller.
- If a staff or faculty member discovers a suspicious package or object immediately report the package to the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Under no circumstances should the package be touched, moved, or tampered with by anyone other than trained personnel.
- When a staff or faculty member is first informed of a bomb threat immediately notify their supervisor or department head and the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the bomb threat.
- The decision to evacuate a particular area of building will be made by campus authorities. Keep all students in the classroom while the bomb threat response is being completed. Move away from doors and windows and give **Drop, Cover and Hold** Command. Instruct students to stay down until subsequent instructions are given.

- If an assessment of the situation indicates that it is safer to remaining the classroom than to leave it, lock or barricade classroom doors once the hallways near the room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Public safety responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near their room immediately secure their room and notify the Campus Sheriff of the danger via telephone or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

In the event that you are outside when this event occurs take the following actions:

- Move away from the danger area to a safe location. Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate.
- The President or designee will provide directions relating to cancellation of class, release of students and other follow-on actions by the faculty and staff.
- Seek shelter in the safest place available if it is unsafe to enter a campus building.
- Assist individuals with disabilities. Request assistance from Sheriff or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

College Site Preparation

Each morning, College faculty and staff should check their areas for any suspicious packages or items. Suspicious items noted should never be moved or touched. Notify the Campus Sheriff immediately should a suspicious item be found. The following precautionary procedures should be followed:

- All main building doors should be locked after normal hours.
- Lock all designated doors after cleaning of rooms.
- Ensure all office personnel are trained in bomb threat protocol and recognition of suspicious packages. Anyone who answers the telephone for the College should be trained on what to listen for during a bomb threat call.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- Using the telephone, cell phones, radios or runners, announce that the campus is returning to normal operations.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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BOMB THREAT QUESTIONNAIRE

1. If you receive a bomb threat, ask the person making the threat the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you choose this location?
 - What damage will it do?
 - Do you want people hurt?
 - What is your name?
2. Try to determine the caller's sex, race, and approximate age, tone of voice, mental condition, and accent. Also try to pinpoint any unusual speech mannerisms or phrases, organizational affiliations and any background noises such as street noises, animals, music, etc.
3. REPORT THREAT IMMEDIATELY TO:
 - a. Your supervisor
 - b. The Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate.
4. Quickly search your work area. Report unusual articles without touching them. If evacuation or relocation is ordered, take all personal effects such as lunch bags, briefcases, coats, and purses with you.

BOMB THREAT CHECKLIST

Keep a copy of this page under your phone.

1. EXACT WORDING OF THE THREAT:

2. ASK THE CALLER

- a. What can you tell me?
- b. When is the bomb going to explode?
- c. Where is it right now?
- d. What kind of bomb is it?
- e. What will cause it to explode?
- f. Did you place the bomb?
- g. Why?
- h. What is your address?
- i. What is your name?

6. CALLER'S VOICE

Sex _____ Age _____

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |

3. REPORT THREAT IMMEDIATELY TO:

- Your supervisor;
- Floor or Building Marshal;
- (In some cases) #3 or *3 or (323) 662-5276.

If voice was familiar, who did it sound like?

4. BASIC CALL INFORMATION

Time of threat: _____

Date: _____

Your Name: _____

Position: _____

Phone Number where threat was received: _____

7. BACKGROUND NOISES:

- | | |
|-------------------|------------------|
| Street noises | Office machinery |
| Restaurant | Voices |
| Factory machinery | Animal noises |
| PA System | Clear |
| Music | Static |
| Household noises | Local |
| Motor | Long Distance |
| Other: _____ | |

5. THREAT LANGUAGE

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message was read |

8. REMARKS

CRISIS COUNSELING/INTERVENTION

A critical (or traumatic) incident is any event outside the usual realm of human experience that is markedly distressing (e.g. evokes reactions of intense fear, helplessness, horror, etc.). Such critical incidents usually involve the perceived threat to one's physical integrity or the physical integrity of someone else. Most importantly, critical incidents are determined by how they undermine a person's sense of safety, security and competency in the world. This may result in anxiety, depression, or forms of psychological trauma known as traumatic impact or traumatic stress. While there may be no physical injuries, a person's emotional response to a crisis situation is dependent on many factors.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Inform faculty, staff, and students of factual information.
- Liaison with the College Counseling, Psychological Services Office and/or the county mental health officials.
- If the Los Angeles City College President or senior official determines that the situation is beyond the resources of the Los Angeles City College response the mutual aid for outside professional assistance will be requested from, and coordinated through, the Los Angeles County Mental Health Officer.
- Identify a LACC College liaison to work with outside agencies to coordinate College support activities.
- Be prepared to receive telephone calls from students, faculty and staff that may be in need of Crisis Counseling Intervention. Parents may also call. Record parent name and telephone number if and when those calls are received in order to provide follow-up assistance.
- Refer requests for information to the Los Angeles City College Public Information Officer or the Campus Sheriff. These individuals have authority to provide data relating to sensitive information to media and to students, faculty and staff.
- Establish a sign-in and message center for outside assistance persons should be established at the Counseling/Intervention activities

SITE INTERVENTION TEAM

- Assess the situation.
- Identify at risk staff, faculty and students.
- Provide regular briefings and defusing sessions to the campus community
- Provide counseling as appropriate.
- Assign conference areas for individual and group consultations.
- Coordinate efforts with outside assistance.
- Coordinate appropriate dissemination of situational information to the Chief of Campus Sheriff.

Recommendations for Identifying and Dealing with Post Traumatic Stress

According to the National Center on Post Traumatic Stress Disorder (PTSD), “Most people who are exposed to a traumatic, stressful event experience some of the symptoms of stress in the days and weeks following exposure, but the symptoms usually decrease over time and eventually disappear. However, about 8% of men and 20% of women go on to develop PTSD, and roughly 30% of these individuals develop a chronic form that may persist throughout their lifetimes.”

Three clusters of symptoms are associated with PTSD

Re-experiencing of the traumatic event

- ✓ Recurring nightmares
- ✓ Intrusive daydreams or flashbacks
- ✓ Disassociate experiences
- ✓ Intensification of symptoms on exposure to reminders of the event

Avoidance or psychological numbing

- ✓ Efforts to avoid thoughts, feelings, activities, or situations associated with the trauma
- ✓ Feelings of detachment or alienation
- ✓ Inability to have loving feelings

Hyperarousal

- ✓ Exaggerated startle response/scanning the environment
- ✓ Insomnia and other sleep disturbances
- ✓ Irritability or outbursts of anger
- ✓ Physiological reactions to exposure to reminders of the event

Preparedness

Be prepared. Studies show that being prepared for a high stress event actually helps to lessen PTSD and Trauma Symptoms and helps provide a sense of control and comfort.

- ✓ Be aware of surroundings
- ✓ Use Common Sense
- ✓ Keep emergency phone numbers handy
- ✓ Discuss safety techniques with family, friends, neighbors
- ✓ Develop and College Emergency Operations Plan
- ✓ Discuss how to protect yourself in case of disaster Look at and learn about utility shutoffs.

Delegate responsibilities

- ✓ Plan for special needs (Child Development Center)
- ✓ Instruct children how to call emergency numbers
- ✓ Re-read first aid training information.
- ✓ Practice evacuation.
- ✓ Follow the College evacuation plan, evacuate to the specified site for your area.

Stay calm

- ✓ Reach out to neighbors.
- ✓ Collaborate. Be kind to one another.

Within the First 24 – 48 Hours of a Trauma

According to the International Critical Incident Stress Foundation, Inc. you should consider these actions within the first 24 – 48 hours of a trauma.

- ✓ Engage in periods of appropriate physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- ✓ Structure your time-keep busy.
- ✓ You're normal and having normal reactions —don't label yourself crazy.
- ✓ Talk to people —talk is the most healing medicine.
- ✓ Be aware of *numbing* the pain with overuse of drugs or alcohol, you don't need to complicate this with substance abuse problems.
- ✓ Reach out - people do care.
- ✓ Maintain as normal a schedule as possible.
- ✓ Spend time with others.
- ✓ Help your co-workers as much as possible by sharing feelings and checking out how they are doing.
- ✓ Give yourself permission to feel rotten and share your feelings with others.
- ✓ Keep a journal; write your way through those sleepless hours.
- ✓ Do things that feel good to you.
- ✓ Realize those around are under stress. Don't make big life changes.
- ✓ Do make as many daily decisions as possible, which will give you a feeling of control over your life, i.e. if someone asks you what you want to eat-, answer him or her even if you're not sure.
- ✓ Get plenty of rest.
- ✓ Eat well-balanced and regular meals (even if you don't feel like it).
- ✓ Remember to breathe
- ✓ Seek professional help if symptoms persist

Reoccurring thoughts, dreams or flashbacks are normal — don't try to fight them-they'll decrease over time and become less painful. If they do not, seek professional help.

Recommendations for Family and Friends of Those Most Severely Impacted by Post Traumatic Stress

- ✓ Listen Carefully.
- ✓ Spend time with traumatized person.
- ✓ Offer your assistance and a listening ear if they have not asked for help.
- ✓ Reassure them that they are safe.
- ✓ Help them with everyday tasks like cleaning, cooking, caring for the family, minding children.
- ✓ Give them private time.
- ✓ Don't take anger personally.
- ✓ Don't tell anyone that they are "lucky it wasn't worse" — those statements do not console traumatized people. Instead, tell them that you are sorry such an event has occurred and you want to understand and assist them.

