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**LOS ANGELES CITY  
COLLEGE**

**Volume One**

**Immediate Action and  
Event Specific Checklists**

**March 2005**

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## **Disclaimer**

The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. It should be tested by the Emergency Operations Center (EOC) team after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. Users of this plan assume all liability arising from such use.

The Emergency Management Consultant's Emergency Operations Plan ©  
Prepared for Los Angeles City College

by:

Joseph R. Horton Jr.  
Emergency Management Consultants

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## IMMEDIATE ACTION CHECKLIST

### Pre EOC Activation

#### For use by LACC Crisis Action Team

- Mobilize members of the LACC Crisis Action Team (CAT).**
  - LACC President .....(323) 953-4010
  - LACC Vice President of Administration.....(323) 953-4000 x 2082
  - LACC Vice President of Academic Affairs.....(323) 952-4000 x 2052
  - LACC Associate V.P. of Administration.....(323) 952-4000 x 2039
  - LACC Campus Security Police Chief.....(323) 662-5276

**LACC College EOC Activation Criteria – Should the EOC be activated?**

This decision must be based on the emergency event or situation.

Key factors that normally trigger the LACC College EOC activation include:

- Emergency response resources beyond the jurisdiction’s capabilities are required
- An emergency of a long duration
- Major policy decisions must or may be required
- A local or state of emergency will be declared
- Activation of the EOC will be advantageous to the successful management of the emergency

**EOC Locations**

Primary	Caesar Chavez Administration Building, President’s Conference Room
Alternate	Franklin Hall Lounge, Room 105

- If the LACC College EOC activation IS WARRANTED – Complete the EOC ACTIVATION CHECKLIST on the page 3.**
- If the LACC College EOC activation IS NOT WARRANTED complete applicable Event Specific Checklist(s) in the RED TAB and turn over follow-on actions to appropriate LACC College management staff or department heads. Crisis Action Team response procedures are complete. The Crisis Action Team may disband - no further action is required.*

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## **EOC ACTIVATION CHECKLIST**

### **LACC College Emergency Operations Center (EOC) Activation Steps**

- Officials authorized to order immediate LACC College EOC activation:**
- LACC College President
  - Vice President of Administration
  - Vice President of Academic Affairs

- Determine appropriate EOC Activation Level.**

#### **Minor Emergency - Level 1 - EOC Activation Not Required**

- A minor incident or hazardous materials spill which can be abated by the first responding personnel or response agency having jurisdiction.
- *The LACC College Emergency Operations Plan is **not** activated.*
- The LACC EOC **may be activated** with limited staffing to facilitate coordination or to provide information to students, faculty and staff or the media.

#### **Moderate Emergency - Level 2 - EOC Activation Recommended**

- If the incident escalates or is about to escalate to the point\* where the coordination of the incident cannot be efficiently accomplished at the scene or at another location.  
*\* Due to the number of departments or local jurisdiction response agencies involved, personnel or resources required.*

#### **Major Emergency - Level 3 - Activation Required**

- If the emergency situation(s) is of such magnitude that coordination of the response at the scene(s) or another location is not possible.
- When LACC College response capabilities are limited or insufficient to address a major emergency.

