

Los Angeles Valley College



Emergency Response Plan

(Emergency Preparedness Manual for Faculty and Staff)

Los Angeles Valley College Administrative Services

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LAVC Emergency Response Plan

Department Name: _____

Building Name: _____

Building Address/Location: _____

Address of the Campus:

**Los Angeles Valley College
5800 Fulton Ave.
Valley Glen, CA 91401**

**Fire x2911
Medical x2911
College Sheriff x2911
(818)947-2911**

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PREFACE

Emergencies can occur without warning at any time. The best way to handle unexpected incidents and disasters is through preparedness. This guide provides essential information to respond effectively to most emergencies, but it is not all-encompassing. When specific instructions are unavailable, use common sense—assess the situation, think before acting, and respond swiftly to minimize exposure to danger. It is important to keep the information in this plan up to date to maintain readiness.

LAVC's Emergency Response Plan is designed to assist the campus community, College Sheriff, and the Director of College Facilities in protecting lives and property during emergencies such as earthquakes, fires, explosions, or situations requiring building evacuation.

This Emergency Response Plan serves as a foundational guide for College Administrators and supervisors in managing campus emergencies. Although it may not address every potential scenario, it outlines essential guidelines to ensure an effective response to most situations.

All staff, faculty, and administrators should familiarize themselves with this plan, particularly the sections relevant to their responsibilities.

The procedures outlined in this document are expected to be followed by all personnel responsible for emergency operations. However, due to the unpredictable nature of emergencies, this plan should be used as a guide. Campus emergency operations will be conducted based on the guidelines in this manual. Any deviations from these procedures must be authorized by College Administrators who are directing or coordinating emergency response efforts.

PURPOSE AND OBJECTIVES

Emergencies that may occur on campus, such as fires, explosions, spills, chemical releases, and other incidents, require employees to evacuate the building. An effective Emergency Response Plan (ERP) and employees' familiarity with the building layout are essential to minimizing threats to life and property. The [Occupational Safety and Health Administration \(OSHA\) Emergency Response Plan](#) standard, as found in [29 CFR 1910.38\(a\)](#), requires that employers develop and maintain a written Emergency Action Plan (EAP). This plan applies to all emergencies where employees may need to evacuate for personal safety.

The purpose of this ERP is to outline the procedures employees should follow during an emergency. This written plan is available to employees and their designated representatives upon request by emailing AdminServices@lavc.edu. During an actual emergency, the Vice President of Administrative Services will serve as the College Incident Commander. If the Vice President is unavailable, the President or the President's designee will assign another administrator to serve as the Incident Commander. Compliance with the National Incident Management System and the Standardized Emergency Management System is required, and the Incident Command System Model will be followed.

Employees are responsible for understanding the following:

- The plan's purpose
- Preferred means of reporting fires and other emergencies
- Emergency escape procedures and route assignments
- Procedures to be followed by employees who remain to control critical plant operations before they evacuate
- Procedures to account for all employees after emergency evacuation has been completed
- Rescue and medical duties for those employees who perform them

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The Standardized Emergency Management System

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS uses the Incident Command System (ICS) as its basic framework.

Command Center

The Command Center Information is contained in the College Sheriff "College Incident Plan". It is essential to have a central place for a well-protected emergency command center, where timely decisions, based on accurate information, can be well coordinated, and then disseminated.

Security

The College Sheriff will be responsible for all Security operations during a campus emergency. The College Sheriff will report to the College Incident Commander.

The five major components in the Standardized Emergency Management System (SEMS) are:

1. Management
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

Incident Command System

ICS Organizational Chart



ICS Overview

Incident Command System is a management tool designed to assist anyone who has the responsibility for the successful outcome of an incident. We will define an incident as any planned or unplanned occurrence or event, regardless of the cause, which requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Emergency services professionals agree that too often there is considerable confusion in the operational performance at major incidents. On large structure fires, floods, forest fires, hazardous

materials spills and tornados, the ability to manage the situation effectively seems to decrease in direct proportion to the number of agencies involved.

Problems arise because of different operating procedures, terminology, and/or incompatible equipment. The problem is compounded when different types of agencies such as fire service, law enforcement, rescue groups, health departments, and forest services all become involved at one incident. When several levels of government add to the mix, the potential for confusion is critical.

It is not uncommon for each agency to have a very limited understanding of the procedures and terminology of the other agencies involved, yet the jurisdictions and authority at the scene may overlap extensively. Too often, the person in charge is unable to communicate a strategy or plan of action. As they arrive, the various agencies have difficulty determining their duties and where they fit into the management structure.

What does ICS do?

The Incident Command System (ICS) is a standardized method of managing emergency incidents. It is based on a common organizational structure, common terminology, and common operating procedures.

ICS will manage small, routine, daily incidents as well as the large, complex multi-jurisdictional disasters everyone dreads. ICS reduces confusion and uncertainty in the early phases of an incident, thereby increasing the efficiency and effectiveness of mutual aid while increasing safety.

Within ICS, the transition from a routine incident to a major emergency is orderly and requires a minimum of adjustment for any agency. In its largest application, it may include several thousand people without compromising effective supervision.

ICS does not interfere with the daily routine, responsibilities, or authority granted to each agency by statute. However, if a transfer of authority becomes necessary as conditions change, ICS facilitates a smooth transition, as the organizational structure and lines of authority are clearly defined.

On-scene operations often need coordination from the affected governments. This support includes delegation (and definition) of authority to the Incident Commander, and planning/logistical support from all agencies involved. ICS compliments interagency planning and logistics through the Multi- Agency Coordinating System (MACS).

ICS Structure

The Incident Command System has two halves. These halves are interrelated, and both are critical to the successful outcome of the incident.

A. Management by Objectives

Four essential steps used in every incident, regardless of the size or complexity are:

1. Understand policy, procedures, and statutes
2. Establish incident objectives
3. Select appropriate strategy
4. Apply tactics most likely to accomplish objectives (assign correct resources and monitor results)

The complexity of the incident will determine how formally the management by objectives portion will be handled. In a small, simple incident, the process can be handled by verbal communication between appropriate people. As the incident becomes more complex many of the differences in individual objectives will be resolved by documentation of the incident objectives. The ICS 201 document describes the process that allows this to happen in a systematic way.

B. Organizational Structure

The ICS structure begins with the Incident Commander (IC). The person designated IC is responsible for the management of the incident and starts the process by setting incident objectives. This person may do all functions without aid but will usually delegate responsibilities to others in the organization. The IC still has overall responsibility for the incident, regardless of duties delegated.

It is common to have an incident cross jurisdictional boundary. Unified Command is the ICS process that allows the multiple jurisdictions to develop unified objectives and strategies for the incident. This is accomplished without any loss of authority, responsibility, or accountability.

Under Unified Command:

1. There is one IC for any event. There is not an "IC for" and an IC for" . There is **ONE** Incident Commander.
2. The incident will be handled under a single coordinated Incident Action Plan (IAP).
3. One operation Section Chief will have responsibility for implementing the Incident Action Plan (IAP).
4. One Incident Command Post (ICP) will be established.

As the IC fills positions in the organizational structure the positions will fall into five areas of management function:

1. **Command** - The IC is responsible for all incident or event activity. The incident size/complexity will determine which other management functions will be filled. The command staff assists the IC and reports directly to the IC.

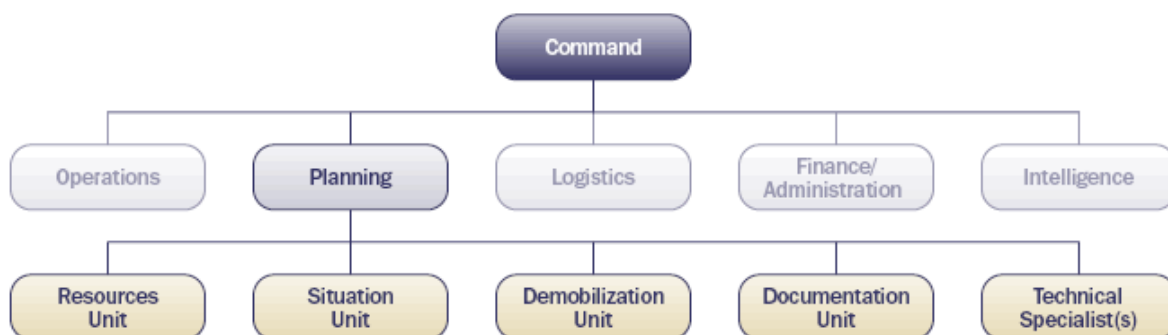


2. **Operations** - Operations is responsible for directing the tactical actions to meet incident objectives. There is only one Operations Chief (if activated by the IC) per operational period but that position may have deputies as needed. The Operations Section commonly uses Branches, Divisions, Groups, Task Forces and Strike Teams maintain unity, chain of command and span of control.



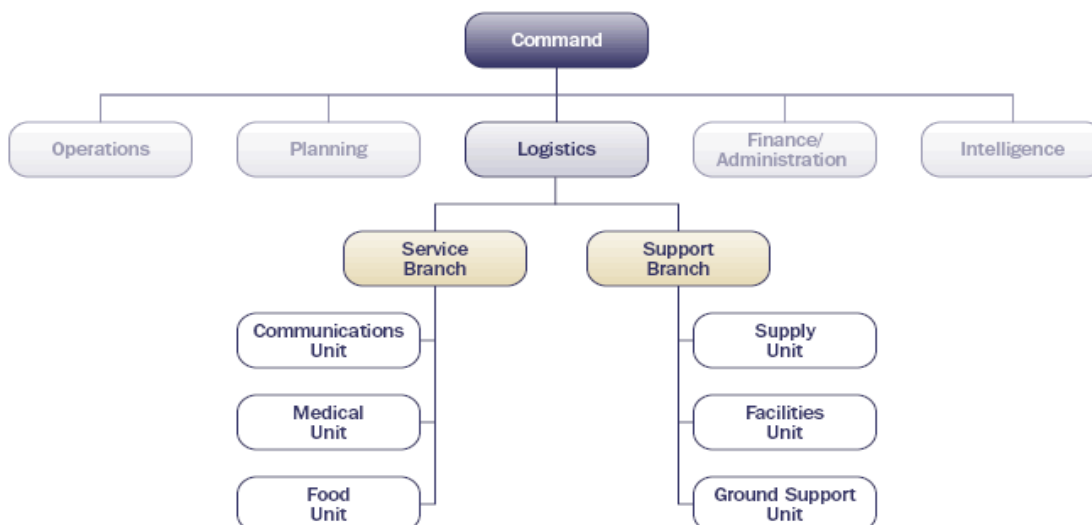
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3. **Planning** - Responsible for collection, evaluation, and display of incident information. It also maintains status of resources, preparing the IAP and incident related documentation.