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EARTHQUAKE (MAJOR)

Earthquakes normally have no warnings. Disaster simulation exercises should be held annually at Los Angeles City College to demonstrate safety procedures for various types of emergencies. Every effort will be made to hold these drills at a time most convenient for the continued smooth operation of the College.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Complete a quick analysis of the situation and danger to faculty, staff and students of Los Angeles City College. This should include an assessment of injuries, buildings damage and potential hazards created as a result of the building damage.
- If appropriate, Building Marshals will follow evacuation protocol and move faculty, staff and students to open areas away from buildings.
- Confirm the EOC located at the Caesar Chavez Administration Building, President's Conference Room is structurally safe for operations. If it is not check out alternate EOC in the LACC Presidents Conference Room or seek a safe location to deploy the Mobile Communications Center.
- Unless properly trained do not re-enter buildings until officials have checked for possible structural damage, gas line leakage, and other utility disruptions.
- After ensuring natural gas and other flammable products are not present, activate emergency power systems (if available).
- Listen to a portable radio for Emergency Alert System (EAS) information updates. Based on situation, prepare for extended operations and support of victims remaining on campus.
- Use discretion in implementing early or late dismissal procedures depending on communications, availability of transportation, damage to College facility and residential areas, and road clearance.
- Initiate evacuation procedures if necessary. (See Tab G – Evacuation)
- Campus Sheriff, Facilities Management, and Risk Management personnel will conduct an initial damage assessment of campus buildings and provide report to the Crisis Action Team or EOC (if established).
- Campus Emergency Response Teams and City of Los Angeles Fire Department Uniform Search and Rescue (USAR) response teams will perform searches for fires, rescue victims in damaged buildings. Teams will check for gas, chemical, water leaks or fuel leaks, and to shut of any leaking utilities.
- Follow class dismissal procedures listed in Tab A - Emergency Notification Telephone Numbers - Critical Operations Shutdown as appropriate.

- Contact the City or County of Los Angeles to provide information on the seriousness of the situation and any assistance that may be required.
- The College President, the Vice President of Administration, the Associate Vice President of Administration or the Sheriff Deputy should consider activating the Crisis Action Team. Once the Crisis Action Team is activated the field Incident Commander will Liaison with the Los Angeles City College Crisis Action Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or other EOC staff as appropriate).
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

ACTION WHILE INDOORS:

- Give "**Drop, Cover and Hold**" command.
 - Get next to tables or desks where available. Otherwise, get next to an inside wall or under an inside doorway.
 - Drop to knees with back to the windows and knees together.
 - Clasp both hands firmly behind the head, covering the neck.
 - Bury face in arms, protecting the head. Close the eyes tightly.
 - Stay there until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings.
 - As soon as possible, move students away from windows and out from under heavy suspended light fixtures.
- Assess any injuries to students and damage to classroom. If it appears safe, do not evacuate until instructions are given which identify a safe route to the outside fields. In the event that it is determined to be unsafe to remain in the building take the following actions:
 - Gain control of the students.
 - Listen to and follow any commands from the Building Marshals
 - Note the name of any injured person, nature of injury, the location of the person (building name/number, room number and location in the room).
 - Evacuate everyone to a safe location outside. Create teams to assist the disabled from the location.
 - Contact Campus Sheriff, Facilities Management, Emergency Response Team member, or Urban Search and Rescue (USAR) Responders with injury information
 - Faculty should maintain the class attendance for accounting purposes.
- If Building Marshals are not available to assist in the evacuation, evacuate to a safe area away from all buildings, power lines, gas mains, water mains, and overhead dangers. Once outside attempt to contact area Building Marshals for evacuation routes and staging areas. Advise students not to touch electrical wires and avoid lighting of any burners or stoves until the area is declared safe.

- If Building Marshals are present follow their directions to evacuation and staging areas.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

ACTION WHILE OUTDOORS:

- Direct students to walk away from buildings, trees, poles and exposed wires.
- Implement the **Drop, Cover and Hold** action. Everyone should cover as much skin surface as possible, close eyes, and cover ears.
- Stay in the open until the earthquake is over or until further directions are given.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

ACTION BETWEEN CLASSES:

- Everyone is to implement **Drop, Cover and Hold**
- When the earthquake shaking ceases, move to an area at a safe distance from buildings. Proceed to assigned evacuation or staging areas.
- Report the names and locations of injured persons as noted above to Building Marshals, the Campus Sheriff, Facilities Management, Risk Management, or Emergency Response Team or Urban Search and Rescue (USAR) personnel.

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EVACUATION

Emergency evacuation of a building/buildings or the campus may be required due to situations such as a major fire, an explosion or a major crisis situation. An evacuation plan should be preplanned in order to move away from a threatened building or area toward an evacuation area.

The evacuation protocol shall be used under the following conditions:

- An explosive device detonates on campus.
- A functional explosive device is found on campus.
- A hostage situation takes place on campus.
- A situation involving a barricaded subject armed with explosives or firearms takes place on campus.
- A severe weather crisis occurs which requires removal of personnel to a safe remote location. If necessary request assistance from the Emergency Operation Center
- A weapon of mass destruction or hazardous materials incident occurs on or near the campus and public safety responders determine that mass evacuation to a remote location is required.
- Whenever the facility or grounds are rendered unsafe and evacuation to a remote site is needed.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information the situation that may result in the evacuation of the campus.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- For small scale evacuations the Campus Sheriff Deputy / Incident Commander, Los Angeles City College President or senior official will make the determination of the need to evacuate a particular area. For large scale evacuations the Los Angeles City College President or senior official present will make the determination to order an evacuation based on a consultation with the Crisis Action Team and/or the Campus Sheriff. A campus wide evacuation order will be made by the Los Angeles City College President or senior official present will make the determination to order an evacuation based on a consultation with the Crisis Action Team and/or the Campus Sheriff.
- Implement Evacuation Plan.
- Based on the level of the evacuation the EOC may activate to some level. Activation of the EOC and reasons for the evacuation will be posted on the Response Information Management System (RIMS). The EOC may re-establish command through the use of the Campus Emergency

- ❑ As the chief investigative body for the College, the Campus Sheriff will maintain Incident Command on all incidents that could reasonably lead to a criminal investigation. In incidents where the Campus Sheriff will not be the primary investigator agency Incident Command will be transitioned to the agency responsible for such investigation upon their arrival. As a matter of course the City of Los Angeles Fire Department will have Incident Command on all fires and hazmat incidents.
- ❑ DO NOT USE campus radios or cell phones if there is a bomb or bomb threat on campus. If there is NOT a bomb or bomb threat on campus utilize the Campus radios, telephones or cell phones to maintain communications between faculty, staff and students. Note: Cell phones and radios are essential tools to maintain communications.
- ❑ Contact the City or County of Los Angeles to provide a brief on the situation.

Accountability Procedures for Emergency Evacuations

- ❑ Emergency Assembly Points: Maps with the Emergency Assembly Points is located in the Attachments section of Tab – G Evacuation and are posted in the buildings.
- ❑ Building Marshals are designated by the Emergency Management Coordinator and will conduct head counts once evacuation has been completed. There is at least one Building Marshal per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.
- ❑ The employees selected as Building Marshals are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace.
 - All Building Marshals are to be trained in the evacuation of disabled individuals, and equipment necessary for that evacuation.
 - Awareness of hazardous areas to be avoided during emergencies.
 - Before leaving, the Building Marshals are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel.
- ❑ Once each evacuated group of employees have reached their Designated Meeting Site, each Building Marshals:
 - Assembles his/her group in the Designated Meeting Site.
 - Takes head count of his or her group.
 - Assumes role of department contact to answer questions.
 - Instruct personnel to remain in area until further notice.
 - Reports status to Field Incident Commander and the Crisis Action Team or Operations Chief in the Emergency Operations Center (if activated).
 - Instruct personnel to remain at Designated Meeting Site until further notice.

EMERGENCY EVACUATION KITS

The College should maintain two Emergency Evacuation Kits. The two Emergency Evacuation Kits should contain the following items:

- A copy of the Los Angeles City College Emergency Operations Plan.
- A set of master keys for all doors and wall lockers.
- A set of building plans, including all gas, electrical, cable shut-offs and water risers.
- A complete list of all cellular phone numbers for College administration.
- Campus Center kits should contain information relating to the Evacutrac equipment and its location.

Considerations for Emergency Evacuation Plan development, include the following items:

- Plan alternative evacuation plans for different directions from the campus. Your primary evacuation route may be inaccessible.
- Plan alternative student staging/rally areas, based on the above evacuation plans. In some emergencies, gathering students in a large, open area of the campus places them at risk.
- Plan "runners" to maintain communication between administration and staging/rally areas, and media staging areas in case electronic communication is interrupted.
- Prearrange a media staging area for briefings. Relay information to the "Public Information Officer" and/or Crisis Communication Response Team on a regular basis through electronic means or by runners.

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SHELTER IN PLACE PROCEDURES

A shelter-in-place plan is to be used in the event of chemical spills or explosions, wild land fires, shootings and/or hostage situations and other related emergencies or natural disasters in which evacuation of the College is inappropriate.

Procedures

- All personnel should remain in classrooms and take certain protective measures (e.g., shut off ventilation (if possible), close and possibly seal windows and doors, etc.)
- Assemble all students at a central location within the building.
- If possible, notify the Disabled Students Coordinator of any disabled students in your area. If a Disabled Students Coordinator is not unavailable notify the Campus Sheriff of the location of these disabled students and the type of assistance that may be needed in the event evacuation is necessary.

Instructions will be given by staff, faculty or law enforcement personnel. When the conditions outdoors dictate that all occupants be in a controlled area or sheltered in place, due to an incident such as a hazardous material incident or a natural disaster, the Campus Sheriff Deputy / Incident Commander, Los Angeles City College President or senior official should take the following steps.

- Establish and maintain communications with the City of Los Angeles Fire Department and/or any other appropriate response personnel.
- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate.
- Establish verbal control by activating "Shelter-in-Place" procedures by giving a preplanned announcement by staff, faculty or law enforcement personnel.
- Coordinate with the Facilities Management to turn off all heating, cooling, and ventilation systems. Close all doors and windows, and perform any other actions requested by emergency personnel which may arise due to the situation. If possible, use duct tape or any other material to help seal off the building.
- If unusual or irritating odor is present, protect breathing by breathing through a wet rag or paper towel.

Remain sheltered in place until the "all clear" has been given by the City of Los Angeles Fire Department or appropriate agency.