**Note: See the EOC STAFFING GUIDE on Page 5 to assist in determining the appropriate LACC EOC Action Level.**

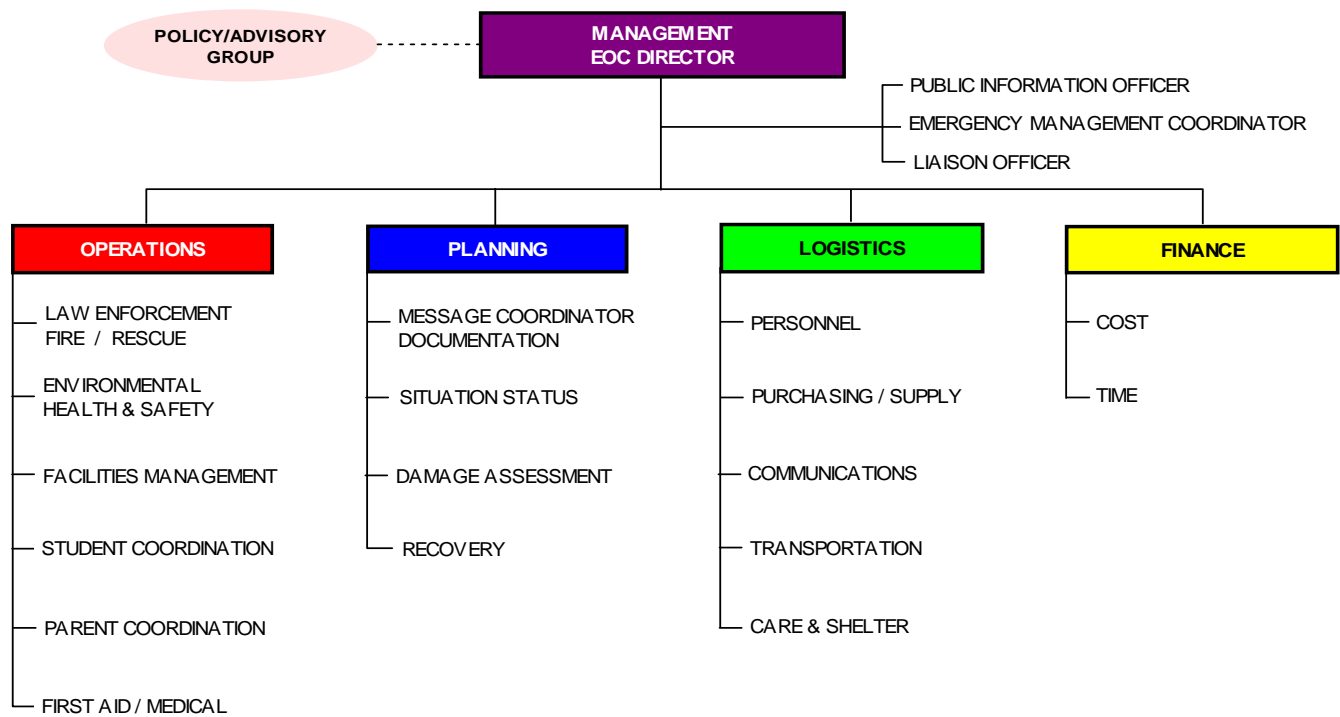
- Direct the LACC College EOC Emergency Operations Center Team members to report immediately to the EOC. Refer to Exhibit 2 – Emergency Operations Center Staffing**
- Notify the City of Los Angeles and/or Los Angeles County that LACC College CAT is considering or has activated the College EOC. Identify and report the College's:**
- Existing situation
  - Critical staffing needs
  - Critical resource needs
- Ensure appropriate responders and/or agencies have been notified (e.g. law enforcement, fire/rescue, emergency medical services, etc.). Refer to Exhibit 4 – Mutual Aid Coordinators and Exhibit 5 – Other Agencies.**

***EOC ACTIVATION CHECKLIST CONTINUED ON NEXT PAGE***

- Develop a presentation to give the members of the LACC College EOC response team. Assign Crisis Action Team (CAT) members to prepare and present the brief which covers the following topics:**
- 1. Situation overview:**  
Provide a description of the emergency situation. The situation overview should be presented by the College President or Supervisor of Security. Report:
    - When the emergency occurred or is expected to occur.
    - Key facts known about the emergency.
  - 2. Emergency response actions underway:**  
Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the College President or Supervisor of Security to the assembled EOC response team.
  - 3. Time period of 1st Operational Period:**  
Identify the time period (shift beginning and end time) the LACC College EOC Team will be in the EOC. Presented by the Planning Section Chief or Supervisor of Security.
  - 4. Identify the strategic Objective and Priorities for the 1<sup>st</sup> Operational Period:**  
Identify the strategic EOC Objectives and Priorities that the LACC College EOC Team will manage and coordinate during the 1<sup>st</sup> Operational Period. The EOC Objectives and Priorities will be presented by the Planning Section Chief or Supervisor of Security.
- See ACTION PLAN WORKSHEET INSTRUCTIONS on page 7 for specific procedures to complete the EOC Action Plan Worksheet.**
- Upon reporting to the EOC, brief the entire EOC Team in the following sequence.**
- **Situation overview**
  - **Emergency response actions underway**
  - **Time period of 1st Operational Period**
  - **List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet**
- Once the brief is complete, the LACC Crisis Action Team disbands and relinquishes authority for the response to the LACC EOC Emergency Response Team.**
- Reference: Key contacts and phone numbers are located in the following exhibits:**  
Exhibit 1 – Crisis Action Team Alert Lists  
Exhibit 2 – Emergency Operations Center Staffing  
Exhibit 3 – Emergency Operations Center Phone Numbers  
Exhibit 4 – Mutual Aid Coordinators  
Exhibit 5 – Other Agencies