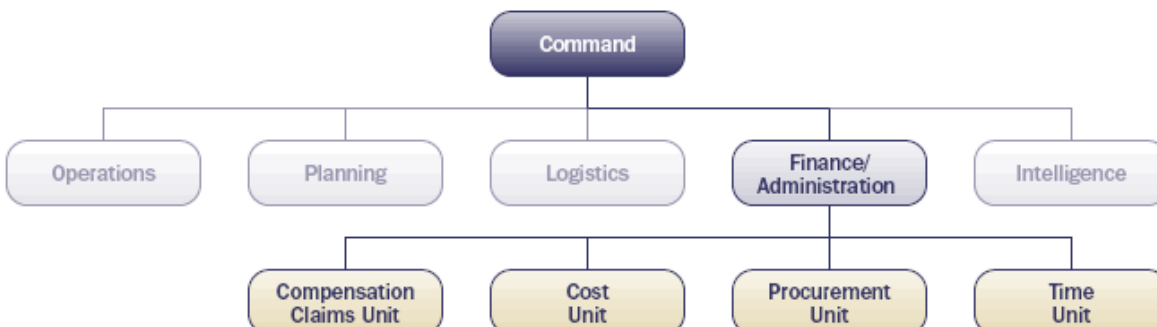


4. **Logistics** - Is responsible for providing adequate services and support to meet all incident or event needs. The following is the breakdown for Communications. Please note: Not all of these positions will be filled in every incident.

- Communications Unit Leader (ComL)
- Communications Technician (ComTech)
- Incident Communications Center Manager (INCM)
- Radio Operator (Rado)



5. **Finance/Administration** - Responsible for tracking incident related costs, personnel and equipment records and administering procurement contracts associated with the incident or event.



Each of these functional areas can expand as needed into additional organizational units with further delegation of authority. As positions are filled, the radio designations are replaced with ICS position titles.

The ICS organization at any time should reflect only what is required to meet planned tactical objectives. The size of the current organization and that of the next operational period is determined through the incident action planning process.

A number of organizational elements may be activated in the various sections without activating sectional chiefs. Each activated element must have a person in charge of it. A single supervisor may initially be in charge of more than one unit. Elements that have been activated and are no longer needed should be deactivated to decrease organizational size.

The greatest challenge for the IC is to maintain control of the resources and to keep open communication both up and down the organizational structure. The principles of Unity of Command, Chain of Command and Span of Control allow this to take place. These three principles are also critical for maintaining the safety of incident personnel.

1. **UNITY OF COMMAND** means that every individual has one designated supervisor, knows who that person is and how to contact them.
2. **CHAIN OF COMMAND** means that there is an orderly line of authority within the ranks of the organization with lower levels subordinate to and connected to higher levels. In most incidents, chain of command will consist of:

- Command
- Resource

As incidents expand, the chain of command expands through an organizational structure that can consist of several layers. For example:

- Command
- Sections
- Branches

- Division/Group
- Units
- Resource

3. **SPAN OF CONTROL** relates to the number of individuals one supervisor can effectively manage. In ICS the span of control for any supervisor falls in the range of three to seven, with five being considered optimal. Span of control is accomplished through timely use of delegations and good resource management.

INCIDENT DOCUMENTATION

INCIDENT ACTION PLAN (IAP) is to provide all incident supervisory personnel with direction for future actions. It may be written or verbal, but written plans are preferred. It is important to use written IAPs when:

1. Two or more jurisdictions are involved.
2. The incident will overlap major changes in personnel or go into a new operational period.
3. There is extensive or full activation of the ICS organization.

COMMUNICATIONS PLAN can be very simple and given verbally or may be quite complex and form a portion of the written Incident Action Plan. Among other items it lists the frequencies to be used for the incident.

Position Objectives

Each person within the ICS structure is charged with accomplishing specific tasks in support of the overall effort. These tasks, for incident managers are:

I. **INCIDENT COMMANDER (IC)**

Sets the incident objectives, strategies, and priorities, and has overall responsibility for the incident.

- a. Assess the situation
- b. Establish incident objectives and overall plan
- c. For the first hour
- d. For hours two - eight
- e. For extended operations
- f. Fill necessary ICS functions
- g. Brief staff
- h. Monitor staff and revise plans as necessary
- i. Handle requests for additional resources and release resources

II. **OPERATIONS CHIEF**

Conducts operations to reach the incident objectives (e.g., medical operations, search and rescue, traffic management). Establishes tactics and handles all operational resources.

- a. Obtain briefing from IC
- b. Establish operational objectives per incident plan
 - i. For the first hour

- ii. For hours two - eight
 - iii. For extended operations
- c. Develop tactics to accomplish objectives
- d. Divide incident by geographic reference and/or function
- e. Appoint and brief Branch/Division/Group leaders
- f. Supervise operations
- g. Determine and acquire resources from Branch/Division/Group leader input
- h. STAGING AREA MANAGER
 - i. Determine location of staging area
 - ii. Establish staging area layout
 - iii. Determine support/service needs for staging area
 - iv. Report status of equipment and personnel in staging area to the Operations Chief
 - v. Dispatch personnel and equipment from staging area to the incident as necessary
- i. BRANCH/DIVISION/GROUP LEADERS
 - i. Assess the situation
 - ii. Establish incident objectives for Branch/Division/Group
 - 1. For the first hour
 - 2. For hours two - eight
 - 3. For extended operations
 - iii. Develop tactical plan to accomplish objectives
 - iv. Determine time and resource requirements
 - v. Determine logistical requirements
 - vi. Requests needs from Operations Chief

III. PLANNING / INTELLIGENCE GATHERING CHIEF

- a. Obtain briefing from IC
- b. Establish necessary positions within function
- c. Supervise preparation of Incident Action Plan (IAP)
- d. Develop alternative strategies
- e. Provide periodic predictions on incident potential
- f. Supervise planning section units
- g. SITUATION INFORMATION CENTER
 - i. Compile incident situation information
 - ii. Display incident status on maps, boards, etc.
- h. RESOURCE STATUS UNIT
 - i. Compile incident resource information
 - ii. Display resource utilization/availability
 - iii. Check in resources as they arrive

- i. DOCUMENTATION UNIT
 - i. Document complete incident

IV. LOGISTICS CHIEF

- a. Obtain briefing from IC
- b. Establish logistics section positions as necessary and do briefings as necessary
- c. Identify service and support needs for the duration of the incident
- d. Coordinate and process requests for resources
- e. Advise IC and staff of current service and support capability
- f. Prepare "Service and Support" portions of the IAP

V. Finance Chief

Manages all financial aspects of an incident.

- a. Obtain briefing from IC
- b. Establish necessary positions within function
- c. Supervise Finance section units
- d. Provide financial and cost analysis information as requested.
- e. Ensure compensation and claims functions are being addressed relative to the incident.
- f. Gather pertinent information from briefings with responsible agencies.
- g. Develop an operating plan for the Finance/Administration Section and fill section supply and support needs.
- h. Ensure that personnel time records are completed accurately and transmitted to home
- i. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- j. Handles contract negotiations and monitoring, timekeeping, cost analysis, and compensations for injury or damage to property.
- k. Ensure all incident costs and accounts are tracked for reimbursements.
Reimbursements may include payment for damage to transportation infrastructure or payment for personnel and equipment time used to complete incident cleanup operations. Recovery of expenditures requires careful tracking and recording of costs and financial operations

Incident Command System and Amateur Radio

The Incident Command System (ICS) was developed as a result of wildland fires in California in the 70's.

Many agencies at the local, state, and federal level were tasked with responding and providing some level of assistance to this type of incident, and it became painfully evident that differences in terminology and the lack of a unified command structure created confusion and prevented a

coordinated approach to managing the incident.

A Federal/State/Local task force was created to develop a system for the management of these wildfires, and it expanded to include any incident.

A few years later, ICS was formalized. Over the past two decades, it has been implemented throughout the US and Canada and today is the standard emergency response framework for managing incidents of any size.

The primary components of ICS are:

1. Common Terminology
2. Multi-Jurisdictional **Unified Command**
3. Modular Organization
4. Integrated Communications
5. Manageable Span of Control

As Amateur Radio groups continue to work more closely with the different Public Service Agencies, they may be asked to function within the ICS structure. It is incumbent upon Amateur Radio leadership, and, to a lesser degree, all Amateur Radio operators to understand how Amateur Radio fits into ICS.