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Fact Sheet on Obtaining and Using Employee Medical Information as Part of Emergency Evacuation Procedures

Introduction

In light of recent events, many employers are developing or re-evaluating emergency procedures to ensure the safe evacuation of all employees. A comprehensive emergency evacuation plan should provide for prompt and effective assistance to individuals whose medical conditions may necessitate it. Many employers have asked how the Americans with Disabilities Act (ADA) and the Rehabilitation Act affect their ability to achieve this goal.⁽¹⁾ Specifically, employers have asked whether they may request information to help identify individuals who might need assistance because of a medical condition and whether they can share this information with others in the workplace. As the following questions and answers demonstrate, federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan.⁽²⁾

1. May an employer ask employees whether they will require assistance in the event of an evacuation because of a disability or medical condition?

Yes. Some employees may need assistance because of medical conditions that are not visually apparent. Others may have obvious disabilities or medical conditions but may not need assistance. Employers, therefore, are allowed to ask employees to self-identify if they will require assistance because of a disability or medical condition.

2. **How may an employer identify individuals who may require assistance?**

There are three ways that an employer may obtain information:

- After making a job offer, but before employment begins, an employer may ask all individuals whether they will need assistance during an emergency.
- An employer also may periodically survey all of its current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information.
- Finally, whether an employer periodically surveys all employees or not, it may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation. For example, many individuals who are blind may prefer to walk down stairs unassisted. People with disabilities are generally in the best position to assess their particular needs.

An employer should inform all individuals who are asked about their need for emergency assistance that the information they provide will be kept confidential and shared only with those who have responsibilities under the emergency evacuation plan. (*See* Question 4 below.)

3. May an employer specifically ask what type of assistance will be needed?

Yes. An employer may ask individuals who indicate a need for assistance because of a medical condition to describe the type of assistance they think will be needed. One way that this can be done is by giving all employees a memo with an attached form requesting information. The employer also may have a follow-up conversation with an individual when necessary to obtain more detailed information. For example, it would be important for an employer to know whether someone who uses a wheelchair because of mobility limitations is able to walk independently, with or without the use of crutches or a cane, in an emergency situation. It also would be important for an employer to know if an individual will need any special medication, equipment, or device (e.g., an assisted wheelchair carrier strap or a mask because of a respiratory condition) in the event of an emergency. Of course, an employer is entitled only to the information necessary for it to be prepared to provide assistance. This means that, in most instances, it will be unnecessary for an employer to know the details of an individual's medical condition.

4. Who is allowed to have information about employees needing assistance in an emergency?

The ADA has provisions that require employers to keep medical information about applicants and employees confidential. These provisions, however, include an exception that allows an employer to share medical information with first aid and safety personnel. This exception would allow an employer to share information about the type of assistance an individual needs in the event of an evacuation with medical professionals, Emergency Management Coordinators, floor captains, colleagues who have volunteered to act as "buddies," building security officers who need to confirm that everyone has been evacuated, and other non-medical personnel who are responsible for ensuring safe evacuation. These individuals are entitled to the information necessary to fulfill their responsibilities under the employer's emergency evacuation plan.

-
1. The ADA applies to private employers with fifteen or more employees and to state and local government employers. The Rehabilitation Act applies to most federal employers, and its substantive requirements are the same as those that apply to employers covered by the ADA.
 2. The Commission previously has issued more detailed guidance on related issues concerning disability-related inquiries and medical examinations of applicants and employees. *See* Enforcement Guidance: Pre-employment Disability-Related Questions and Medical Examinations Under the Americans with Disabilities Act of 1990 (October 10, 1995) and Enforcement Guidance: Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (ADA) (July 27, 2000). These and other guidance are available on this web site.

For more information on emergency preparedness for employees with disabilities can be found on the President's New Freedom Initiative Disability Direct web site <http://www.disabilities.gov/category/6/51> and on the Job Accommodation Network's web site at <http://www.janweb.icbi.wvu.edu/media/emergency.html>.

Disaster Emergency Preparedness Plan for People with Disabilities

GUIDELINES IN EMERGENCIES FOR PEOPLE WITH DISABILITIES (Faculty and Staff)

- A. Evacuation of people with disabilities will be given the highest priority in all emergencies. In an emergency situation, it is important that you are familiar with their needs during an evacuation. People with disabilities should convey these needs to their instructor at the beginning of each semester. While attending class, people with disabilities should try to position themselves near a doorway for an easier exit. Become familiar with the building and its exits. Follow signs to exits. The following guidelines are important:
1. Establish a buddy system and alternate for each class. People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.
 2. If assistance is not immediately available, people with disabilities should remain near the stairwell landing or in the elevator lobby. Rescue personnel will first check all exit corridors and stairwells for those trapped. S/He should continue to call for help until rescued.
 3. People who cannot speak loudly, or with voice/speech impairments, should carry a whistle or have other means of attracting attention of others.
 4. Be familiar with alarm signals.
 5. Leave school materials in the room to avoid wasting time.
 6. Wait for rescue and remain calm.
 7. **DO NOT** re-enter a building until permitted by emergency personnel (Building Marshall/Law Enforcement/Fire).
- B. If you suspect a fire is behind a door; cover your hand to provide protection, first and then test the door by touching it. If it is hot then do **NOT** use the door as an exit. Try to find an alternate route for an exit.
- C. Elevators: Do **NOT** use elevators unless authorized to do so by Campus Sheriff or City of Los Angeles Fire Department personnel. Elevators could fail during a fire, earthquake or flood.

EVACUATION POLICY FOR PEOPLE WITH DISABILITIES

Site Coordinators and volunteers should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

- A. IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:**
1. Evacuation of people with disabilities will be given the highest priority in all. Evacuating a disabled or injured person by only one person with no assistance is a last resort.
 2. Attempt a rescue evacuation **ONLY** if you have had rescue training.
 3. Check on people with special needs during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.

4. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
5. If the situation is life threatening, call College extension #3 or *3.
6. Do NOT use elevators, unless authorized to do so by Campus Sheriff City of Los Angeles Fire Department personnel. Elevators could fail during a fire, earthquake or flood.

B. EMERGENCY RESPONSES BY DISABILITY

1. BLINDNESS OR VISUAL IMPAIRMENT

- a) Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- b) Tell the person the nature of the emergency and offer to guide him/her by offering your elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grasp a visually impaired person's arm.
- c) Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information
- d) As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- e) When you have reached the designated Emergency Assembly Point, orient the person to where he/she is and ask if any further assistance is needed.
- f) Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance.
- g) White canes and other mobility aids should NOT be left behind.

3. DEAFNESS OR HEARING LOSS

- a) Most buildings on the Los Angeles City College campus are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where appears to not be recognizing an alarm is sounding/flashing or in a building that is not equipped with a visual alarm system an alternative warning technique is required. Two (2) methods of warning are:
 1. Write a note stating what the emergency is and what the evacuation route is i.e. "Fire - go out the rear door to Parking Lot".
 2. Turn the room lights on and off to gain attention - then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
- b) Offer visual instructions to advise of safest route or directions by pointing toward exits or evacuation map.
- c) People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.

3. MOBILITY IMPAIRMENTS

- a) Mobility-impaired persons should NOT be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- b) If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- c) Notify Campus Sheriff or City of Los Angeles Fire Department personnel immediately about any people remaining in the building and their locations.
- d) Campus Sheriff or Department personnel will decide whether people are safe where they are, and will evacuate them as necessary.
- e) If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms. Before taking action, always ask the person their preferred method of assistance. Check with the Site Coordinator for the availability of an evacuation chair if needed.

4. PEOPLE USING CRUTCHES, CANES OR WALKERS

The same procedures outlined for the Mobility Impaired should be used. Crutches, canes and walkers should NOT be left behind.

5. MOBILITY IMPAIRMENTS – Wheelchair/non-ambulatory

- a) Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.
- b) Buildings with floors not at ground level will require that persons be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well being. If the person prefers to be moved in their wheelchair the wheelchair user will be carried facing away from the stairs.
- c) Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety.
- d) If moving a person more than three (3) flights, a "relay team" arrangement is needed. If a wheelchair is left behind, do NOT leave it in an exit path or doorway to become an obstacle.
- e) Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seatbar, footplates, wheels, movable armrests).
- f)
- g) Be aware of persons with respiratory complications and any reliance on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe can be made difficult in a smoke filled environment.

- h) Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance from law enforcement or City of Los Angeles Fire Department personnel. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.
- i) If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regard to:
 - 1. Ways of being removed from a wheelchair
 - 2. The number of people needed for assistance
 - 3. Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - 4. If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair.
 - 5. Being carried forward to backward on a flight of stairs.
 - 6. After-care. If a person is removed from the wheelchair (i.e., a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed.
- j) The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the Campus Sheriff of the location of wheelchairs to be retrieved.

6. POWER OUTAGES

- a) If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Site Coordinators should be notified so they can advise emergency personnel.
- b) If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Campus Sheriff at #3 or *3 or (323) 662-5276 from a campus telephone to request evacuation assistance.
- c) On campus phones should continue to operate in the event of a power failure, however there may be no power to the display or lighting functions.
- d) While power may be restored make sure that the elevator is safe before engaging the elevator.

EMERGENCY EVACUATION TIPS AND OVERVIEW

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

The following guidelines are general and may not apply in every circumstance.

1. Occupants should be invited to volunteer for the “buddy system” ahead of time to assist disabled people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility.
2. Volunteers should obtain evacuation training for certain types of lifting techniques through the Office of Risk Management.
3. Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.
4. Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting. Batteries may have to be removed and life support equipment could be connected.
5. Before attempting an evacuation, if the law enforcement or City of Los Angeles Fire Department personnel are not available, trained volunteers and people being assisted should discuss how any lifting will be done and where they are going.
6. Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary.
7. Certain lifts may need to be modified depending on a person's disability.
8. Persons who must be taken out of the wheelchair to be transported can be carried by:
 - a) Pack-Strap Carry: Initiate the technique at the top of a flight of stairs where the carrier can use the handrail for support in lifting.
 - b) If the student has no arm strength or is less than half the carrier's weight, use the “cradle”, similar to the technique used when picking up a small child.
9. A straight back chair or evacuation chair requires at least three strong people are available who can control the chair (if the person agrees to this method).