**EOC STAFFING GUIDE**

Event/Situation	Activation Level	Minimum Staffing If Decision to Activate is made
Unusual occurrences with severe potential impacts on the health and safety of students, staff, the public, LACC College facilities and/or the environment	<p style="text-align: center;"><b>Minor Emergency Level 1</b></p>	<ul style="list-style-type: none"> <li>• Notification of the LACC College President or Security Chief.</li> <li>• Note: May be limited to partial or full LACC Crisis Action Team activation.</li> <li>• Other designees as required.</li> </ul> <p><i>See Organization Chart – next page</i></p>
Severe Weather Report		
Major wind, rain or snow storm, etc.	<p style="text-align: center;"><b>Moderate Emergency Level 2</b></p>	<p>EOC Director</p> <p>LACC EOC Section Chiefs and Units as appropriate to situation</p> <p><i>See Organization Chart – next page</i></p>
Two or more large incidents involving two or more response agencies		
Wildfire affecting wildland/forested area or developed area		
Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the students, staff and public and/or environment		
Bomb threat or other incident requiring building evacuation		
Major LACC College or local emergency	<p style="text-align: center;"><b>Major Emergency Level 3</b></p>	<p>All EOC positions</p>
Major wildland fire		
Unusual occurrences with severe potential impacts on the health and safety of students, faculty, staff, the public, facilities and/or the environment		



## ACTION PLAN WORKSHEET INSTRUCTIONS

- Assignment of Facilitator**  
Assign a facilitator to lead the discussion of the Crisis Action Team to finalize the Objectives and Priorities for the 1<sup>st</sup> Operational Period.
  
  - Place Action Plan Worksheet Chart on the Wall**  
Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can legibly write information on the chart.
- See Sample Action Plan Worksheet – Next Page  
 Note: The Action Plan Worksheet must be completed within a 30 minute time frame.

### ON ACTION PLAN WORKSHEET:

- Identify the Operational Period Number, Beginning and Ending Times**
  - **Operational Period Number:** 1<sup>st</sup> for the first Operational Period. Then Operational Period numbers go in sequence
  - **Beginning Time:** The time of the emergency event\* or the time the EOC will be activated if the EOC is planning for a possible future emergency event.  
 \* *If the emergency event already occurred*
  - **Ending Time:** The time that you want to effect a shift change to a new EOC Team. *Note: If possible, extend the 1<sup>st</sup> Operational Period to the completion of critical life safety measures.*
  
- Identify Strategic Objectives and Priorities**  
Ensure that the Objectives and Priorities are strategic in nature. Tactical or field level decisions are made by the field Incident Commanders only.
  
- Identify the EOC level response Strategies, Resources and EOC Manager**
  - Identify the Strategy for each Objective and Priority. Important Note: Tactical or field level decisions are made by the field Incident Commander only.
  - Identify the Resources\* responsible for completion of the strategy.  
 \* *Section Chief and/or Unit Leaders to carry out the strategy.*

*Example*

Objectives and Priorities	Strategy	Resources
<b>LIFE SAFETY</b>		
Chemistry Laboratory Fire	Support Field Incident Commander as appropriate	Security, Facilities and Medical Unit Leaders

**Facilitator:** Recommend that the Crisis Action Team members DO NOT attempt to identify the detailed steps to complete the strategies. The detailed steps will be completed by the assigned resources. See Action Plan Worksheet example.