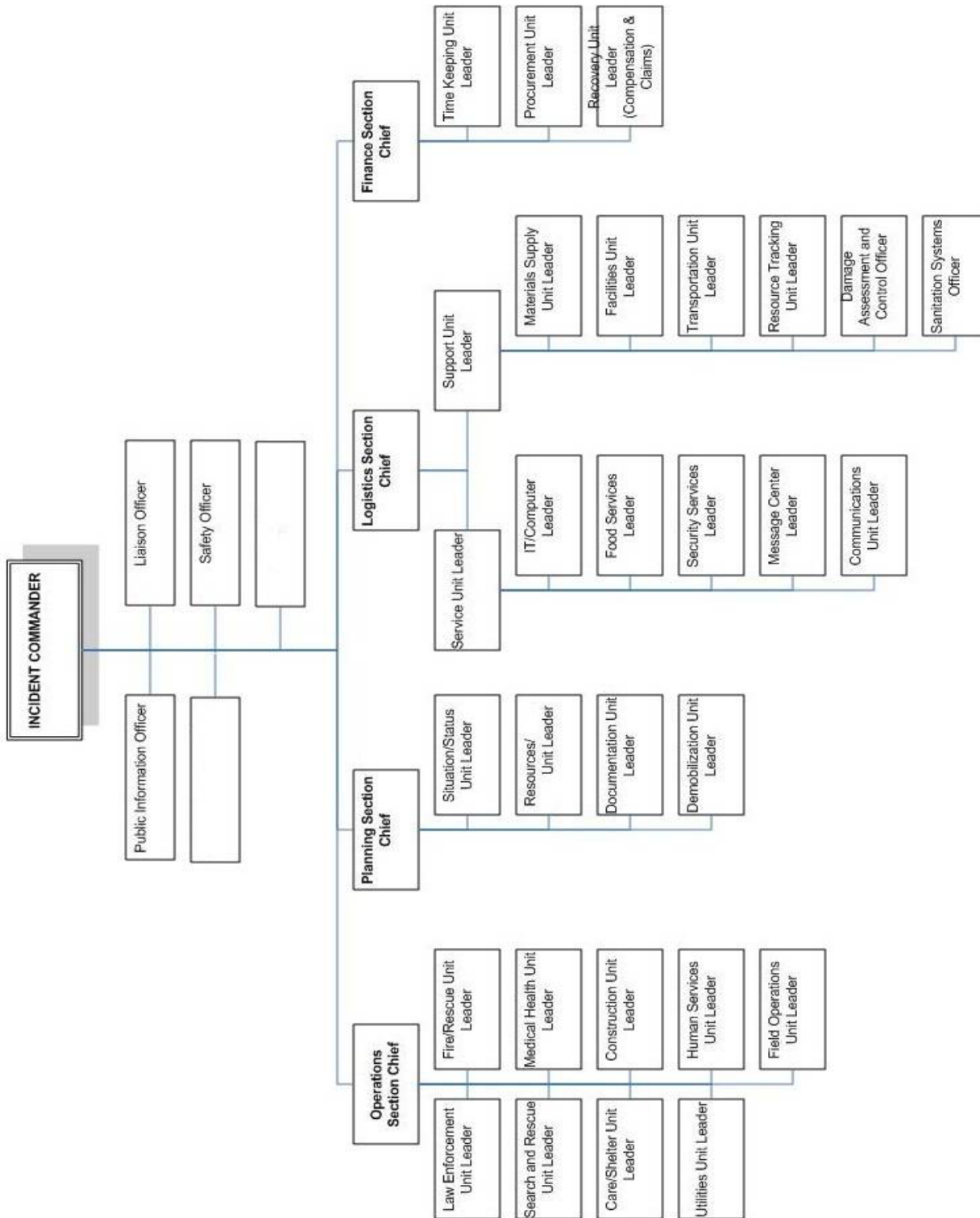
The Incident Command System (ICS) does not seek to alter how any unit—including Amateur Radio—performs its internal functions. ICS does not dictate how police conduct law enforcement, how firefighters fight fires, or how Amateur Radio units carry out their tasks. Existing Amateur Radio methods and procedures remain unchanged. What ICS does provide is an organizational and reporting structure, with a clearly defined chain of command and span of control.

The elements of ICS are discussed in the detailed ICS description in the first portion of this web page. In addition, ICS courses are available from the Federal Emergency Management Agency (FEMA) on the web at: <http://www.fema.gov/em/ics1951st.htm>

ICS FORMS

Description	Size	File Type
ICS Form 201, Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202, Incident Objectives (v3.1).pdf	343.4KB	.pdf
ICS Form 203, Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204, Assignment List (v3.1).pdf	355.6KB	.pdf
ICS Form 205, Incident Radio Communications Plan (v3.1).pdf	252.1KB	.pdf
ICS Form 207, Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 211, Incident Check-In List (v3.1).pdf	199.5KB	.pdf
ICS Form 213, General Message (v3).pdf	26.2KB	.pdf
ICS Form 214, Activity Log (v3.1).pdf	412.2KB	.pdf
ICS Form 215, Operational Planning Worksheet (v3).pdf	62.5KB	.pdf
ICS Form 221, Demobilization Check-Out (v3).pdf	81.2KB	.pdf

INCIDENT COMMAND ASSIGNMENT



INCIDENT COMMANDER

The Vice President of Administrative Services serves as the Incident Commander, a role equivalent to the Campus ICC Director as outlined in the District's Emergency Operations Plan. The College Sheriff will report all emergencies to both the Incident Commander and the College President.

The Incident Command Team consists of all personnel who are part of the Incident Command structure.

The Incident Command Post (ICP), referred to as the Incident Command Center in the District's Emergency Operations Plan, is the designated location for the Incident Command Team. An Incident Command Post may be established during emergencies—please keep clear of the command post until an “all-clear” has been issued.

The primary Incident Command Post location is the Maintenance and Operations (M&O) conference room. The secondary location is the Vice President of Administrative Services' conference room (ACA 2304).

SAFETY MARSHALS

EACUATION AREA (ZONE) MARSHAL

Evacuation Area Marshals are M&O supervisory staff equipped with radio communication. These marshals will be stationed in visible locations within their assigned evacuation areas. Each of the three designated evacuation areas will have an assigned Evacuation Area (Zone) Marshal who, in coordination with the Incident Commander, is responsible for coordinating non-tactical emergency response operations within their area.

Duties and Responsibilities of the Evacuation Area (Zone) Marshal:

- Coordinate emergency response procedures and information dissemination between the Operations Chief and evacuees in the designated evacuation area.
- Establish communication with the Planning Chief while en route to the Evacuation Area and again upon arrival.
- If communication systems fail, recruit volunteers to act as messengers to relay information.
- Remain in the evacuation area until relieved or deactivated by the Incident Commander.
- Communicate with Building Marshals, classroom faculty, and staff from buildings where evacuations are taking place.
- Provide regular updates to the Planning Chief, including:
 - Requests for assistance as needed.
 - Relaying only Incident Command Team-approved information to individuals in the evacuation area.

BUILDING MARSHAL

The Building Marshal is a critical component of the Valley College Emergency Preparedness,

Operations, and Recovery Plan. Building Marshals are campus employees who volunteer, when possible, or are assigned as needed, to serve as resources during emergency trainings and drills and to assist in the safe and orderly evacuation of other employees. Below is an overview of the Building Marshal Program:

- In the event of an emergency, immediately call the College Sheriff at (818) 947-2911 or extension 2911.
- When prompted by an obvious emergency, alarm, or at the direction of the College Incident Commander, Building Marshals will assist in the orderly evacuation of building occupants by leading them out of the building and to a safe location, such as a designated evacuation area.
- During an evacuation, Building Marshals may direct personnel to the appropriate Evacuation Area, and deny re-entry until the Incident Commander informs them that it is safe to do so.
- Building Marshals will report injuries and the probable locations of trapped individuals to the College Incident Commander.
- If necessary, Building Marshals will assist in the movement of persons to designated campus evacuation areas.

Responsibilities of Building Marshals, Classroom Faculty, and Other Supervisory Building Occupants

- Familiarize personnel with emergency procedures.
- Act as a liaison between management and their work area.
- Ensure that disabled persons and visitors are assisted in evacuating the building.
- Evaluate and report problems to the Incident Commander after an emergency event.
- Post the "Area Evacuation Plan" in their work areas, communicate the plan to occupants, and update the plan annually.

EVACUATION

Evacuation should be made to the designated Evacuation Area or a safe location away from the affected area. Move away from emergency responders. The Child Development Center and Monarch Campus follow their own emergency response plans.

Evacuation Procedure for Building Occupants

- When the fire alarm sounds, all personnel should ensure nearby individuals are aware of the emergency. Quickly shut down operating equipment (e.g., compressed gas cylinders), close doors, and exit the building using stairwells.
- All occupants should proceed to their designated Evacuation Area or a safe location away from the affected area and await further instructions from the Evacuation Area Marshal, Classroom Faculty, and other Supervisory Building Occupants.
- During emergencies, all occupants should clear the area to allow emergency responders to enter.

Assist individuals who need additional support to evacuate. Use evacuation chairs if necessary.

- All personnel should know the locations of both primary and alternate exits and be familiar with available evacuation routes. Maps with the Emergency Evacuation Areas are located in the Attachments section of this plan.
- Building occupants must NOT use elevators as escape routes during a fire.

Notes and Precautions

- Small fires can only be extinguished if you are trained to use a fire extinguisher. However, be ready to evacuate immediately if necessary.
- All fires, even those that have been extinguished, must be reported to (818) 947-2911 or extension 2911 immediately.
- Never enter a room that is filled with smoke.
- Never enter a room if the door is warm to the touch.

Checklist of Responsibilities for the Building Marshal, Classroom Faculty, and Other Supervisory Building Occupants

- Lead occupants out of the building to the designated evacuation area.
- Ensure that individuals follow the designated evacuation route and are directed to a safe post-evacuation meeting location.
- Account for all staff and visitors at the Designated Meeting Site.
- Identify yourself as the Building Marshal, Classroom Faculty, or Other Supervisory Building Occupants for your work area to the ICS Team and emergency responders.
- Notify the Incident Commander / ICS Team and emergency responders of any personnel who are trapped in the building, performing critical operations shutdown, or unaccounted for.
- If trained to do so, shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.
- Note the following:
 - Impaired staff and visitors who may need to be alerted or assisted.
 - Laboratories & Maintenance Areas
 - Health Care Facilities
 - Location of emergency equipment

FIRST AID, COLLEGE MORGUE, AND RESCUE & MEDICAL DUTIES

FIRST AID – EMERGENCY MEDICAL SERVICES (EMS)

The College Sheriff, in coordination with the Los Angeles City Fire Department, will manage First Aid

operations. All trained healthcare professionals will respond to the campus Triage Center, located in Lot A or another designated location, depending on the situation.

The College Sheriff should contact the Los Angeles City Fire Department prior to an emergency being declared on campus to confirm their disaster response plans as they relate to the College.

COLLEGE MORGUE

The Incident Commander will select an appropriate site for the College morgue as needed.

RESCUE AND MEDICAL DUTIES

The College Sheriff or Fire Department will conduct all rescue and medical duties in coordination with the College Incident Commander, with assistance from faculty and staff as requested or needed by the Sheriff or Fire Department.

Medical Guidelines

- Do not move injured personnel, except in the case of an earthquake. Keep the person lying down, covered, and warm.
- First Aid: Paramedics will respond to medical emergencies, or medical personnel may be available at Health Services.
- If no emergency medical personnel are available, individuals with knowledge of First Aid (Emergency Medical Care) should assist the injured.