SUMMARY:

Prepare occupants in your building ahead of time for emergency evacuations. Know your building occupants. Train staff, faculty, and students to be aware of the needs of people with disabilities and to know how to offer assistance. Hold evacuation drills in which occupants participate, and evaluate drills to identify areas that need improvement. Develop plans that cover regular working hours, after hours, and weekends.

Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would need and whether they need to take additional steps to prepare.

At alarm, options are:

1. In an extreme emergency, leave the building immediately and notify emergency personnel of a disabled person needing assistance.
2. In a moderate emergency, help the disabled person to your department's area of safe refuge assembly point, leave the building, and notify emergency personnel of a disabled person needing assistance.
3. Assist the disabled person to evacuate.

After “all clear”:

Send an e-mail to the Emergency Preparedness Coordinator about things which might need to be improved.

EMERGENCY PROCEDURES FOR MULTI-FUNCTION BUILDINGS

The following information is designed to offer some generic guidance in designing an emergency evacuation plan that takes into account persons with disabilities who may be in the building. It is applicable to buildings that have both offices and classrooms in them. It will need to be modified to address unique aspects of some buildings and the personnel located in the building. These procedures, regardless of the type of emergency, do not provide for all possible emergency scenarios. Please take the time to read and become familiar with its contents. Administrators, Faculty or Staff are responsible for directing evacuation from their work area, depending on the building and circumstances.

The law enforcement personnel, Building Marshals and Disabled Student Services Personnel should be familiar with this Disabled Emergency Preparedness Plan. The Building Marshals, Campus Emergency Response Team Members are familiar with the building configurations or have access to hard copies of building plans. Building Marshals should have at least two routes of escape that do not involve the use of elevators. Most elevators are designed to stop operating when the alarm is sounding and are not safe during fires, earthquakes and floods. (Please refer for more specific details to: Department of Public Safety's 'A Guideline for Department Disaster Emergency Preparedness Plans At California State University, Sacramento' 1997; Facility Management's "Flood Preparation Information, "California State University, Sacramento, Multi-hazard Emergency Plan" dated November 20, 1997)

A. Prior to an emergency, the Building Marshals will:

1. Develop a plan to communicate with Emergency Response Personnel during the emergency and a plan to accommodate anyone who might be Injured or trapped during an emergency.
2. Give the Emergency Preparedness Coordinator and the Disabled Students Services the location of individuals with disabilities who are permanently assigned to the building.
3. Determine a place for those evacuating the building to meet (Emergency Assembly Point), The Building Marshals need to know the location of the evacuation destination. For information on the safer areas in your building, call the Emergency Preparedness Coordinator.
4. Know primary and alternate routes of evacuation.

B. Prior to an emergency the Building Marshals will:

1. Identify faculty and staff with disabilities who are permanently assigned to space on each coordinators floor.
2. Relay the location of these individuals to the Sector Coordinator.
3. Develop a system of communicating with persons with hearing impairments who are permanently assigned to the building (hand signals or written instructions on cards). Offices and desks for individuals with impaired hearing need to be equipped with Deaf Smoke (strobe A vibrating) Alarm, Closed Captioning Decoder, and Telecommunication Devices for the Deaf (TJ3D's) that ensure effective communication with others. Telephone emergency services, including College #3 or *3 or (323) 662-5276 services, must provide direct access to individuals who use TDD's and computer modems, as required by Americans with Disabilities Act (ADA).

C. In the event of an emergency the Building Marshals will:

1. Call Campus Sheriff #3 or *3 or (323) 662-5276 right away and give description and location of emergency.
2. Notify fellow Building Marshals and begin evacuation of all individuals from the building.
3. If there is no immediate danger, consider leaving disabled student or employee where he or she is, and immediately inform the Emergency Response Personnel of the student's location, or call Campus Sheriff #3 or *3 or (323) 662-5276 for assistance. In a life-threatening situation, where immediate evacuation is necessary, the following options may be exercised:
 - a) Personally assist the student down the stairs. Some crutch and cane users may be able to use the stairs and some may not. Please ask them.
 - b) Judgment will need to be exercised in certain situations. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if (s)he is not moved, as in the case of a fire.
4. Once they have notified everyone on the floor to evacuate, notify the Zone Marshal who will pass the information on to the Emergency Management Coordinator of people with disabilities or injuries who were not able to evacuate. Give the Zone Marshal a description of the individuals and their location. Once the floor is evacuated, notify the Zone Marshal and go to the evacuation destination.
5. Do not stay in the building any longer than it is safe to do so.

Wait for further direction from the Campus Sheriff or City of Los Angeles Fire Department personnel before reentering the building.

EXPLOSION

The Crisis Situation response should be implemented for any situation involving an explosion from some type of bomb or a gas leak.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the explosion.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Refrain from using cell phones or engaging the microphone or any portable radios. The RF energy transmitted could be enough to detonate an explosive device should another one be present within 1,000 feet. Note: It is sometimes a tactic of terrorist to plant a second bomb near the first to detonate when responders are on scene.
- Initiate evacuation procedures if a significant explosion occurs on campus. (See Tab G - Evacuation Checklist)
- If it is safe to do so, initiate first aid to explosion victims (See Personal Medical Emergency Checklist Tab O - Personal Medical Emergency)
- Upon arrival of the City of Los Angeles Fire Department follow the instructions of the Fire Department Incident Commander.
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation.
- The College President, the Vice President of Administration, the Associate Vice President of Administration or the Sheriff's Deputy should consider activating the Crisis Action Team. Once the Crisis Action Team is activated the field Incident Commander will Liaison with the Los Angeles City College Crisis Action Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or other EOC staff as appropriate).

STAFF AND FACULTY RESPONSIBILITIES

- Move away from doors and windows and give **Drop, Cover and Hold** command. Instruct students to stay down until subsequent instructions are given. Until the cause of the explosion is determined to not be a bomb, keep all students in the classroom while the response is on going.
- Until the cause of the explosion is determined to not be a bomb, keep all students in the classroom while the response is on going. Move away from doors and windows and give **Drop, Cover and Hold** command. Instruct students to stay down until subsequent instructions are given.
- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the explosion.
- If an assessment of the situation indicates that it is safer to remain the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Public safety responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near their room they should immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

In the event that you are outside when this event occurs take the following actions:

- Move away from the danger area to a safe location. Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.

- Seek shelter in the safest place available if it is unsafe to enter a campus building. If the decision is made to leave the campus, faculty/staff should notify campus security, the EOC or your supervisor of their location and the number and names of students/employees present. Notification should occur as soon as it is safe to do so.

OTHER COLLEGE STAFF

- Follow the College procedures for limiting access to workspace. Report any suspicious activity to the front office immediately.
- Refrain from using cell phones or engaging the microphone of any portable radios.* The RF energy transmitted could be enough to detonate an explosive device should one be present within 1,000 feet.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building was evacuated use the telephone cell phones, radios or runners to announce that the College is returning to normal operations. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.
- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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THREAT OF AN EXPLOSION

Any number of situations may result in the threat of an explosion from a verified bomb threat to a fire in an area where highly combustible material is stored.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College management and that the appropriate reports are completed detailing the events and actions taken.
- Refrain from using cell phones or engaging the microphone or any portable radios. The RF energy transmitted could be enough to detonate an explosive device should one be present within 1,000 feet.
- Initiate evacuation procedures if a functional explosive device is found on College property or a significant gas leak has been detected. (See Tab G - Evacuation Checklist)
- Based upon the Investigative authority for the explosion Incident Command may be transitioned to the City of Los Angeles Fire, the FBI, ATF, or it may remain with the Campus Sheriff. When Incident Command is transitioned to another agency the Campus Sheriff will liaison with that agency.
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

STAFF AND FACULTY RESPONSIBILITIES

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- Keep all students in the classroom while the threat of explosion remains in effect. Have students move away from doors and windows and give **Drop, Cover and Hold** command. Instruct students to stay down until subsequent instructions are given.
- If an assessment of the situation indicates that it is safer to remain the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.
- If an instructor observes imminent danger near room immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.
- Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

In the event that you are outside when this event occurs take the following actions:

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the threat of an explosion.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.
- Seek shelter in the safest place available if it is unsafe to enter a campus building. If the decision is made to leave the campus, faculty/staff should notify their supervisor or department head, or emergency response personnel of their location and the number and names of students/employees present. Notification should occur as soon as it is safe to do so.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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FIRE

The warning for a fire is an alarm signal and/or smoke and flames.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Call college extension #3 or *3 or (323) 662-5276 and provide the dispatcher with all available information regarding the fire.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- If appropriate, the Building Marshals will initiate evacuation procedure of buildings immediately.
- If appropriate, implement the evacuation procedures. (See Tab G - Evacuation Checklist)
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

College Site Preparation

All College personnel should be familiar with the location and operation of alarm systems and fire extinguishers.

All equipment (e.g. extinguishers, sprinkler systems, exit doors) should be marked and maintained in accordance with local and state regulations.

Schedule facilities personnel to check fire extinguishers (monthly inspection, re-charging, replacement as needed)

** Staff scheduled on second and third floor locations should conduct a brief fire orientation in the beginning of the session. This orientation should include identification of fire extinguisher, fire alarms, stairwell exits, and the need for staff assistance in transporting disabled persons to a safe location in case of fire.*

STAFF AND FACULTY RESPONSIBILITIES

- If the fire is small, you may wish to fight it with an extinguisher. Call College #3 or *3 or (323) 662-5276 and provide the dispatcher with all available information regarding the fire.
- In case of a fire, employees should activate the nearest fire alarm box and/or make a telephone call to the Campus Sheriff at #3 or *3 or (323) 662-5276. This high-pitched alarm alerts building occupants of the need for evacuation and sends a signal to the Campus Sheriff that there is an alarm condition in the building.
- It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.
- Persons discovering a fire, smoky condition, or explosion should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to the Campus Sheriff.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.
- To report emergencies, call the Campus Sheriff: State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.
- Make certain every student has left the classroom. In the event that a person has been injured and you are not able to evacuate someone notify the Campus Sheriff, a Building Marshal, or other Emergency Response Personnel that someone is inside the room.
- Close the doors and windows and accompany your class to the designated assembly area (map in each room).
- Upon reaching your assigned assembly area, immediately take attendance.
- Render first aid as necessary.
- Follow instructions from proper authority relating to continued operations.