Operational Period # **1**

From: **9:00 AM** To: **6:00 PM**

## ACTION PLAN WORKSHEET

FORM: EOCAP/04/04/04

OBJECTIVES AND PRIORITIES	STRATEGY	RESOURCES & EOC MGR.
<p><b>LIFE SAFETY</b></p> <p>Provide first aid for injured students, faculty and staff not transported to local hospitals.</p> <p>Ensure safety of people in buildings next to Chemistry Bldg. where fire occurred.</p> <p>Ensure safety of college community relating to hazardous materials spill threat.</p>	<p>Set up first aid station in building near Chemistry Bldg.</p> <p>Evacuate, isolate and secure buildings.</p> <p>Support Fire IC to establish and maintain isolation of Chemistry Building after fire response is completed.</p>	<p>First Aid Medical UL supported by Logistics Section</p> <p>Law Enforcement UL supported by Security Department officers and Safety Marshals</p> <p>Law Enforcement UL supported by Security Department officers and Safety Marshals</p>
<p><b>PROTECTION OF PROPERTY</b></p> <p>Protection of property in evacuated buildings.</p>	<p>Lock evacuated buildings and establish security plan.</p>	<p>Law Enforcement UL support by Security Department</p>
<p><b>PROTECTION OF ENVIRONMENT</b></p> <p>Hazardous materials spill clean-up.</p>	<p>Coordinate with Hazard Team to develop clean-up plan.</p>	<p>Environmental Health &amp; Safety UL supported by Facilities UL and Logistics Section</p>
<p><b>OTHER ISSUES</b></p> <p>Support for injured victims and their families.</p> <p>Damage Assessment of Chemistry Building.</p> <p>Resumption of Operations.</p> <p>Information dissemination to students, faculty &amp; staff.</p> <p>Press Release for local and national news media.</p>	<p>Develop and implement Victim Support Program.</p> <p>Complete Damage Assessment Survey of Chemistry Bldg.</p> <p>Develop and coordinate Chemistry Bldg. Recovery Plan.</p> <p>Prepare Information Release for students, faculty &amp; staff.</p>	<p>Student &amp; Family Coordination UL supported by PIO</p> <p>Damage Assessment UL supported by Facilities UL</p> <p>Planning Section Chief supported by Facilities UL</p> <p>PIO prepare and coordinate information release dissemination after EOC Director's approval</p> <p>PIO prepare for dissemination after EOC Director's approval</p>

## **ALERT LISTS**

This Alert List section contains telephone numbers, pager assignments, and radio call signs for key people who may need to be reached quickly in a major emergency. Key agencies and organizations are also provided. These listings are provided for the use and convenience of emergency services in accessing emergency resources in disasters.

- Exhibit 1 – Crisis Action Team Alert Lists
- Exhibit 2 – Emergency Operations Center Staffing
- Exhibit 3 – Emergency Operations Center Phone Numbers
- Exhibit 4 – Mutual Aid Coordinators
- Exhibit 5 – Other Agencies

PLEASE SEND ANY ADDITIONS, CORRECTIONS OR COMMENTS TO:

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Fax: (323) 953-4013  
Email: [arvizuro@lacitycollege.edu](mailto:arvizuro@lacitycollege.edu)

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**EXHIBIT - 1****CRISIS ACTION TEAM ALERT LIST**