FIRE EMERGENCIES

In the event of fire, the Incident commander will activate the Incident Command Team.

- If you discover a fire, activate the nearest pull station. If the fire is in a building, alert building occupants to evacuate and call the College Sheriff at (818) 947-2911 or extension 2911.
- A continuous sounding of the alarm signals a building evacuation
- The all-clear signal is a short blast on the alarm
- All persons should evacuate to the designated Emergency Evacuation Areas
- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm. Pull stations are located near exits and stairwells.
- If the fire is small (wastebasket size), you may wish to fight it with a fire extinguisher or building fire hose. But first, sound the alarm. (Follow the "Deciding to Use a Fire Extinguisher" flow chart later in this section.) Be sure you are using the proper extinguisher for the type of fire you are fighting. If the fire is too large, or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

Operation of a Fire Extinguisher







Always operate an extinguisher in an upright position. The acronym to remember when operating an extinguisher is **P.A.S.S.**:

- ✚ **P**ull the pin
- ✚ **A**im at the base of the fire
- ✚ **S**queeze the handle
- ✚ **S**weep the stream at the base of the fire



- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Building marshals will direct occupants to evacuate to the designated evacuation area. Please note that the alarm may not sound continuously—if it stops, continue evacuating and do not re-enter the building. Be sure to warn others who may attempt to enter after the alarm has ceased.
- If time permits, take purses and bags, lock files, and office doors before leaving. Walk, do not run, to the nearest stairway exit. If you have a mobility impairment, request assistance from those nearest you. In the event no one offers assistance, proceed to the nearest stairway landing or smoke tower, shout for help, and wait there until help arrives.
- When fire alarms sound, do not use elevators; elevators will return to the 1st floor and be inoperative.
- Notify either the Sheriff or firefighters if you suspect someone may be trapped inside the building.

- Assist disabled persons in exiting the building. Do not use elevators.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS  	WATER FOAM	REMOVES HEAT REMOVES AIR AND HEAT
	DRY CHEMICAL	BREAKS CHAIN REACTION
FLAMMABLE LIQUIDS  	FOAM CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT  	CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
COMBUSTIBLE METALS  	SPECIAL AGENTS	USUALLY REMOVE AIR

Alerting or Signaling Building Occupants in Case of a Fire

- In case of a fire, employees should activate the nearest fire alarm box and/or make a telephone call to the College Sheriff at (818) 947-2911 or extension 2911. This high-pitched alarm alerts building occupants of the need for evacuation and sends a signal to the College 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 College Sheriff.
- To report emergencies, call the College 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 further instructions.

Deciding To Use a Fire Extinguisher

Follow the questions below as a guide for using a portable fire extinguisher during a fire.

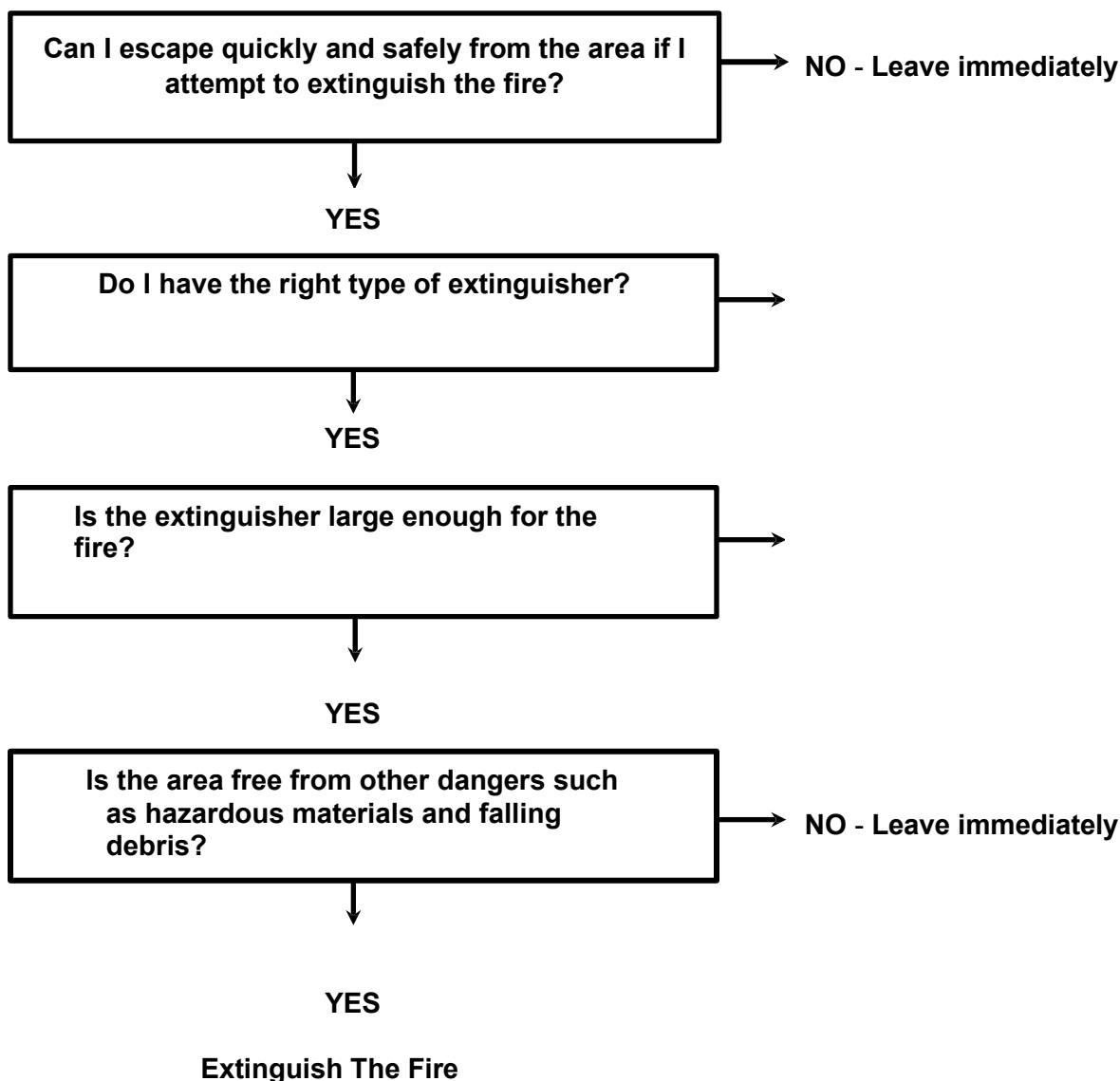


Ask yourself each of the questions before attempting to extinguish a fire.

If you answer “NO” to any of these questions:

- Leave the building immediately.
- Shut all doors as you leave to slow the spread of the fire.

If you answer “YES” to all of the questions, you may attempt to extinguish the fire. If you feel unable to extinguish the fire, however, leave immediately.



EARTHQUAKES

Instructors are requested to review the following checklist of actions to take in the event of an earthquake with their classes at the beginning of each semester:

During an earthquake, protect yourself and remain calm and don't panic. **DUCK, COVER, and HOLD.**



DUCK or **DROP** to the floor.



Take **COVER** under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.



If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.

If Indoors:

- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- Stay away from windows. Do not run outside.
- Do not dash for exits since they may be damaged and the building's exterior brick, glass, tile, and decorations may be falling off.
- Do not use the elevators.
- If you are in a stuck elevator: Do not panic and wait to be rescued.

If Outdoors:

- Move away from buildings and power lines; stay in the open.
- If you are in a moving car, pull over as soon as it is safe leaving the road clear for emergency vehicles. Remain in the car.

When the Shaking Stops:

- Check for injuries to personnel in your area.
- Do not attempt to move seriously injured persons unless they are in immediate danger.
- Render first aid (Emergency Medical Care) assistance if required.
- Prepare for aftershocks.
- Check for fires or fire hazards (spills of flammable or combustible liquids, or leaks of flammable gases) if it is safe to do so.
- Turn off ignition and heat sources if it is safe to do so.
- Exit the building, if possible, and go to the Emergency Evacuation Areas. Report on injuries, damages, and potentially hazardous conditions (such as the smell of gas).
- Please stay with your group and do not leave this area unless told to.
- If you must leave this area, make sure to tell your Building Marshal first.
- Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel.
- Use the telephone system only for urgent matters.
- The Incident Commander activates the Incident Command team:
 - Prioritize life safety, ensuring injured and/or trapped individuals receive aid.
 - Coordinate with the Sheriff's Office, Incident Command Team, and Facilities Team to secure and assess impacted facilities and infrastructure.
 - Assess the impact on college operations to determine the extent of disruption.
 - Confirm the safety of key areas before allowing re-entry and re-establish essential functions and services to support the transition.

CHEMICAL OR RADIATION SPILL

- Any spill involving a hazardous chemical or radioactive material must be reported immediately to College Sheriff at (818) 947-2911 or extension 2911.
- When reporting, provide specific details regarding the nature of the material and its exact location. College Sheriff will contact the necessary specialized authorities and medical personnel.
- If you detect toxic fumes, immediately evacuate the building and pull the fire alarm to alert others and ensure a safe evacuation.
- The key person on site should evacuate the affected area immediately and secure it to prevent further contamination until College Sheriff arrives.
- Evacuate to your designated Evacuation Area, or to an alternate Evacuation Area if yours is inaccessible.
- Once outside, move to a clear area at least 50 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Familiarize yourself with your Emergency Evacuation Area.
- If possible, have someone stay in the vicinity, away from danger, to assist emergency responders in locating the spill and identifying the chemical.
- Individuals who may have been contaminated by the spill should avoid contact with others as much as possible, remain in the area, and provide their names to College Sheriff. Emergency medical services and decontamination by specialized authorities should begin immediately.
- If toxic fumes are suspected, evacuate the affected area, including downwind and downhill locations, as these areas are most likely to be contaminated by the fumes. Use a telephone away from the area to call (818) 947-2911 or extension 2911 for emergencies, or (818) 947-2301 or extension 2301 (Plant Facilities) for non-emergencies. After business hours, call (818) 947-2911 or extension 2911.
- In some cases, clearing the affected area may be possible by opening windows and/or activating exhaust fans, but such actions should only be performed by trained personnel.
- If requested, assist emergency crews as needed.