Evacuation Procedures for Building Occupants

- When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.
- All occupants should proceed to their Designated Assembly Area and await further instructions from their Building Marshals.
- All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Maps with the Emergency Assembly Points are located in the Tab G - Evacuation of this plan and are posted in the buildings.
- Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported to #3 or *3 or (323) 662-5276 immediately. Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
 - Further measures such as evacuation will not be needed.
 - It is possible for the functions of the College or department to continue.
- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.
- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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FLOODING

There may be areas on the Los Angeles City College campus are subject to or affected by floods. Except in the case of flash flooding, the onset of most floods is a relatively slow process with a buildup of several days. Closure of highways can result in isolating areas of the community. Students may be unable to return home or may have to be evacuated to an alternate location.

Los Angeles City College officials may be alerted to danger and be ordered to evacuate by fire and/or law enforcement or local emergency officials.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Contact the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the flooding threat.
- Monitor weather conditions in an affected area by radio/TV broadcasts, internet, or weather alert radio.
- Evacuate students to an alternate location immediately in accordance with established College policy. If the situation does not permit evacuation, keep students on campus or other safe location and make the following provisions.
- Provide care for students, faculty and staff who cannot leave the campus due to flooded streets etc.
- If necessary, arrange for the evacuation of staff and students to a safe alternate location.
- Advise news media of the removal of students to an alternate location.
- Shut off water at mains so contaminated water will not back up into the campus supply.
- Be prepared to open designated shelter sites for use.
- Check emergency response supplies if the College is designated as an evacuation shelter.
- Prepare for contaminated food, water, broken gas lines, and wet electrical equipment.
- If classes are dismissed, resume classes only after determination of building safety, and/or in other designated buildings after the flood.
- Based on the seriousness of the situation, the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles at provide a brief on the situation.

- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

- Any flooding should be reported immediately to Campus Sheriff #3 or *3 or (323) 662-5276.
- When reporting, be specific about the nature of the exact location. Campus Sheriff will contact the necessary specialized authorities and medical personnel.
- The key person on site should evacuate the affected area at once and close it off to access until the arrival of Campus Sheriff or City of Los Angeles Fire Department.
- If possible have someone remain in vicinity, away from danger, to assist emergency responders in locating the flood.
- If an emergency exists, activate the building alarm. You must report the emergency by phone.
- When the evacuation alarm is sounded, walk to the nearest identified exit and ask others to do the same.
- Assist the Building Marshals in evacuating students to an alternate location immediately in accordance with established College policy. If the situation does not permit evacuation, keep students on campus or other safe location and make the following provisions.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
 - Further measures such as evacuation will not be needed.
 - It is possible for the functions of the College or department to continue.
- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- ❑ An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

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HAZARDOUS MATERIALS INCIDENT

Hazardous materials incidents are possible in numerous campus locations. Also, vehicles carrying hazardous materials on or near campus facilities and businesses operating near our facilities can generate hazardous materials incidents that may affect campus operations.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- If in your work area there is a hazardous materials spill with material that you are familiar with, you should first determine if the spill will cause any immediate threat to individuals in the area. If there is immediate danger to life or property notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate and/or the Environmental Health & Safety at _____. The Material Safety Data Sheet (MSDS) should provide information on precautions to take with the material. In general, all students/employees should be kept away from the area until the area is properly cleaned up. If safety conditions permit, try to prevent the material from spreading into other areas (rooms, sewer system, etc.).
- If in your work area there is a hazardous materials that you are not familiar with or may cause harm to yourself or others, you should immediately notify Environmental Health & Safety _____ or, if there is immediate danger to life, the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate. Keep all students/employees away from the site.
- For any hazardous material spill, Environmental Health & Safety should be notified.
- A senior College law enforcement official will normally act as the Incident Commander until the arrival of the City of Los Angeles Fire Department. If the responding City of Los Angeles Fire Department is requested to respond to the incident, then Incident Command will normally be transitioned over to the City of Los Angeles Fire Department. Upon relief the law enforcement Incident Commander will brief the new Incident Commander as to the situation, all actions taken, missing personnel, information relating to victims, and current assessed needs. The new Incident Commander will be provided access to all MSDS sheets and other current information regarding the spill.
- College emergency response personnel will utilize the College's Hazardous Materials Contingency Plan when responding to any release of hazardous materials to the air, water, soil, or campus facility.
- When necessary, Environmental Health & Safety should activate the Campus Hazardous Materials Response team to assist in managing the incident. When the incident exceeds the capabilities of campus responders the senior College law enforcement official Incident Commander should request aid from the responding City of Los Angeles Fire Department.
- Based on the seriousness of the situation the College President should consider notification of the District, and/or the City or County of Los Angeles to provide a brief on the situation.

- If evacuation of the building/area is required, do the following:
 - Always move crosswind to avoid fumes. Never move down wind.
 - Follow the directions of the Building Marshals.
 - Maintain control of students.
 - Render first aid as necessary.
 - Take roll.
 - After the area has been evacuated, do not return until the City of Los Angeles Fire Department declares the area safe.
- Coordinate with Environmental Health & Safety, the County Health Department regarding the handling of requests for information on the effects of the hazardous material.
- Ascertain if mandatory notifications including County Health Department and the state Office of Emergency Services have been made. If not, make them.
- If an evacuation has been initiated, isolate area and deny entry into contaminated area.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

- If in your work area there is a hazardous materials that you are not familiar with or may cause harm to yourself or others, you should immediately notify Environmental Health & Safety at _____ or, if there is immediate danger to life, the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate. Keep all students/employees away from the site.
- For any hazardous material spill, Environmental Health & Safety should be notified.
- If evacuation of the building/area is required, do the following:
 - Always move crosswind to avoid fumes. Never move down wind.
 - Follow the directions of the Building Marshals.
 - Maintain control of students.
 - Render first aid as necessary.
 - Take roll.
 - After the area has been evacuated, do not return until the City of Los Angeles Fire Department declares the area safe.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

SHELTER IN PLACE PROCEDURES

A shelter-in-place plan is to be used in the event of chemical spills or explosions, wild land fires, shootings and/or hostage situations and other related emergencies or natural disasters in which evacuation of the College is inappropriate.

Procedures

- All personnel should remain in classrooms and take certain protective measures (e.g., shut off ventilation (if possible), close and possibly seal windows and doors, etc.)
- Assemble all students at a central location within the building.
- Assemble all students at a central location within the building.
- If possible, notify the Disabled Students Coordinator of any disabled students in your area. If a Disabled Students Coordinator is not unavailable notify the Campus Sheriff of the location of these disabled students and the type of assistance that may be needed in the event evacuation is necessary.

Instructions will be given by staff, faculty or law enforcement personnel. When the conditions outdoors dictate that all occupants be in a controlled area or sheltered in place, due to an incident such as a hazardous material incident or a natural disaster, the Campus Sheriff Deputy / Incident Commander, Los Angeles City College President or senior official should take the following steps.

- Establish and maintain communications with the City of Los Angeles Fire Department and/or any other appropriate response personnel.
- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate.
- Establish verbal control by activating "Shelter-in-Place" procedures by giving a preplanned announcement by staff, faculty or law enforcement personnel.
- Coordinate with the Facilities Management to turn off all heating, cooling, and ventilation systems. Close all doors and windows, and perform any other actions requested by emergency personnel which may arise due to the situation. If possible, use duct tape or any other material to help seal off the building.
- If unusual or irritating odor is present, protect breathing by breathing through a wet rag or paper towel.
- Remain sheltered in place until the "all clear" has been given by the City of Los Angeles Fire Department or appropriate agency.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building is evacuated use the telephone, cell phones, radios or runners to announce that a return to normal operations is being implemented. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

LANDSLIDE/GROUND SUBSIDENCE

There are areas of the Los Angeles City College campus that may be susceptible to landslide and/or ground subsidence. This may result in the closure of roadways or need for evacuation of campus areas.

Los Angeles City College officials may be alerted to danger and be ordered to evacuate by fire and/or law enforcement, or local emergency response officials.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- If a landslide or ground subsidence occurs notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the situation.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Determine full extent of potential area threatened through contact with the District, the City of Los Angeles EOC, the Los Angeles County EOC, or by activation of the Response Information Management System (RIMS) if available.
- Provide care for students at Los Angeles City College.
- If necessary, arrange for the evacuation of faculty, staff, and students to a safe alternate location. (See Tab G - Evacuation)
- The PIO shall advise news media of the removal of students to the alternate location. Follow procedures for releasing students. (See Tab A - Emergency Notification Telephone Numbers - Critical Operations Shutdown)
- Based on the seriousness of the situation Los Angeles City College President or senior official should consider contacting the District, City or County of Los Angeles to provide a brief on the situation and/or request mutual aid.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

STAFF AND FACULTY RESPONSIBILITIES

- If a landslide or ground subsidence occurs notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the situation. Provide care for students at Los Angeles City College.
- If necessary, evacuate students to a safe alternate location. (See Tab G - Evacuation)
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

Return to Normal Operations

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- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

NATIONAL DEFENSE EMERGENCY

A warning may be received from a number of possible sources including the FBI, North American Air Defense Command (NORAD), the Emergency Alert System, and the media if a nuclear attack or terrorist incident is in progress that affects the campus.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Establish the Los Angeles City College EOC.
- Activate the Resource Information Management System (RIMS) and establish communications with the City of Los Angeles EOC, the Los Angeles County County EOC, and other EOC's in the area.
- Coordinate with the Regional EOC in Los Angeles County and assist in determining and implementing a county-wide response.