<b><u>NAME/TITLE</u></b>	<b><u>WK PHONE</u></b>	<b><u>HM PHONE</u></b>	<b><u>FAX</u></b>	<b><u>PAGER/CELL</u></b>
President, Steve Maradian	(323) 953-4010	None		(213) 494-0669
Vice President of Academic Affairs, Jackie Ireland	(323) 953-4000 x 2052	(310) 694-0015		(213) 494-6232
Vice President of Administration, Merrill Eastcott	(323) 953-4000 x 2082	(310) 213-6563		(323) 228-0162
Vice President of Student Services, Myra Siegel	(323) 953-4000 x 2460	(818) 344-1917		(213) 305-1996
Associate Vice President of Administration, Richard Arvizu	(323) 953-4000 x 2039	(818) 884-5573		(323) 855-0842
Executive Assistant to the President, Fred Piergonski	(323) 953-4000 x 2243	(323) 656-2287		Sister (323) 663-6753
Administrative Secretary, Julie Park	(323) 953-4000 x 2082	(626) 286-3860		(213) 344-9789
Deputy Sheriff LA County, Anthony Rodriquez	(323) 662-5276	(562) 694-1942		(323) 810-1088

\* In the absence of the Los Angeles City College President, any member of the Crisis Action Team/Key Personnel has the authority to initiate time critical emergency response actions including building lock-downs and evacuations.