EXPLOSION OR AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event of a mishap such as an explosion or a downed aircraft (crash) on campus, take the following actions:

- Immediately take cover under tables, desks, or other objects that can provide protection against falling glass, debris, or explosion.
- Report the explosion by calling (818) 947-2911 or extension 2911 right away.
- When the alarm sounds or when instructed by the building marshal or Incident Command Team, quickly proceed to the nearest marked exit and encourage others to do the same.
- Assist individuals with disabilities in exiting the building. Remember, elevators are reserved for disabled persons—do not use elevators in the event of a fire. **DO NOT PANIC!**
- Once outside, move to a clear area at least 50 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Familiarize yourself with your Emergency Evacuation Area.
- Evacuate to your designated Evacuation Area, or to an alternate Evacuation Area if yours is inaccessible.
- If requested, assist emergency crews as needed.
- **DO NOT RETURN TO AN EVACUATED BUILDING** until the "all clear" signal is given, unless instructed to do so by the Incident Commander.
- The Incident Commander activates the Incident Command team.
 - Prioritize life safety, ensuring injured and/or trapped individuals receive aid.
 - Coordinate with the Sheriff's Office and Facilities team to secure and assess impacted facilities and infrastructure.
 - Assess the impact on college operations to determine the extent of disruption.
 - Confirm the safety of key areas before allowing re-entry and re-establish essential functions and services to support the transition.



ACTIVE SHOOTER: WHAT TO DO

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, the tragic events of previous local and national shootings highlight the need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact the College Sheriff's Office at 818-947-2911 or extension 2911 from an internal phone. Set this number on speed dial on your cell phone.

Initial Action: Campus law enforcement will respond and interdict the threat per own agency active shooter response policies and procedures. The LACCD Alert may be released to inform the campus community and the District of the event. The release of an LACCD Alert would be done by the District Safety and Security Office.

Planning: After law enforcement has determined the campus to be clear of any additional shooters, the campus will activate its Incident Command Team. The District and college shall follow section 2-1 of this plan in addition to localized EOC/ ICP activation procedures and checklists.

The Incident commander should activate appropriate college resources as required; establish objectives to address: reunification; embedding of public relations manager into Joint Information Center; coordination of both internal and external messaging; student crisis counseling and employee assistance programs; procure contract services to clean and sterilize contaminated areas; campus closure; cancellation of classes; and coordination with the District EOC for additional support.

The incident commander in consultation with Public Information Officer should establish a communication schedule to provide informational updates to the campus community over a variety of communication mediums.

In an Active Shooter Emergency

- **If you hear gunshots or suspect gunfire:** Assume there is an active shooter on campus until informed otherwise by law enforcement or campus officials.
- **Decide quickly, based on your instincts, to take action to protect yourself:** DO NOT approach the shooter. You will have three primary options, depending on your location:
 - **Get Away: If possible, escape to a safe location.**
 - **Hide: Find a concealed and protected space.**
 - **Lock the room: If you are in a room that can be locked, do so.**

Get Away

- If you can safely escape, do so immediately.
- You will have to rely partially on instinct.
- Leave personal belongings behind but take your cell phone if it is easily accessible.
- Move quickly and try to stay out of sight.
- Before moving, know where you are going and check for safety before moving.
- If safe, call the Sheriff's Office at (818) 947-2911 or extension 2911. Do not assume someone else has reported the incident.
- Wait and listen for instructions from law enforcement.

**Hide in a Safe Place**

- Find a concealed, protected area.
- If safe, call the Sheriff's Office at (818) 947-2911 or extension 2911. Don't assume someone else has reported the incident.
- If in a room, stay in the room and lock the door if it is safe to do so.
- If you are not in a room, find a room and lock and/or blockade the door with furniture or other heavy objects if you can.
- Find a hidden location inside the room.
- Find protection behind furniture if possible.
- Close blinds, turn off lights, silence your cell phone, and spread out. Stay low and away from windows and doors.
- If approached by the shooter, comply with their instructions.
- Wait and listen for directions from law enforcement personnel.

AS A LAST RESORT – AND ONLY IF YOUR LIFE IS IN DANGER - Fight

- Attempt to incapacitate the shooter.
- Use physical aggression and improvise weapons if necessary.
- Commit to your actions.

OTHER IMPORTANT CONSIDERATIONS**If Outdoors When a Shooting Occurs:**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
- When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head to see what may be happening.
- If safe, call the Sheriff's Office at (818) 947-2911 or extension 2911. Do not assume someone else has reported the incident.
- Wait and listen for directions from law enforcement personnel.

If the Shooter is Close:

- **DO NOT APPROACH THE SHOOTER.** Your survival is the priority, and avoiding the shooter is essential unless you have no other choice.

Help Out – If You Can Do So Without Jeopardizing Yourself:

- Warn others.
- Help others escape.
- Keep others away from danger.
- Help the injured.
- Help others stay calm.



Calling for Help:

- **If safe to do so**, call the Sheriff's Office at (818) 947-2911 or extension 2911. Do not assume someone else has called.
- Provide calm, clear information, such as:
 - Your name and location.
 - What is happening and how you know.
 - The shooter's location and direction of travel.
 - Number of injured individuals and their condition.
 - A description of the shooter(s), weapons, and ammunition.
 - If you know the shooter's identity, provide that as well
- **If safe to do so**, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

When Law Enforcement Arrives – They may be the College Sheriff's, Security Officers, or Officers from other law enforcement agencies:

- Do not run at law enforcement or make sudden movements.
- Follow law enforcement's instructions.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, point, or wave your arms.
- Keep your hands visible and show them you are not armed.
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Provide any information you have about the shooter.
 - Number of shooters.
 - Location and physical description of the shooter.
 - Number and types of weapons.
- When it is safe, you will receive instructions on how to exit your location.

In the Event that there are Hostages:

Call the College Sheriff at (818) 947-2911 or extension 2911. Provide the following if you have it:

- Hostage location.
- Number and description of assailants.
- Number of hostages.
- Any demands from the assailant.
- Description of weapons used.
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate area to a safer location.
- If possible, provide the above information once you are in a secure location.

VIOLENT & DISRUPTIVE BEHAVIORS

Disruptive Behavior

- If a class or lecture is disrupted and the instructor is unable to deescalate the situation, and no threat of violence has been made, the disruptive individual(s) should be asked to leave. If they refuse, faculty have the authority to suspend the student from class for up to two class meetings.
- If staff observe any behavioral incidents, but there are no threats of violence they should contact the area supervisor or dean.
- The supervisor may call the Sheriff's staff to have them nearby and ready to assist if necessary.
- Avoid provoking or obstructing individuals.
- Stay away from the areas of disturbance or demonstration.
- Report the student's behavioral incident(s) to the College Disciplinarian or refer the student to the Behavioral Intervention Team (BIT) at BIT@lavc.edu.

Violent or Criminal Behavior

If someone makes threats to the safety of themselves or others or displays violent or criminal behavior, contact the College Sheriff immediately at (818) 947-2911 or extension 2911. The College Sheriff provides 24-hour assistance and protection, seven days a week, year-round. The College Sheriff's headquarters is located on Ethel Street, one block from Burbank Blvd.

- Everyone is encouraged to help keep the campus safe by staying alert to suspicious situations and promptly reporting them.
- Obtain a detailed description of the individual(s) involved and try to note as many of the following details as possible:
 - Height
 - Weight
 - Gender
 - Race or ethnicity
 - Approximate age
 - Clothing description
 - Method and direction of travel
 - Vehicle license plate number (if applicable)
 - Any distinguishing characteristics (e.g., tattoos, scars, unique features)
- Promptly notify College Sheriff at (818) 947-2911 or extension 2911 immediately and report the incident, including the following:
 - Nature of the incident.
 - Location of the incident.
 - Description of person(s) involved.
 - Description of property involved.
 - Assist the College Sheriffs when they arrive by supplying them with all additional information and ask others to cooperate.
- The Incident Commander activates the Incident Command team.

WHAT TO DO IF TAKEN HOSTAGE

Be patient. Time is on your side. Avoid drastic action: Patience can help reduce tension. Acting impulsively could escalate the situation.

- **The initial 45 minutes are the most dangerous. Follow instruction, be alert, and stay alive:** The first moments are critical, and captors are often more unpredictable during this time. Staying calm and compliant increases your chances of survival.
- **Don't speak unless spoken to and then only when necessary:** Engaging the captor unnecessarily could provoke them. Speaking only when necessary, minimizes risk.
- **Avoid appearing hostile. Maintain eye contact, but do not stare. Treat the captor like royalty:** Appearing cooperative reduces tension. Avoiding hostility ensures you don't provoke the captor, and appropriate eye contact can be a sign of respect without challenging them.
- **Try to rest. Avoid speculating:** Rest helps maintain physical and mental strength. Speculating or assuming outcomes might increase anxiety or distract you from the immediate situation.
- **Comply with instructions as best you can. Avoid arguments:** Compliance can de-escalate the situation and lower the chance of being harmed.
- **Expect the unexpected:** Remaining adaptable helps you respond to unpredictable behavior from the captors.
- **Be observant. The personal safety of others may depend on your memory:** Being aware of your surroundings could be crucial for law enforcement or for aiding others during or after the situation.
- **Be prepared to answer the Sheriff on the phone:** If you're able to communicate with law enforcement, it could help resolve the situation more safely.
- **Be patient, wait. Attempt to establish rapport with the captor:** Building rapport (without challenging the captor) can create opportunities for cooperation.
- **If medications, first aid, or bathroom privileges are needed, say so:** Meeting physical needs reduces stress and shows a cooperative attitude.



UTILITY FAILURE

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.

- In the event of a major utility failure occurring during regular working hours notify Plant
- Facilities at ext. 2301 or the College Sheriff at (818) 947-2911 or extension 2911 immediately.
- ASSIST THE DISABLED IN EXITING THE BUILDING!
- 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, report to your Evacuation Area.
- 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.
- If the power failure occurs during daylight hours, open the drapes or blinds to utilize sunlight.
- To prevent fire hazards, do not use open flames (e.g., candles, etc.).