STRATEGIC WARNING

A Strategic Warning will be initiated by the Federal Government when enemy-initiated hostilities may be imminent. Dissemination will be by news media. No estimate can be made of the duration of a strategic warning condition. The warning time may vary from several hours to several days. The Emergency Alert System will alert the public to take protective action and provide specific information and instructions.

- Take necessary steps to close and evacuate Los Angeles City College of non-essential personnel (students, faculty and staff other than key management and law enforcement) personnel.
- Maintain communication with the District, City and/or County EOCs.

ATTACK WARNING

- Execute the **Drop, Cover and Hold** action.
- Turn on battery-operated AM radio and tune to any EAS (Emergency Alert System) station for official information and instructions.
- Take precautions to minimize the possibility of persons being struck by flying objects such as glass and window coverings.

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PERSONAL MEDICAL EMERGENCY

The Campus Sheriff with the responding City of Los Angeles Fire Department will coordinate First Aid.

Rescue and Medical Duties

The Campus Sheriff or City of Los Angeles Fire Department will conduct all rescue and medical activities.

ADMINISTRATOR/FACULTY/STAFF

Non-critical situations

- Call the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatcher with all available information regarding the situation.
- The Campus Sheriff will assess the severity of the incident and notify either the Student Health Center or the City of Los Angeles Fire Department Paramedics if further assistance is needed.
- In situations involving students, where the Student Health Center is able to treat, the Campus Sheriff will provide transportation to the facility. The City of Los Angeles Fire Department or EMS, as applicable, will be contacted for paramedic assessment and transportation where an individual needs emergency medical treatment.
- In non-emergency situations involving staff, faculty, or volunteers working for the College they will be referred to the appropriate Workman's Compensation treatment location. In all situations involving emergency medical treatment the City of Los Angeles Fire Department will be contacted for paramedic assessment and/or transportation to an area hospital.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

Critical Situations

- Call College #3 or *3 or (323) 662-5276 and tell the dispatcher that a medical emergency is in progress and assistance is needed. The Campus Sheriff Dispatcher will dispatch the necessary emergency response personnel.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

- Administer first aid to the extent possible.
- If appropriate, law enforcement will limit activity on campus and around the injured student.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency. If the injured is a disabled person notify the Disabled Student Coordinator if possible.

In the event of a death

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatchers with all available information regarding the situation.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Campus Sheriff will secure the immediate scene around the deceased.
- Initiate insurance documentation.
- When appropriate the Public Information Officer will be advised. A media response protocol and statements in response to situation will be issued from that office.
- Call the County Coroner's Office.

College Site Preparation

Establish and maintain a list of emergency medical telephone numbers, including poison control.

Establish and maintain a list of staff and students qualified to administer first aid.

Maintain current list of students, faculty and staff.

In conjunction with College policy, maintain a list of College staff members trained to deliver serious injury and/or death notification. Refer to Tab U – Individuals Trained to Deliver Serious Injury or Death Notices.

Personal Medical Emergency Report Forms

The State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS form must be completed by the attendant staff member or responsible staff member for employees. A standard non-employee accident report form will be filed for non-employees.

Administration must provide injured employees with an EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS within 24 hours after the accident. Note: The Worker's Compensation form activates the Worker's Compensation process.

Automobile accident reports must be completed for accidents occurring on campus through the Campus Sheriff.

Automobile accidents occurring off campus with College vehicles will be subject to local law enforcement and should be reported to the jurisdiction where the accident occurred.

The driver of a College or State Owned vehicle involved in an accident will record all pertinent information on the Accident Identification Card, Std Form 269, before leaving the scene of the accident. If another vehicle is involved the driver of that vehicle will be given the appropriate portion of Std Form 269. Blank Accident Identification Cards, Std Form 269, are kept in the glove box of each State owned vehicle.

All accidents which result in injury to any person other than a College employee, or which involve serious damage to private property must be reported immediately to the State Office of Insurance and Risk Management (916) 445-2184. Also the driver of the state owned vehicle must complete and submit within 48 hours a Report of Vehicle Accident, Std. Form 270. If that person is unable to complete the form the immediate supervisor or person who authorized the employee to use the vehicle will ensure that the form is completed and inform the Auto Liability Self Insurance Unit of the Office of Insurance and Risk Management.

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POWER OUTAGE ROLLING BLACKOUT OR POWER FAILURE

California has recently experienced severe power shortages resulting in power companies shutting off power to various jurisdictions on a rotational basis for periods up to 90 minutes. Normally the jurisdiction will receive notice of the pending power disruption 20 to 30 minutes in advance of the power shutdown.

General notes about power outages

- Call Plant Facilities at _____ or Campus Sheriff at #3 or *3 or (323) 662-5276 to report the outage.
- The College Facilities Management Department and/or Campus Sheriff may receive advance notification of an impending power outage. Wherever possible attempts will be made to notify the College Community of the impending outage, however outages are likely to occur with little or no warning.
- When reacting to power outages remember that if the College loses power, the surrounding area will in all likelihood be blacked out as well.
- Building Marshals will activate emergency evacuation procedures. All floors will be cleared of personnel. Building Marshals will coordinate assistance for disabled persons on all floors.
- Traffic signals and street lights will not be operating. When driving during an outage remember that ALL intersections normally controlled by a traffic signal IMMEDIATELY become FOUR-WAY STOPS. ALWAYS stop at a darkened intersection, then proceed with caution.
- Disabled persons needing assistance should contact the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate.
- Campus telephones should continue to operate as normal and voice mail should continue to operate as well. However all telephone lighting and dialing displays will not be functioning.
- When leaving the upper floors of a building remember the elevators will not be operating. Anyone trapped inside an elevator should use the emergency phone to contact the Campus Sheriff for assistance.
- The College will monitor the dates and times of each power outage to ensure the power outage periods do not exceed a total of 90 hours per calendar year when a serving electric utility by contractual arrangement requests the College to decrease electrical power demand.
- All operations using hazardous materials will be safely and promptly terminated upon power outage.
- If working on a computer make it a practice to *save* frequently.

- If in a room with no natural light source, ensure that you have access to a flashlight or lantern; designate someone close to an outside door to open the door if the lights go out.
- Familiarize yourself with the path of exit from your building.
- Campus shuttles will continue to operate on their regular schedules.

In the event of a power outage during day

- The College will remain open and business and instructional operations will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing the Deans, Directors, Department Chairs, or Faculty Members may reassign staff or classes to outside locations.
- Consider canceling the remainder of a class if instructional quality or student safety is compromised.
- Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.
- If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.
- Help those who need assistance. Faculty members are responsible for assisting disabled persons in evacuation. Faculty may coordinate this activity with the Building Marshal.
- Do not attempt to use elevators.*

In the event of a power outage during hours of darkness

- Remain on campus for fifteen minutes in the event power is restored quickly. If power is not restored within fifteen minutes, instruction will stop and the campus business will close for the remainder of the evening.
- Faculty should remind students of the general rules regarding power outages as outlined above, the need to exercise caution and avoid panic.

When power is restored

- Turn lights on first, then copiers, printers and other equipment. Turn computers on last.
- Be sure to return flashlights and lanterns to the places where they were stored.

STAFF AND FACULTY RESPONSIBILITIES

- Call Plant Facilities at _____ or Campus Sheriff at #3 or *3 or (323) 662-5276 to report the outage
- During the day, wait five minutes to determine if power will be restored. If at night the faculty or staff member may decide to evacuate without waiting.
- Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.
- Assist individuals with disabilities. Request assistance from Law enforcement or City of Los Angeles Fire Department. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual IF they need help then render assistance as directed. Refer to Tab G, Disaster Emergency Preparedness Plan for People with Disabilities.

In the event that you are outside when this event occurs take the following actions:

- Notify Plant Facilities at extension _____ or the Campus Sheriff at #3 or *3 or (323) 662-5276 as appropriate.
- Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible, or is unsafe, proceed to the nearest classroom.

COLLEGE STAFF/ADMINISTRATION

- Follow the College procedures for limiting access to workspace. Report any suspicious activity to the front office immediately.

Return to Normal Operations

Once the danger has passed the Senior College Administrator, Director of Emergency Services or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the College or department to continue.

- If the building was evacuated use the telephone cell phones, radios or runners to announce that the College is returning to normal operations. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.
- An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College. In all cases, it is advisable to prepare a brief written statement for the media to provide an accurate account of what the College did to achieve a safe environment during the situation.

SMOG ALERT

Los Angeles City College will be notified of a smog alert by Air Quality Management District. Due to the prevailing winds in the local area, this potential incident is less likely to occur than within the valleys.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Academic Affairs will provide advisory to Operations and Physical Education Departments.
- In a "First Stage Alert", vigorous and strenuous activities will be reduced and/or shortened.
- In a "Second Stage Alert" all forms of vigorous activity will be discontinued and/or canceled.
- In a "Third Stage Alert" students and staff should remain indoors and restrict movement as much as possible.
- Observe students and staff for respiratory distress. Request assistance from the Campus Sheriff or the Student Health Center where appropriate.

Try to eliminate use of College vehicles, mowers and blowers during smog alert.

Stage I Alert

- ✓ Schools shall be notified by Air Pollution Control District. The College will notify affected departments, and if possible, may post notices on bulletin boards.
- ✓ All individuals with special health problems should follow precautions recommended by their physicians.
- ✓ The College President will request that campus driving be restricted to essential operations only.
- ✓ The College President will request that student and faculty car pools be initiated.

Stage II Alert

- ✓ All actions listed in Stage I.
- ✓ Restrict ALL outside physical activities:
 - Athletics
 - Farm activities
 - Non—essential operations
- ✓ Restrict all campus gasoline operated vehicles to essential operations only.

Stage III Alert

- ✓ All actions of Stages I and II.
- ✓ Discontinue use of all gasoline operated campus equipment.
- ✓ The Plant Maintenance Department will curtail all use of plant machinery except air handling and refrigerating of foods.
- ✓ Prohibit all vehicular ingress and egress on campus.
- ✓ Possible closing of campus as per District order or College President.