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**EXHIBIT - 2**

**EMERGENCY OPERATIONS CENTER STAFFING**

**TITLE/NAME**

**WK PHONE**

**HM PHONE**

**FAX**

**PAGER/CELL**

**MANAGEMENT SECTION**

Director of Emergency Services – Vice President of Administration

Public Information Officer – President

Emergency Management Coordinator – Associate Vice President of Administration

Liaison Officer(s) – Associate Vice President of Administration

**TITLE/NAME****WK PHONE****HM PHONE****FAX****PAGER/CELL****OPERATIONS SECTION**

Operations Section Chief – Dean of Academic Affairs

Law Enforcement Fire/Rescue Unit Leader – Lead Deputy

Environmental Health and Safety – Maint. Planner &amp; Scheduler

Facilities Management Unit Leader – Maint. Planner &amp; Scheduler

Student Coordination Unit Leader – Dean of Enrollment Services

Parent Coordination Unit Leader – Sr. Admissions &amp; Records Supervisor

First Aid/Medical Unit Leader – Dean of Academic Affairs

**TITLE/NAME****WK PHONE****HM PHONE****FAX****PAGER/CELL****PLANNING SECTION**

Planning Section Chief – Dean of Research &amp; Planning

Documentation Unit Leader – Associate Vice President of Administration

Situation Status Unit Leader – Senior Office Assistant

Damage Assessment Unit Leader – Office Supervisor

Recovery Unit Leader – Supervising Accounting Technician

**TITLE/NAME****WK PHONE****HM PHONE****FAX****PAGER/CELL****LOGISTICS SECTION**

Logistics Section Chief – Executive Secretary

Personnel Unit Leader – Administrative Analyst

Purchasing/Supply Unit Leader – Senior Personnel Assistant

Communications Unit Leader – Stock Control Supervisor

Transportation Unit Leader – Stock Control Supervisor

Care and Shelter Unit Leader – Operations Manager

**TITLE/NAME**

**WK PHONE**

**HM PHONE**

**FAX**

**PAGER/CELL**

**FINANCE SECTION**

Finance Chief – Senior Accountant

Cost Unit Leader – Assistant Admin. Analyst

Time Unit Leader – Admin. Aide

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**EXHIBIT - 3**

**EMERGENCY OPERATIONS CENTER PHONE NUMBERS**

PHONE NUMBERS TO BE DETERMINED LATER

**MANAGEMENT SECTION**

Director of Emergency Services .....\_\_\_\_\_

Public Information Officer.....\_\_\_\_\_

**OPERATION SECTION**

Operations Section Chief .....\_\_\_\_\_

Law Enforcement/Fire-Rescue .....\_\_\_\_\_

Environmental Health & Safety Unit Coordinator .....\_\_\_\_\_

Facilities Management Unit Coordinator.....\_\_\_\_\_

Student Coordination Unit Coordinator.....\_\_\_\_\_

Parent Coordination Unit Coordinator.....\_\_\_\_\_

First Aid/Medical .....\_\_\_\_\_

**PLANNING SECTION**

Planning Section Chief .....\_\_\_\_\_

Situation Status Unit Coordinator.....\_\_\_\_\_

Damage Assessment Unit Coordinator Personnel Unit Coordinator.....\_\_\_\_\_

Recovery Unit Coordinator Personnel Unit Coordinator.....\_\_\_\_\_

**LOGISTICS SECTION**

Logistics Section Chief.....\_\_\_\_\_

Personnel Unit Coordinator .....\_\_\_\_\_

Purchasing/Supply Unit Coordinator .....\_\_\_\_\_

Communications/Transportation Unit Coordinator .....\_\_\_\_\_

Care and Shelter Unit Coordinator .....\_\_\_\_\_

**FINANCE SECTION**

Finance Chief ..... \_\_\_\_\_

Cost Unit Coordinator..... \_\_\_\_\_

Time Unit Coordinator..... \_\_\_\_\_

**EXHIBIT - 4 MUTUAL AID COORDINATORS**

**AGENCY/POINT OF CONTACT PHONE NUMBERS**

**LOS ANGELES CITY COLLEGE SHERIFF’S OFFICE**..... \*3 or #3  
 Non – Emergency Calls .....

Los Angeles Police Department..... 213-485-2681

Fire/Paramedics Mutual Aid

Los Angeles Fire Department Dispatcher Center .....213-485-6226 - Hollywood  
 LAFD Station 103..... 213-485-6206 - Virgil  
 LAFD Station 70..... 213-485-6235 - Los Felix  
 LAFD Station 87.....213-485-6252 - Hollywood

Public Utilities

City of LADWP Emergency ..... 213-481-4900  
 Water Trouble ..... 818-909-3981  
 Electrical ..... 800-821-5279  
 Southern California Gas Co ..... 818-349-0300  
 Southern California Gas Co 24 hours ..... 800-427-2000

Emergency Operations Center

LAPD Communications Division W/C’s Office ..... 213-485-3223

California Highway Patrol

CHP Communications ..... 213-736-3374  
 Road Closures (Cal Trans)..... 800-427-7623

American Red Cross

Emergency ..... 213-839-5206  
 Business Line ..... 818-376-1700

Public Health Services

County Health Department Information ..... 213-250-8055

Mental Health

24 hour Access Number..... 800-854-7771

Emergency Preparedness Department

Room 1533, 200 North Spring Street  
 Los Angeles, California 90012  
 213-978-2222 / TTY 213-473-6296  
 Fax: 213-978-0535 / E-Mail: [epdweb@lacity.org](mailto:epdweb@lacity.org)  
[www.lacity.org/epd](http://www.lacity.org/epd) and/or [www.updatela.org](http://www.updatela.org)

Emergency Preparedness Info Help Line

Recorded Information ..... 818-356-4661

Community Emergency Response Team

Training ..... 818-756-9674

**EXHIBIT - 5 OTHER AGENCIES**

**AGENCY/PERSON**

**PHONE**

**Primary Agencies**

Life Line Utilities

Jurisdictions/Misc

City Manager - \_\_\_\_\_

City Emergency Management Coordinator - \_\_\_\_\_

County Administrator, Emergency Management Coordination.....323-980-2261

Sheriff's Office of Emergency Services.....323-980-2200

California Highway (**CONFIDENTIAL NUMBER NOT FOR GENERAL PUBLIC**) 323-906-3444

LAPD Rampart Station

**Office of Emergency Services**

OES Warning Center (24 Hour) .....916-845-8911

OES Warning Center (24 Hour) .....FAX 916-845-8910

OES Disaster Assistance Branch .....916-845-8181

OES Southern Regional Branch.....562-795-2900

**Life Line Utilities**

Southern California Gas Company .....800-427-2200

Department of Water & Power Emergency Repairs/Outages.....800-342-5397

**Jurisdictions/Misc.**

Chief Administrative Officer David Janssen .....213-974-1101

Fax.....213-485-2886

City of L.A. City Administrative Officer (CAO)

Office of Emergency Preparedness, Area G

Emergency .....888-356-4661

Business .....213-485-2886

California Highway Patrol .....818-888-0980

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## EVENT SPECIFIC CHECKLISTS

<b>Miscellaneous Emergency Information</b> .....	Tab A
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