The Incident Commander activates the Incident Command team.

- Prioritize life safety, ensuring injured individuals receive aid.
- Coordinate with the Sheriff's Office and Facilities team to secure and assess impacted facilities and infrastructure.
- Assess the impact on college operations to determine the extent of disruption.
- Confirm the safety of key areas before allowing re-entry and re-establish essential functions and services to support the transition.

BOMB THREATS

Phone Threats

If you receive a bomb threat via phone, try to gather as much information as possible. Specifically:

- **Location of the bomb:** Ask where the bomb is located or where it will be planted.
- **Caller description:** Try to determine if the caller is male or female, any discernible accent, and listen for background noises that may help pinpoint the caller's location.

Use the **Bomb Threat Checklist** at the end of this section to record details immediately after the call. Report the threat immediately to the College Sheriff at **(818) 947-2911** or **extension 2911**. If an evacuation is necessary, follow building evacuation procedures.

Suspicious Packages

A suspicious package could be any object, such as a package, bag, box, pipe, backpack, suitcase, or duffle bag, that could contain an explosive or incendiary device. It may appear out of place or be found in your classroom, work area, or anywhere else, and you are unsure of what it is or to whom it belongs.



Mailed items may be identified by one or a combination of the following:

- Excessive postage.
- Addressed to a general area instead of a specific person.
- No return addresses.
- Heavy package with excessive packaging tape or string.
- Leaks or liquid stains on the package.
- Noises emitting from the package.
- Package does not fit in its area (e.g., a lunchbox behind pipes or a suitcase left in a hallway)
- Anything about the package, such as its delivery method, time of delivery, addressee, or any other feature that arouses suspicion.

If you observe a suspicious object or potential bomb on campus DO NOT HANDLE OR IN ANY WAY TOUCH THE OBJECT!

Conducting a Search:

No one knows your work area or what belongs there or is out of place as well as you, as such you may be asked to conduct a search of your area for suspicious packages. If asked to search your work area for suspicious packages, remember:

- **Do NOT open cabinets** or touch any items that seem out of place.
- **Look for suspicious items** without touching them, such as:
 - Packages that don't fit the area (e.g., a briefcase left in the open)
 - Packages not owned by workers in the area
 - Packages with excessive postage or no return address
 - Packages that appear heavy, leaky, or have strange noises
 - Any object that looks unusual or doesn't belong

If you find a suspicious package, do NOT touch it!

- **Clear the area** immediately.
- Once you are safely away, call the College Sheriff at **(818) 947-2911** or **extension 2911** to report the situation.

The Incident Commander activates the Incident Command team.

- Prioritize life safety, ensuring injured individuals receive aid.
- Coordinate with the Sheriff's Office and Facilities team to secure and assess impacted facilities and infrastructure.
- Assess the impact on college operations to determine the extent of disruption.
- Confirm the safety of key areas before allowing re-entry and re-establish essential functions and services to support the transition.



Bomb Threat Checklist

- ☐ Time/date call was received: _____
- ☐ Call recipient's name: _____
- ☐ Caller ID of caller: _____
- ☐ Telephone number receiving call: _____
- ☐ Length of call: _____
- ☐ Origin of call: _____

Do not interrupt. Try to keep the caller talking. Once caller has finished speaking ask the following questions

- ☐ When is the bomb going to explode? _____
- ☐ Where is the bomb right now? _____
- ☐ What does the bomb look like? _____
- ☐ What kind of bomb is it? _____
- ☐ What will cause the bomb to explode? _____
- ☐ How do you know so much about the bomb? _____
- ☐ Did you place the bomb? Why? _____
- ☐ Where are you now? _____
- ☐ What is your name? _____
- ☐ What is your phone number? _____
- ☐ What is your address? _____

After receiving this call, report it immediately to the College Sheriff, (818) 947-2911 or extension 2911, then fill out the rest of this form.

- Continued on page 2 -



Bomb Threat Checklist (page2)

☐ By the description of the bomb location, did the caller appear familiar with the facility/grounds?
_____ Yes _____ No

☐ _____ Male _____ Female

☐ Approx. age: _____

☐ Voice characteristics:

_____ Loud	_____ Soft	_____ High pitch	_____ Deep/low
_____ Raspy	_____ Intoxicated	_____ Pleasant	
_____ Other	_____		

☐ Speech:

_____ Fast	_____ Slow	_____ Normal	_____ Distinct
_____ Whispered	_____ Stutter	_____ Slurred	_____ Lisp
_____ Distorted	_____ Nasal	_____ Other:	_____

☐ Language:

_____ Excellent	_____ Good	_____ Well-spoken/educated
_____ Fair	_____ Taped message	_____ Message read by caller
_____ Poor	_____ Foul (cursing)	_____ Other:

☐ Accent:

_____ Local	_____ Foreign	_____ Not local	_____ Disguised
_____ Other:	_____		

☐ Manner:

_____ Calm	_____ Rational	_____ Coherent	_____ Deliberate
_____ Righteous	_____ Irrational	_____ Incoherent	_____ Emotional
_____ Angry	_____ Deep breathing	_____ Clearing throat	_____ Cracking voice
_____ Laughing	_____ Other (sounded like):	_____	_____

☐ Accent:

_____ Voices	_____ House noises	_____ Music
_____ Airplanes	_____ Clear	_____ Factory machinery
_____ Motor	_____ Train Bedlam	_____ Street noises/traffic
_____ PA system	_____ Animal sounds	_____ Static
_____ Quiet		_____ Office machinery
_____ Party atmosphere		_____ Other: _____

Notes:

PEOPLE WITH DISABILITIES

Guidelines for People with Disabilities in Emergencies

Persons with disabilities should prepare for an emergency situation before hand and should be familiar with their needs during an evacuation. You are encouraged to convey these needs to your instructor at the beginning of each semester. While attending class, try to position yourself near a doorway for an easier exit. Become familiar with the building and its exits.

The following guidelines are important to follow:

- 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.
- If assistance is not immediately available, disabled people 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.
- People who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school materials in the room to avoid wasting time.
- Wait for rescue & remain calm.
- DO NOT re-enter a building until permitted by emergency personnel.
- Do NOT use elevators unless authorized to do so by police or fire personnel.

Evacuation for People with Disabilities

Building Marshals and volunteers should familiarize themselves with these procedures to assist in planning the evacuation of individuals with physical and sensory disabilities.

- Evacuating a disabled or injured person by only one person with no assistance is a last resort.
- Check on people with special needs during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.
- 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.
- If the situation is life threatening, call the College Sheriff at (818) 947-2911 or extension 2911.
- Do NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake, or flood.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.



Emergency Responses by Disability

Blindness or Visual Impairment

- 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.
- Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grasp a visually impaired person's arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- 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.
- When you have reached the designated Emergency Evacuation Area, orient the person to where he/she is and ask if any further assistance is needed.
- Some individuals may have dog guides that may be disoriented during the emergency and may require additional assistance.
- White canes and other mobility aids should NOT be left behind.

Deafness or Hearing Loss

- While all buildings are equipped with fire alarms that flash, most structures lack visual (flashing light) evacuation alarms. As a result, individuals with hearing impairments may not perceive an emergency exists. An alternative warning technique is required. Two (2) methods of warning are:
 - Write a note stating what the emergency is and what the evacuation route is.
 - 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.
- Offer visual instructions to advise of safest route or directions by pointing toward exits or evacuation map.
- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.

Mobility Impairments

- 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.
- 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.)
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, 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. (Refer to the Emergency Evacuation Tips and Overview later in this section). Check with the Building Marshal for the availability of an evacuation chair if needed.

People using Crutches, Canes, or Walkers

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

Non-Ambulatory

- Most non-ambulatory people will be able to exit safely without assistance out of single-story buildings.
- Non-Ambulatory persons should not be evacuated by untrained personnel unless the situation is life-threatening.
- All 2+ story buildings will require persons to 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 - only if you have had rescue training (Refer to the Emergency Evacuation Tips and Overview later in this section).
- 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.
- 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.
- Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (Refer to the Wheelchair Nomenclature later in this section).
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously in danger.
- 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. 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.
- 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:
 - Ways of being removed from a wheelchair
 - The number of people needed for assistance
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair
 - Being carried forward or backward on a flight of stairs.
 - As needed, get the person to the nearest exit and allow paramedics to handle.



- 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.
- The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility. Inform Public Safety of the location of wheelchairs to be retrieved.

Power Outages

- 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, Classroom Faculty and Other Supervisory Building Occupants should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call the College Sheriff at (818) 947-2911 or extension 2911 to request evacuation assistance.

Emergency Evacuation Tips and Overview and other Survival Skills

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.

Occupants should be invited to volunteer 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. Volunteers should obtain evacuation training for certain types of lifting techniques. Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.

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.

Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going. 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. Certain lifts may need to be modified depending on a person's disability.

Bumping on a Series of Steps

In situations where the wheelchair user must be carried up or down a flight of steps it is desirable to have a minimum of two assisting persons, with four assisting for adults or heavy persons. The strongest person(s) should be placed at the back of the chair. It is also advisable to check to see if anyone has any physical condition that contraindicates lifting, such as heart condition or back problems.

Procedure:

- The wheelchair should be gripped by the handles on the back of the chair.
 - If two people are assisting, one holds the hand grips, the other assists in front.
 - If there are four, at least two assist in the back; each person gripping one of the handles. Where the other assisting person grips depends upon which parts of the chair are removable.
 - If the wheelchair arms are removable, do NOT grip them. This must be stressed because it is the first place an assisting person will grip.
 - If the leg rests are removable, do NOT grip them. The assisting person(s) who will be in front should grip a part of the wheelchair which is not removable, such as the front seat frame or leg rest (if not removable).
- DO NOT carry the wheelchair up or downstairs. This is the quickest way to back trouble for the uneducated or unheeding. ROLL the wheelchair up or down the stairs. Let the
- wheelchair carry the weight, not the back of the assisting person.
- Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far; this makes the assisting person(s) behind the wheelchair bend too far forward;
- this could cause the person(s) to lose balance and pitch forward.
- Always keep the wheelchair user facing away from the stairs.