TERRORIST ATTACK

Terrorist Attacks can take many forms - from an individual with a gun shooting victims on campus, to an individual with a bomb to the use of Bioterrorism. In most instances the emergency will not be identified as a terrorist event until after the event has occurred. College officials should follow the appropriate emergency response previously identified in the Event Specific Checklists based on the nature of the attack. A Critical Situation response is to be utilized for situations where an actual identifiable terrorist event has occurred. A Critical Situation may be declared by the College Sheriff (Exhibit 1 of Immediate Action Checklist). The Critical Situation Response should be implemented for any situation involving the following scenarios:

- Clearly identifiable terrorist event such as receipt of a call indicating a terrorist event
- Receipt of a letter or package with powder or other suspicious material in the package
- Bomb detonation or weapons discharge

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate. Provide the dispatchers with all available information regarding suspect(s) description, location, type(s) of weapons and any other critical information.
- The Campus Sheriff Deputy or the Field Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- In a verified terrorist attack the Campus Sheriff will maintain Incident Command until relieved by the County Sheriff's Office or an Federal Bureau of Investigation official who has primary investigatory responsibility in a terrorist attack.
- Based on the seriousness of the situation the Los Angeles City College President or senior official should consider contacting the City or County of Los Angeles to provide a brief on the situation and/or request mutual aid.
- The College President, the Vice President of Administration, the Associate Vice President of Administration, or the College Sheriff should consider activating the Crisis Action Team. Once the Crisis Action Team is activated the field Incident Commander will Liaison with the Los Angeles City College Crisis Action Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or other EOC staff as appropriate).
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

For a shooter on campus follow the "Acts of Violence, Shooting, Attack, or Disturbance by Criminal or Insane Person" Event Specific Checklist. For a "Bomb Threat" or "Explosion" follow the Event Specific Checklist. (See Tabs B, D and H.)

This is an official CDC Health Advisory Distributed via Health Alert Network October 12, 2001, 21:00 EDT (9:00 PM EDT)

HOW TO HANDLE ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do, so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

POSSIBLE EVENTS:

Suspicious unopened letter or package marked with a threatening message such as "anthrax":

- Do not shake or empty the contents of any suspicious envelope or package.
- PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- WASH your hands with soap and water to prevent spreading any powder to your face
- What to do next...
 - If you are OFF campus, then report the incident to local law enforcement.
 - If you are ON campus, then report the incident to the Campus Sheriff
- LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

Envelope with powder and powder spills out onto surface:

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- WASH your hands with soap and water to prevent spreading any powder to your face.

- What to do next...
 - If you are at HOME, then report the incident to local law enforcement.
 - If you are at WORK, then report the incident to local law enforcement, and notify your building security official or an available supervisor. (On base, contact base security).
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- SHOWER with soap and water as soon as possible. Do Not Use Bleach Or Other Disinfectant On Your Skin.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

QUESTION OF ROOM CONTAMINATION BY AEROSOLIZATION:

For example: small device triggered, warning that air handling system is contaminated, or warning that a biological agent released in a public space.

- Turn off local fans or ventilation units in the area.
- LEAVE area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep other away).
- What to do next...
 - If you are OFF campus, then dial #3 or *3 or (323) 662-5276 to report the incident to local law enforcement
 - If you are ON campus, then dial #3 or *3 or (323) 662-5276” to report the incident to the Campus Sheriff.
- If possible, list all people who were in the room or area. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS:

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound

- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address.

Facts about Anthrax

Anthrax is an acute infectious disease caused by the spore-forming bacterium *Bacillus anthracis*. Anthrax most commonly occurs in hooved mammals and can also infect humans.

Symptoms of disease vary depending on how the disease was contracted, but usually occur within 7 days after exposure. The serious forms of human anthrax are inhalation anthrax, cutaneous anthrax, and intestinal anthrax.

Initial symptoms of inhalation anthrax infection may resemble a common cold. After several days, the symptoms may progress to severe breathing problems and shock. Inhalation anthrax is often fatal.

The intestinal disease form of anthrax may follow the consumption of contaminated food and is characterized by an acute inflammation of the intestinal tract. Initial signs of nausea, loss of appetite, vomiting, and fever are followed by abdominal pain, vomiting of blood, and severe diarrhea.

Direct person-to-person spread of anthrax is extremely unlikely, if it occurs at all. Therefore, there is no need to immunize or treat contacts of person’s ill with anthrax, such as household contacts, friends, or coworkers, unless they also were also exposed to the same source of infection.

In persons exposed to anthrax, infection can be prevented with antibiotic treatment.

Early antibiotic treatment of anthrax is essential – delay lessens chances for survival. Anthrax usually is susceptible to penicillin, doxycycline, and fluoroquinolones.

An anthrax vaccine also can prevent infection. Vaccination against anthrax is not recommended for the general public to prevent disease and is not available.

Facts about Botulism

Botulism is a muscle-paralyzing disease caused by a toxin made by a bacterium called *Clostridium botulinum*.

There are three main kinds of botulism:

- Food borne botulism occurs when a person ingests pre-formed toxin that leads to illness within a few hours to days. Food borne botulism is a public health emergency because the contaminated food may still be available to other persons besides the patient.
- Infant botulism occurs in a small number of susceptible infants each year who harbor *C. botulinum* in their intestinal tract.
- Wound botulism occurs when wounds are infected with *C. botulinum* that secretes the toxin.

With food borne botulism, symptoms begin within 6 hours to 2 weeks (most commonly between 12 and 36 hours) after eating toxin-containing food. Symptoms of botulism include double vision, blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth, muscle weakness that always descends through the body: first shoulders are affected, then upper arms, lower arms, thighs, calves, etc. Paralysis of breathing muscles can cause a person to stop breathing and die, unless assistance with breathing (mechanical ventilation) is provided.

Botulism is not spread from one person to another. Food borne botulism can occur in all age groups. A supply of antitoxin against botulism is maintained by CDC. The antitoxin is effective in reducing the severity of symptoms if administered early in the course of the disease. Most patients eventually recover after weeks to months of supportive care.

Facts about Pneumonic Plague

Plague is an infectious disease of animals and humans caused by the bacterium *Yersinia pestis*. *Y. pestis*, is found in rodents and their fleas in many areas around the world.

Pneumonic plague occurs when *Y. pestis* infects the lungs. The first signs of illness in pneumonic plague are fever, headache, weakness, and cough producing bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death.

Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient.

Early treatment of pneumonic plague is essential. Several antibiotics are effective, including streptomycin, tetracycline, and chloramphenicol.

There is no vaccine against plague. Prophylactic antibiotic treatment for 7 days will protect persons who have had face-to-face contact with infected patients.

Facts about Smallpox

Smallpox infection was eliminated from the world in 1977.

Smallpox is caused by variola virus. The incubation period is about 12 days (range: 7 to 17 days) following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. The rash starts with flat red lesions that evolve at the same rate. Lesions become pus-filled and begin to crust early in the second week. Scabs develop and then separate and fall off after about 3-4 weeks. The majority of patients with smallpox recover, but death occurs in up to 30% of cases.

Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person. Persons with smallpox are most infectious during the first week of illness, because that is when the largest amount of virus is present in saliva. However, some risk of transmission lasts until all scabs have fallen off.

Routine vaccination against smallpox ended in 1972. The level of immunity, if any, among persons who were vaccinated before 1972 is uncertain; therefore, these persons are assumed to be susceptible.

Vaccination against smallpox is not recommended to prevent the disease in the general public and therefore is not available.

In people exposed to smallpox, the vaccine can lessen the severity of or even prevent illness if given within 4 days after exposure.

Vaccine against smallpox contains another live virus called vaccinia. The vaccine does not contain smallpox virus.

The United States currently has an emergency supply of smallpox vaccine.

There is no proven treatment for smallpox but research to evaluate new antiviral agents is ongoing. Patients with smallpox can benefit from supportive therapy (intravenous fluids, medicine to control fever or pain, etc.) and antibiotics for any secondary bacterial infections that occur.

CDC Anthrax update

Interview with Dr. Jeffrey P. Koplan

Director of the Centers of Disease Control and Prevention

1. What is CDC's role in the anthrax investigation?

CDC plays a supportive role, both in our epidemiological investigations and environmental sampling, and monitoring and in laboratory work to state and local health departments so state and local health departments initiate these investigations and control measures and if they need further assistance we can provide that via phone consultation from a distance or come and work with them in the field.

CDC has over 50 years experience working on public health problems. We have a very talented staff with a wide range of skill sets including epidemiology and laboratory work and environmental health and occupational exposures. We brought them all to bear on this epidemic. We are considering this our major priority at the moment and people have been moved from other tasks and responsibilities to help work on this. We consider this is the most important thing we're doing right now, and we're doing it in partnership with state and local health authorities. We will do anything and everything we can to control these outbreaks as quickly as we can with a minimum of health un-torrid effects and a minimum of disruption to people.

2. What is the average risk of contracting anthrax?

The risk of any individual in this country contracting anthrax is infinitesimal. The risk is for people who have been in a place of known exposure and we've seen that in a few instances in the last couple of weeks in this country. It's been in one business place in Florida and it's been in a couple of locations in New York City, a governmental office building in Washington. Persons who have not been in these circumstances are not at-risk.

3. What can the average person do to protect himself/herself?

Citizens in the country the best approach to take in dealing with anthrax, is to know a little bit more about anthrax. For one, it's not contagious, it doesn't spread from person-to-person. Two, it's a disease that once exposed to is treatable and we have a number of different antibiotics that can be used to treat it. And, those antibiotics are very effective in preventing a person from ever getting the disease once exposed. And, if someone does develop cutaneous anthrax, for example, it's readily treatable.

4. Should people buy and store antibiotics?

There's no need to buy or store antibiotics, and indeed it can be detrimental to both the individual and to the community. For one, only people who are exposed to anthrax need to take antibiotics and that needs to be in consultation with health authorities to make that determination. Two, the person may not stockpile or store the correct antibiotics; there are number of different ones that can be used for this condition. Three, we can get those antibiotics to you when you need them. We have the ability and we have the dosage to deliver over 2 million full courses of therapy for one of the antibiotics Ciprofloxacin, or Cipro and we have other medications available as well. So, individuals do not need to stockpile or store antibiotics.

5. Should the public be vaccinated against anthrax?

For persons exposed to anthrax or for people with the disease there is no vaccine available for the general public. The antibiotics we use are very effective in preventing anthrax from occurring.

6. Can a person get screened or tested for anthrax?

There is no screening test for anthrax; there is no test that a doctor can do for you that says you've been exposed to or carry it. The only way that it can be determined is through a public health investigation. And in those circumstances, for example, where people work in a given office or on a given floor have been exposed, the public health officials make great and aggressive efforts to inform people whether they have been exposed or not, and thus their need for antibiotics. But, the tests that you read about or hear about whether their blood tests or nasal swabs or other tests, are not tests to determine whether an individual should be treated. These nasal swabs and environmental tests are merely to determine the extent of exposure in a given building or workplace.

7. What are the symptoms of anthrax?

There are three clinical presentations of anthrax. And they are largely determined by the route of entry of the anthrax into the human body and some of the clinical manifestations, the symptoms. But the three are: cutaneous anthrax, where your skin surface is exposed and you develop a skin lesion. Inhalation anthrax in which you breathe in the particles. And, gastrointestinal anthrax in which you ingest the particles, you eat the particles. And those have three different clinical manifestations, symptoms as well.

An important thing for people of the public in general, and certainly healthcare providers in particular to realize in this, ““what does cutaneous anthrax look like?”” Because that’s what we’ve seen in a couple of cases up in New York and that’s something worth being able to spot and identify quickly and report to your public health authorities.

Cutaneous anthrax looks like a brown recluse spider bite, those that have seen those. And what it really looks like is a swelling on the skin, it could be anywhere but often on the arms or hands and the swelling then develops a central area of ulceration of a depression, and then a scab or what we call a eschar, a very dark, blackish-brown scab forms over that central area. It can be painless and it can be accompanied by a fever or not. --- but this is something well worth noting. And, it doesn’t look like a lot of other things.

8. Is anthrax contagious?

Anthrax can not be spread from person-to-person. One person is not contagious to another person. We can only get it from the mechanisms of exposure to the skin, breathing it, or eating it.

9. What should an individual do about suspicious mail?

We’ve all learned a lot in the last few days about having an increased state of vigilance around life in general, and mail in particular. We’ve been told by colleagues in law enforcement, that what constitutes a suspicious envelope is one that you are not used to getting regularly such as your bills or letters from friends and family with a known return address. But letters that may have stains on them, may feel like they have contents including powder that you can feel inside; a different postmark address than the return address; any other kinds of items inside wires or protruding elements. So, I think all of us are used to the kind of mail we get regularly whether it’s the junk mail, our bills, or occasional cards and letters from friends, other things need to be looked at quite carefully.

If you find something suspicious in your mail be it a package or a letter, be calm. If you’ve picked it up, put it down. If you have a plastic bag or envelope handy, garbage bag, something for food small enough, just slip it in it and close it. If you don’t have such a plastic item available, cover it with a towel or some cloth or even a newspaper --- just cover it so that it is protected over its borders. Wash your hands with soap and water. Call local law enforcement and describe what you’ve got and can they come and help you.

As facilities throughout the U.S. receive anthrax threat letters whether they're false alarms or contain actual biological agents the Center for Disease Controls (CDC) has issued an official health advisory, which provides procedures for handling such incidents.

A. Do not panic

Anthrax organisms can cause infection in the skin, gastrointestinal system or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.

- B. Identify the suspicious letter or package
Some characteristics of suspicious packages and letters include:
- excessive postage; handwritten or poorly typed addresses; incorrect titles; a title, but no name; misspellings; stains, discolorations or odor; no return address; excessive weight; lopsided or uneven envelope; excessive law enforcement material such as masking tape, string, etc.
 - ticking sound; restrictive markings such as "Personal" or "Confidential"; city or state in the postmark that does not match the return address.
- C. Get away from the letter or package
Do not shake or empty its contents. Place the letter or package in a plastic bag or other container to prevent the contents from leaking, or cover the envelope or package with some sort of paper or a trash can. Likewise, if powder from an envelope spills onto a surface, do not try to clean it up. Instead, cover the spilled contents immediately, leave the room, close the door and prevent others from entering. Wash your hands with soap and water.
- D. Report the incident to local law enforcement
Besides reporting the incident to law enforcement, notify your building law enforcement official or an available supervisor. List all people who were in the room or area when the letter or package was recognized.
- E. Remove contaminated clothing
Remove clothing as soon as possible and place it in a plastic bag or some other sealable container. Give the clothing container to emergency responders for proper handling.
- F. Shower with soap and water
Do this as quickly as possible. Do not use bleach or other disinfectant on your skin.
- G. Beware of room contamination by aerosolization

If warning is given that the air handling system is contaminated or that a biological agent has been released in a public space, turn off local fans or ventilation units in the area and leave the area immediately. Close the door or section off the area to prevent others from entering. Notify authorities and shut down the air handling system in the building, if possible. List all people who were in the room or area.

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UTILITY FAILURE (NON-ELECTRICAL)

Utility failures at Los Angeles City College buildings or facilities will occur. These outages may be of short duration or for extended periods of time.

In the event of a power failure emergency lighting will come on and exits signs will remain lit. Some buildings are equipped with emergency generators which will provide power to elevators (to return them to the ground floor), some additional lighting, and critical equipment.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- Notify Plant Facilities at _____. If Facilities Management is not available notify the Campus Sheriff by calling #3 or *3 or (323) 662-5276 as appropriate and provide an overview of the situation. An appropriate response will be initiated based on the severity of the incident.

STAFF AND FACULTY RESPONSIBILITIES

- In the event of a major utility failure occurring during regular working hours notify Plant Facilities at extension _____ or the Campus Sheriff at #3 or *3 or (323) 662-5276 immediately.
- If an emergency exists activate the building alarm. Building evacuations shall occur when an alarm sounds or when an emergency exists.
- ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for the disabled persons use.
- DO NOT USE ELEVATORS.
- If trapped in an elevator, remain calm. Do not attempt to force open the roof hatch or door. Use the telephone located on the panel. They will send help that will assist you.
- Once outside, move to a clear area at least 100 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- DO NOT RETURN TO AN EVACUATED BUILDING until the all-clear signal is sounded or unless told to do so by a College official.
- To prevent fire hazards, do not use open flames (candles, etc.).

ADDITIONAL INFORMATION AND PROCEDURES**Telecommunications Failure**

Proceed to the nearest operational phone and notify Plant Facilities at extension _____

Elevator Failure

Those facilities on campus which have elevators will follow those procedures which are posted within the elevator. Notify Plant Facilities at extension _____, the Campus Sheriff #3 or *3 or (323) 662-5276

Plumbing Failure/Flooding

Cease using all electrical equipment and follow the notification and evacuation steps listed above. Notify Plant Facilities at extension _____, the Campus Sheriff #3 or *3 or (323) 662-5276

Natural Gas Leak or Ruptured Gas Line

Notify Plant Facilities at extension _____, the Campus Sheriff #3 or *3 or (323) 662-5276. Cease all operations and follow the notification and evacuation steps listed above. The Campus Sheriff, Environmental Health & Safety, and/or Facilities Management will evaluate the situation and determine if evacuation of the building or area is warranted; follow procedures for Hazardous Materials. (See Tab L – Hazardous Materials Incident)

Ventilation

If smoke or burning smells emanate from the ventilation system, report information to Campus Sheriff and evacuate, if appropriate.

Water Contamination

If water contamination is suspected or has been verified, Environmental Health & Safety will liaison with the applicable Water Department to determine if the location and extent of contamination. An advisory will be issued to the campus community advising of the contamination and to not use the water.

WINDSTORM (SEVERE WEATHER)

The National Weather Service has developed a system of "watches" and "warnings" that are issued when severe weather conditions may exist.

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

- The Campus Sheriff will monitor alerts and weather advisories if a severe windstorm "Watch" has been issued. (A "Watch" is issued by the National Weather Services when a thunderstorm in excess of 55 m.p.h. or a tornado may develop in a given area and during a specific time frame.)
- If a "WARNING" is issued by the National Weather Service the closing of the College may be appropriate if there is sufficient time before the anticipated arrival of the storm. If it appears to dangerous to leave, the order may be given to shelter in place. The College will consider convening the EOC if a warning is issued.
- The College administration will give each respective department the following information:
 - Direct that all windows, blinds and drapes be closed.
 - Have everyone remain inside.
 - Notify all personnel of the windstorm.
 - Evacuate areas that bear full force of wind.
 - Avoid enclosures with long roof spans.
- If storm continues beyond regular shift change, all personnel shall be held inside until notified by the College Administration.
- If injury occurs, follow procedures for Personal Medical Emergency Report Form identified in Tab O - Personal Medical Emergency.

IF THERE IS NO ADVANCED WARNING:

- Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects, and windows.
- Open doors if possible.
- Keep calm and maintain calm for students and/or faculty/staff you are supervising.

STAFF AND FACULTY RESPONSIBILITIES

- In the event of a major storm occurring during regular working hours follow the Shelter in Place procedures in Tab G - Evacuation.
- If an emergency exists activate the building alarm. Building evacuations shall occur when an alarm sounds or when an emergency exists.
- ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for the disabled persons use.
- DO NOT USE ELEVATORS.
- If trapped in an elevator, remain calm. Do not attempt to force open the roof hatch or door. Use the telephone located on the panel. They will send help that will assist you.
- Once outside, move to a clear area at least 100 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- DO NOT RETURN TO AN EVACUATED BUILDING until the all-clear signal is sounded or unless told to do so by a College official.
- To prevent fire hazards, do not use open flames (candles, etc.).

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