Curbs and Single Steps

There are generally two methods which can be used to assist a person in a wheelchair over a curb or single step. The wheelchair can be rolled down off the curb, or the step: backwards or forwards, which method used depends upon the preference of the user, the environmental situation, the strength of the assisting person, and the confidence the wheelchair user has in the assistant. As in all activities, if the wheelchair user does not have sitting balance, a seat belt should be attached to the wheelchair and used.

Procedure (Backward)

This is the least taxing method on the assisting person and usually the safest for the wheelchair user, is to turn the wheelchair around until it can be rolled off the step or curb backwards.

- Just before reaching the edge of the curb or step turn the wheelchair around so that it is facing away from the edge.
- Holding tightly to the handles, back the wheelchair down off the curb. Let the rear wheels roll down over the edge. Additional support can be furnished by pressing a hip against the back of the chair as it comes off of the edge. (See figure 4.)
- To prevent the front wheels coming down with a jar that could throw the wheelchair user out of the chair, press a foot on the anti-tipping bar as the chair is backed away from the curb. Then gently lower the front wheels to the ground.
- Turn the wheelchair around, being careful not to clip the ankle of a passer-by and proceed on your way.



When the wheelchair is being rolled backwards off a curb, support it by lightly pressing against it.

Procedure (Forward):

This method is effective if the assisting person is experienced in handling wheelchairs. It is most useful on crowded street corners and places where the wheelchair cannot be turned around to go off an edge backwards. The wheelchair user should have on a safety belt or be holding to the chair to prevent being thrown forward out of the wheelchair.

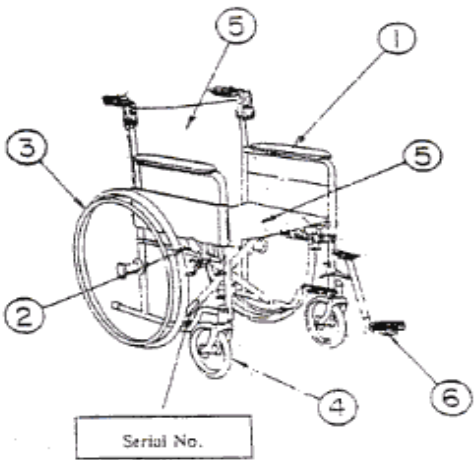
- As the curb is approached, place one foot on the anti-tipping bar and tip the wheelchair back on the large wheels. This keeps the wheelchair user securely in the chair as the chair rolls
- off the edge. The assisting person should not be supporting the weight of the wheelchair user, but just keep the wheelchair balanced on the large wheels.
- Once the front wheels are up, remove the foot from the anti-tipping bar. Continue rolling the wheelchair of the edge with the front wheels up.
- After the large wheels are off of the edge, allow the front wheels to drop down gently by pressing a foot on the anti-tipping bar as the wheels come down.

Rolling on the rear wheels can be performed can be used to roll the wheelchair over the following types of terrain: going over railroad tracks and grates embedded in the street or sidewalks, soft lawns, sand, snow, deep pile carpets, etc. This type of terrain tends to throw the front wheels aside or cause them to sink in, making the progress difficult if not impossible. Lifting the front wheels of the surface gives the assisting person more control over the wheelchair.

If the assisting person is not strong enough (although it actually takes little physical strength if the wheelchair is kept balanced) or doesn't feel confident, it is advisable to turn the wheelchair around and go backwards over rough terrain. This also puts the front wheels out of the way as they are following rather than guiding the wheelchair. Rer

Wheelchair Nomenclature

- 1. Armrests
- 2. Wheel Locks
- 3. Wheel and Handrim
- 4. Casters
- 5. Seat/Back Upholstery
- 6. Footplates

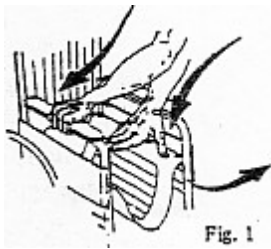


The following represents the varying weights, lengths, and widths of wheelchairs, both electric and manual, with person in it. The American National Standards Institute states that doorway widths should be 32 inches.

WEIGHT	LENGTH	WIDTH
200 Pounds	48	25 inches
360 Pounds	50	26 inches
375 Pounds	63	63 inches

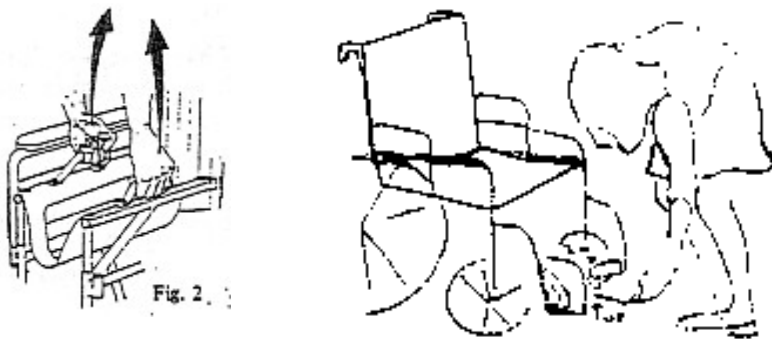
General Operational Guide

Figure 1. How to Open/Fold Wheelchairs



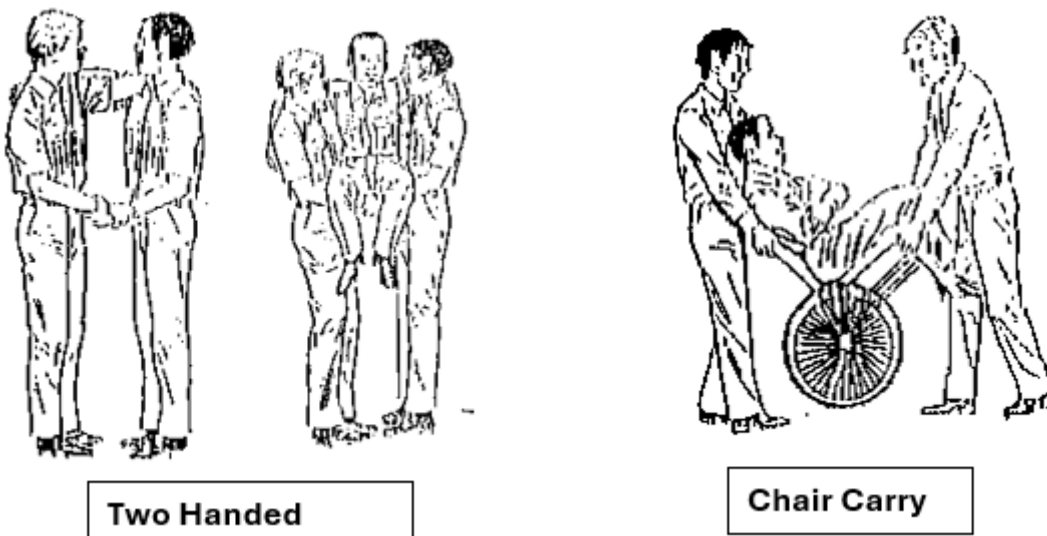
Open Chair: Tilt chair to one side, push down on seat rails.

Figure 2. Fold chair



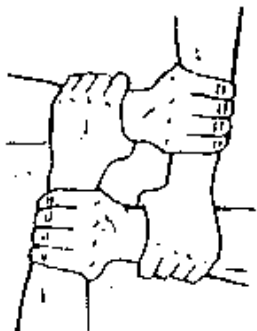
When folding the wheelchair be sure the footplates are all the way up against the leg frames.

Figure 3. Methods of Assistance





Packstrap carry



Packsaddle: Each bearer grasps one of his wrists and one of the other bearer's wrists, thus forming a packsaddle.



Walking Assist



Carry by Extremities

TRAINING AND COMMUNICATIONS

Each occupant 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 ERP content is also required by OSHA 29 CFR 1910.38(a).

Training

- Annual practice drills are to be implemented and documented by the College Incident Commander. The Environmental Health and Safety Department (Maintenance & Operations under General Foreman) can assist with training, drills and demonstrations.
- Trainings are scheduled, and attendance records are maintained in the Vision Resource Center system.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area, and be familiar with how to use them. Training and additional information are available through Administrative Services at AdminServices@lavc.edu.
- All personnel 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 ERP.
- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fireman or College Sheriff.
- No employee is permitted to re-enter the building until advised by the Fire Department.
- Central meetings sites will be identified for all buildings and shelter in the event of inclement weather.

Location Communications

- 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 will be signaled by a continuous and uninterrupted sounding of the horns or by verbal notification.

EMERGENCY NOTIFICATION

The District's Director of Safety and Security Services, along with the Safety and Emergency Preparedness Manager, is responsible for emergency notifications.

CAMPUS EMERGENCY NOTIFICATION SYSTEM – EVERBRIDGE

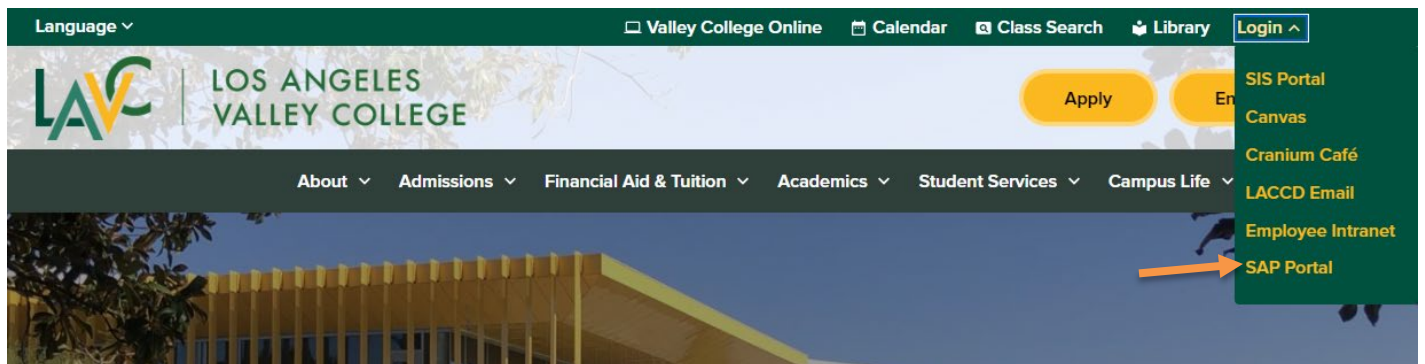
The **EVERBRIDGE** system is an emergency notification service for your mobile phone. In the event of an emergency, LAVC students, staff, faculty and others will be alerted in real-time with important security information, but you must voluntarily sign up for this service.

Sign up NOW for the **EVERBRIDGE** System if you have a cell phone so that you too can receive information that may alert you in the event of an Active Shooter or other emergency on campus.

The following are instructions on how to update your emergency contact information:

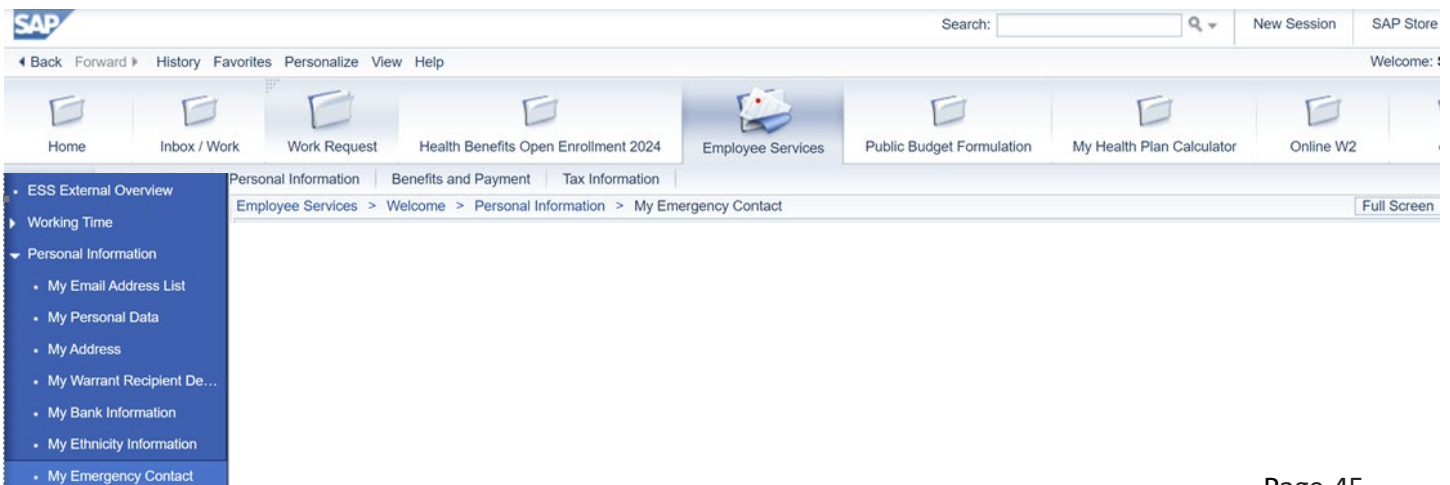
STEP 1: GO TO THE LAVC HOME PAGE <http://www.lavc.edu/>

STEP 2: CLICK ON Login at the top of the page and choose SAP Portal



STEP 3: Use the same username you use to normally log in.

STEP 4: UNDER “Employee Services” tab, CLICK ON My Emergency Contact.

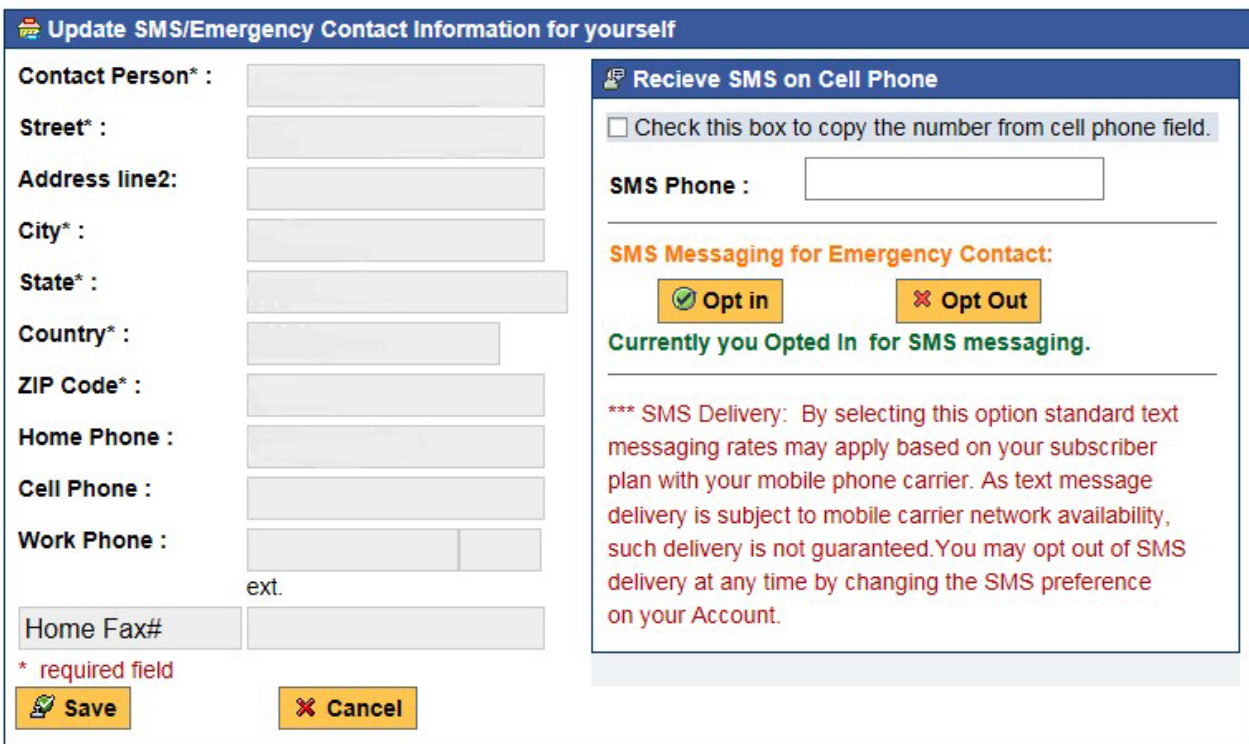


STEP 5: WHEN THE EMERGENCY CONTACT INFORMATION SCREEN COMES UP you can add emergency contact information by clicking on “Add Emergency Contact” and/or you can make changes by clicking on “Change”.



The screenshot shows the 'My Emergency Contact' page. At the top, there's a navigation bar with tabs like 'Welcome', 'Working Time', 'Personal Information', 'Benefits and Payment', and 'Tax Information'. Below this, a sidebar on the left lists various services. The main content area shows 'Employee Name:' and 'Employee#:' with a 'Show Full Emp#' link. A table titled 'Emergency Contact Information' has columns for 'No.', 'Contact Person', 'Street', 'City', 'State/ZIP', 'Country', 'Work Phone', 'Home Phone', 'SMS Phone', 'View/Change', and 'Delete'. There is one row with the number '1'. Below the table, there are buttons for 'Add Emergency Contact' and 'Refresh'. A message at the bottom says 'If you would like to add emergency address, please click here'.

To receive TEXT messages, you must OPT IN for SMS Messaging for Emergency Contact. In the box for SMS Phone: Insert the cell phone number that you want to receive text messages on.



The screenshot shows the 'Update SMS/Emergency Contact Information for yourself' form. It has two main sections. The left section contains input fields for 'Contact Person*', 'Street*', 'Address line2:', 'City*', 'State*', 'Country*', 'ZIP Code*', 'Home Phone:', 'Cell Phone:', 'Work Phone:', and 'Home Fax#'. A note indicates that fields with an asterisk are required. The right section is titled 'Recieve SMS on Cell Phone' (note the typo) and contains a checkbox 'Check this box to copy the number from cell phone field.' Below this is the 'SMS Phone:' input field. Further down, there's a section for 'SMS Messaging for Emergency Contact:' with 'Opt in' and 'Opt Out' buttons. A status message says 'Currently you Opted In for SMS messaging.' At the bottom, there's a disclaimer about SMS delivery rates and a note that delivery is not guaranteed. At the very bottom are 'Save' and 'Cancel' buttons.

STEP 6: CLICK THE SAVE box.

STEP 7: CLICK ON “CONFIRM”

LAVC students will be notified through their LACCD student email address (@student.laccd.edu) and the phone number(s) on file in their student records. They can set the LACCD email to be forwarded to their personal email. Students who wish to update their phone numbers on their student records will need to submit a Student Information change form to Admissions and Records.

CAMPUS EVACUATION AREA MAP



EMERGENCY MAINTENANCE PERSONNEL CONTACT LIST

This list is to be kept up-to-date by the Director of College Facilities as personnel changes are made.

Issue	Name/Job Title	Location	Telephone
Electricity		M&O	x2301, x2911
Water		M&O	x2301, x2911
Gas		M&O	x2301, x2911
Steam		M&O	x2301, x2911
Plumber		M&O	x2301, x2911
Sprinkler Mechanic / Sprinkler Shutdown (procedure)		M&O	x2301, x2911
Heat & Vent Mechanic		M&O	x2301, x2911
AC and Refrigeration		M&O	x2301, x2911
Custodian		M&O	x2301, x2911
Fire Suppression or Alarm Devices Shutdown		M&O	x2301, x2911
Other		M&O	x2301, x2911

BUILDING EMERGENCY RESPONSE INFORMATION

(This sheet is to be completed by the primary room occupant and prominently displayed inside the main entrance to the room or office suite)

Campus Address:

Los Angeles Valley College
5800 Fulton Ave.
Valley Glen, CA 91401

Emergency Number (818)947-2911

Department/Area/Building: _____

Date: _____

Completed By: _____

Each work area should establish both a primary and a secondary evacuation route in advance, to be used in the event of a fire, flood, blackout, earthquake, or other emergency. Do not use elevators during an evacuation, and do not block open stairwell doors.

Primary Evacuation Route:

Secondary Evacuation Route:

Emergency Evacuation Area (refer to the map of Emergency Evacuation Area):

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

Building Marshal, Classroom Faculty, and Other Supervisory Building Occupants:

Alternate Building Marshal, Classroom Faculty, and Other Supervisory Building Occupants:

