Emergency Operations Plan

INFORMATION TO HELP YOU PLAN AND PREPARE
Acknowledgements

We acknowledge the following persons, committees, and offices who have contributed to the development of the Incident Response Plan.

Dr. Monte E. Perez, College President
Daniel G. Villanueva, Vice President of Administrative Services
Myriam M. Levy, LAMC College Professor
Academic Senate
College Council
Facilities Management
Campus Sheriff’s Office
Office of Academic Affairs
Office of Administrative Services
Office of Student Services
Work Environment Committee
&

Special Thanks To

Dr. Richard O. Arvizu of Los Angeles City College
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PART ONE – INTRODUCTION

Purpose and Scope of Plan

Los Angeles Mission College is committed to the safety of students, faculty, staff and visitors on its campus. The Incident Response Plan (IRP) is the official plan of the college and is part of the overall emergency preparedness efforts. The plan will address emergency preparedness and response procedures related to natural disasters, and specific circumstances that constitute an emergency.

The Los Angeles Mission College (LAMC) Incident Response Plan (IRP) has been created to serve as a blueprint for actions to be instituted by the employees of LAMC whenever a real or perceived emergency threatens the college population and/or campus. For the purpose of this plan, an emergency is defined as a situation or the threat of an impending situation with potential to negatively affect the health, safety and welfare of the campus community and/or the integrity of campus buildings or environment, which is not covered by routine, day-to-day operations.

This plan provides a uniform approach for managing response to all types and sizes of real, potential or perceived emergency, with full implementation required only for major disasters involving a large portion of the campus community. Following identification of an emergency situation, the Los Angeles Mission College President will notify the necessary Threat Assessment Team members and activate the appropriate level of response in accordance with this plan.

Approval Statement

This Incident Response Plan at Los Angeles Mission College has been reviewed and is hereby approved. This plan is effective immediately and supersedes all other plans.

Monte E. Perez, Ph.D.  
COLLEGE PRESIDENT

Daniel G. Villanueva  
VICE PRESIDENT OF ADMINISTRATIVE SERVICES

CAMPUS SHERIFF

DATE 3/2/2016

DATE 7/12/16

DATE 3/12/2016
Los Angeles Mission College Incident Response Plan

This plan will be reviewed and approved annually in August. All updates and revisions to the plan will be tracked and recorded in the following table. This process ensures the most current version of the plan is made available at all times.

<table>
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<tr>
<th>Change #</th>
<th>Date of Change</th>
<th>Entered by</th>
<th>Action / Summary of Description</th>
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<td>8/23/2012</td>
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<td>Initial Release</td>
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LAMC | Emergency Operation Plan

2
Emergency Phone Numbers

Police/Fire/Medical Emergencies ................................................................. 911
LAMC President ....................................................................................... (818) 364-7795
LAMC Vice President of Administration .................................................. (818) 364-7780
LAMC Director of College Facilities ......................................................... (818) 364-7800
LAMC Campus Sheriff's Office ................................................................. (818) 364-7843

Emergency Chain of Command Authority

In the event of an emergency, the chain of authority for administrative decision-making is as follows:

✓ President or the Vice President of Administrative Services
✓ Duty Vice President or Dean
✓ Director College Facilities
✓ Duty LAMC Administrator
✓ Los Angeles County Sheriff's Department - Duty Deputy
✓ Los Angeles County Sheriff's Department - Duty Security Officer

Administrative decisions relating to emergency situations - such as the decision to cancel classes, to send employees home, or to close the college - are made by the top-ranking available person in the administrative chain of authority.
COLLEGE SEMS ORGANIZATION CHART
(CHECKLIST FOR DEPARTMENT)

EOC DIRECTOR MANAGEMENT

PLANNING INTELLIGENCE
- Situation Status
- Documentation Message Center
- Safety Assessment
- Demobilization Resources
- Status Technical Specialist
- Advance Planning Recovery Planning

LOGISTICS
- Service Branch Dir.
- Communications Unit
- RACES Medical Unit
- Food Unit Information Systems Support
- Branch Dir. Supplies Unit Ground Support
- Unit Resources Tracking Procurement
- Unit Human Resources Staff Volunteers CISD

FINANCE/ADMINISTRATION
- Contract Unit Time Unit Cost Analysis
- Unit Recovery Unit Compensation/Claims

OPERATIONS
- Law Enforcement Haz Materials Facilities
- Building & Equip Staging Area - Health Services
Board of Trustees

Chancellor
Francisco C. Rodriguez Ph.D.

Deputy Chancellor
Dr. Adriana Barrera

College Presidents
- East LA College
  Marvin Martinez
- LA City College
  René D. Martinez
- LA Harbor College
  Otto W. K. Lee, Ed.D.
- LA Mission College
  Monte E. Perez, PhD.
- LA Southwest College
  Linda Rose, Ed.D.
- LA Trade-Technical College
  Laurence B. Frank
- LA Valley College
  Dr. Erika Endrijonas
- Pierce College
  Dr. Kathleen F. Burke
- West LA College
  Interim President
  Robert Sprague

Chief Financial Officer
Jeanette Gordon

Vice Chancellor, Workforce Development
Felícito Cajon

General Counsel
Kevin Jeter

Chief Facilities Executive
James O'Reilly

Vice Chancellor, Human Resources
Albert Roman

Interim Vice Chancellor, Edu Prog & Inst Effectiveness
Bobbi Kimble
Building Evacuation Maps

The following pages contain Evacuations Maps for Los Angeles Mission College.
Building Coordinators' Responsibilities/CERT

Utilized as a team, these individual receive certified training in the area of Community Emergency Response consistent with the guideline of the Federal Emergency Management Agency.

Training includes Fire Safety, Light Search and Rescue, Disaster Triage, and Disaster Psychology. These skills will be used during emergency and non-emergency circumstances. Additional responsibilities include:

During Emergency Only.

- Communicate with Incident Command Center (ICC) if activated during an emergency.
- Coordinate evacuation (if needed) with other employees, ensure the building is cleared/secured/marked prior to leaving.

Routine Issues.

- Know area evacuation routes.
- Ensure postings of evacuation routes.
- Ensure each room/office has emergency guidelines (flipchart) posted.
- Informs instructors to make classes aware of guidelines.
- Attend training as offered (along with back-up coordinator).
- Know location/operations of fire extinguishers.
- Coordinate evacuations as needed.
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)


NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The intent of NIMS is to:

- Be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.
- Improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

NIMS provides a framework for interoperability and compatibility by balancing flexibility and standardization.

- NIMS provides a flexible framework that facilitates government and private entities at all levels working together to manage domestic incidents. This flexibility applies to all phases of incident management, regardless of cause, size, location, or complexity.
- NIMS provides a set of standardized organizations structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

- Command and management
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

NIMS standard incident management structures are based on three key organizational systems:

- The Incident Command System (ICS), which defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident
- Multi-agency Coordination Systems, which defines the operating characteristics, management components, and structure of supporting entities
- Public Information Systems, which include the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activity. Normal governmental duties will be maintained, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by Los Angeles Community Colleges for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

Fully activated, the SEMS consists of five levels: field response, local government, operational areas (countywide), OES Mutual Aid Regions, and state government.

See SEMS, Day to Day, and Quick Reference Organizational Chart.
PREPAREDNESS ELEMENTS

The College will place emphasis on: emergency planning; training of management, faculty and staff; student awareness and education; and assuring the adequacy and availability of sufficient resources to cope with emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations.

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are a number of similarities in operational concepts for peacetime and national security emergencies. A build-up will precede some emergencies or warning period, providing sufficient time to warn the student and staff population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid). Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises and public education. Departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

Increased Readiness

The receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs/EOP, and resources listings
- Dissemination of accurate and timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources
- Testing warning and communications systems.
Response Phase

Pre-Emergency
When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented.
- Advising the Los Angeles County Operational Area of the emergency.
- Identifying the need for mutual aid and requesting such through the Los Angeles County Operational Area, or through normal Police channels.
- Proclamation of a Local Emergency by College authorities

Emergency Response
During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by the College and segments of the private sector.
One of the following conditions will apply to the College during this phase:

- The situation can be controlled without mutual aid assistance from outside the College.
- Evacuation of portions of the College is required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the College is required.
- The College is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Coroner operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities
When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the Los Angeles County Operational Area. Fire and law enforcement agencies will request or render mutual aid directly through established channels. The appropriate local official must authorize any action, which involves financial outlay by the College, or a request for military assistance. If required, State Office of Emergency Services (OES) may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and the Los Angeles County Operational Area will be advised. The State OES Director may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the State OES Director.

State OES may also activate the State Operations Center (SOC) in Sacramento to support State OES Regions, state agencies and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Los Angeles County Operational Area.

If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

**Sustained Emergency**

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and Safety Assessment operations will be initiated.

**Recovery Phase**

As soon as possible, the State OES Director, operating through the SCO, will bring together representatives of federal, state, county, city, and college agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Disaster Application Centers (DACs) may also be established, providing a "one-stop" service to initiate the process of receiving federal and state recovery assistance. The recovery period has major objectives, which may overlap, including:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards, which exist within the College and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levels or abatements
- Public information and community relations
- Land use planning
- Professional training

Peacetime Emergencies

The College’s partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local, to county, to state, to federal involvement.

For planning purposes, State OES has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources. (Note: These levels do not directly correlate with the four classifications of nuclear power emergencies.)

**Level One - Decentralized Coordination and Direction**

A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. The College EOC/College DOC may or may not be activated. Off-duty personnel may be recalled.

**Level Two - Centralized Coordination and Decentralized Direction**

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

**Level Three - Centralized Coordination and Direction**

Major local or regional disasters wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be directed from the EOC. All off-duty personnel will be recalled.
Specific operational concepts, to include the emergency response actions of the various elements of the National Incident Management System and Standardized Emergency Management System, are reflected in Part Two of this Plan.

**National Security Emergencies**

National security emergencies may range from minor inconveniences such as food and petroleum shortages to a worst-case scenario involving an attack on the United States utilizing nuclear weapons. Protective measures to be employed in the event of a threatened or actual attack on the United States include:

- In-place protection
- Spontaneous evacuation by an informed citizenry may be considered a viable option within the context of this plan
NATIONAL SECURITY EMERGENCY

GENERAL SITUATION

As a result of current situations in the world, the likelihood of nuclear war is still significant. However, terrorist activities and radiological materials accidents are more likely. Terrorist activities could result in nuclear weapons being detonated.

The following is provided for information and planning purposes:

**Air Burst**
An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effects over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.

**Surface Burst**
A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, under-water bursts, and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but to also use the downwind fallout to prevent access or restrict movement in large geographical areas. Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse, and for surface bursts, radioactive fallout.

**Blast**
When the weapon is detonated, a tremendous pressure is developed. This overpressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum which must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

**NOTE:** Over-pressure is rated in pounds per square inch (psi). Normal pressure at sea level is 14.7 pounds per square inch. Therefore, if the pressure is increased to 15.7 psi, the over-pressure would be 1 psi.

**Thermal Radiation**
A burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third-degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.
Initial Radiation

Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.

Fallout

Produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products and induced radioactive material from the weapon casing and debris that was pulled up into the fireball returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years.

Electromagnetic Pulse (EMP)

Intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000). Surface bursts typically produce significant EMP up to the 1 psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

EMERGENCY RESPONSE

Response activities to the nuclear materials threat will consist of in-place protection measures, relocation and spontaneous evacuation. The population at risk is 34,000 students during the day and evening time. Neither LAMC nor the cities of Los Angeles have sufficient fallout spaces for its residents/students. The fallout shelter identification program is no longer maintained and utilized within the State of California. Emergency response actions are presented in the Checklist Actions.
ACTIVE SHOOTER

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

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

Immediate Actions:

- Lock and/or barricade doors to prevent shooter from entering room
- Close blinds
- Block windows
- Turn off radios and dim computer screens
- Keep calm, quiet, and out of sight
- To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets
- Silence cell phones

Leaving a secured area:

- Consider risks before leaving.
- Remember, the shooter is looking for ‘targets of opportunity’ and generally will need to be stopped by an outside force.
- Do not evacuate rooms or buildings unless told to do so by Building Monitor or police officer, or unless it is absolutely clear and safe to do so.
- Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel.

Call 911 or notify the Campus Sherriff by calling (818) 364-7843 from cell phones. Do not hang up on the dispatcher until told to do so. Provide the following information:

- Clearly state there has been a shooting or someone has been shot. The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
- Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s).
- Description of suspect(s), their clothing, vehicle used, and direction of travel.
- Condition and number of hostages, and number of known injured or killed.
- Any demands or information supplied by suspect(s).
College staff members should refrain from attempting to negotiate with the violator(s) as numerous hostage situations have ended in tragedy when well intended, and untrained civilians attempted to help with negotiations.

STAFF AND FACULTY RESPONSIBILITIES

☐ Notify the Campus Sheriff by calling (818) 364-7843. Provide the dispatcher with all available information regarding the threat.

☐ If an assessment of the situation indicates that it is safer to remain in the classroom than to leave it, lock or barricade classroom doors once the hallways near their room are clear of students. Do not open doors unless instructed to do so by a staff or authorized personnel that are recognized by sight or voice. Emergency Responders may enter the room using a master key or by providing positive identification.

☐ If an instructor observes imminent danger near room immediately secure their room and notify the Campus Sheriff of the danger via telephone, radio system or runner.

☐ Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.

☐ Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.

☐ Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

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

☐ Notify the Campus Sheriff by calling (818) 364-7843. Provide the dispatcher with all available information regarding the threat of an explosion.

☐ Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible or is unsafe proceed to the nearest classroom.

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

RETURN TO NORMAL OPERATIONS

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

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

An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College.
**Bomb Threat**

Bomb threats are usually received by telephone, but may also be received by note, letter or email. All bomb threats should be taken very seriously and handled as though an explosive were in the building. Act quickly, but remain calm and obtain information with the checklist.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
4. Ask the person making the bomb threat the following questions:
   - Where is the bomb going to explode? Why did you choose this location?
   - Where is it right now? What damage will it do?
   - What does it look like? Do you want people hurt?
   - What will cause it to explode? What is your name?
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist in Appendix A immediately. Write down as much detail as you can remember. Try to get exact words.

**If a bomb threat is received by handwritten note:**

- Call the Campus Sherriff at (818) 364-7843
- Handle note as minimally as possible

**If a bomb threat is received by email:**

- Call the Campus Sherriff at (818) 364-7843
- Do not delete the message

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery

**DO NOT:**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.
STAFF AND FACULTY RESPONSIBILITIES

☐ Most bomb threats are received by telephone. When a staff or faculty member receives a bomb threat they should remain calm and try to get as much information as possible from the caller.

☐ If a staff or faculty member discovers a suspicious package or object immediately report the package to the Campus Sheriff by calling (818) 364-7843 as appropriate. Under no circumstances should the package be touched, moved, or tampered with by anyone other than trained personnel.

☐ When a staff or faculty member is first informed of a bomb threat immediately notify their supervisor or department head and the Campus Sheriff by calling (818) 364-7843 as appropriate. Provide the dispatcher with all available information regarding the bomb threat.

☐ The decision to evacuate a particular area of building will be made by campus authorities. Keep all students in the classroom while the bomb threat response is being completed. Move away from doors and windows and give Drop, Cover and Hold Command. Instruct students to stay down until subsequent instructions are given.

☐ If an assessment of the situation indicates that it is safer to remain in the classroom than to leave it, lock or barricade classroom doors once the hallways near the room are clear of students. Do not open doors unless instructed to do so by a staff member or authorized personnel that are recognized by sight or voice. Public safety responders may enter the room using a master key or by providing positive identification.

☐ If an instructor observes imminent danger near their room immediately secure their room and notify the Campus Sheriff of the danger via telephone or runner.

☐ Brief students that the College has been placed on a heightened security status as a response to an apparent crisis situation. Advise students to remain quiet until more can be learned about the situation.

☐ Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.

☐ Until the situation has been assessed, recommend that students remain in classroom unless authorization is received from appropriate authority.

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

☐ Move away from the danger area to a safe location. Notify the Campus Sheriff by calling (818)364-7843 as appropriate.

☐ The President or designee will provide directions relating to cancellation of classes, release of students and other follow-on actions by the faculty and staff.

☐ Seek shelter in the safest place available if it is unsafe to enter a campus building.

☐ Assist individuals with disabilities. Request assistance from Sheriff or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as directed.
Return to Normal Operations

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

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

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

☐ An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College.
Earthquake

Immediate Actions If **Indoors**:

- Stay calm and try to calm and reassure others.
- Duck or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. Hold on to furniture you are under and protect face. **Be prepared to move with it until the shaking stops.**
- If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets with heavy objects or glass.
- INSTRUCT OTHERS TO DUCK, COVER, AND HOLD!
- Stay away from glass windows, wall shelves, and heavy equipment.
- DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL AFTER TREMORS CEASE. Be aware that earthquake aftershocks may cause further damage. Once the main tremor has ceased, calmly evacuate building to evacuation assembly area in the Campus Quad. Assist those with physical disability.
- GAS LEAKS – If you smell gas, cease all operations. DO NOT SWITCH LIGHTS ON OR OFF.
- HAZARDOUS MATERIALS RELEASE INCIDENT – Some gasses are odorless and colorless. Do not enter any areas where hazardous materials are store or suspected until uniformed personnel or other trained authorized person has inspected and cleared the areas.

Immediate Actions If **Outdoors**:

- Quickly move at least 300 feet away from buildings, utility poles, and other structures. CAUTION: Always avoid power or utility lines.

**After the Earthquake:**

- Evacuate building if the earthquake seemed serious enough to cause structural damage by moving quickly to the evacuation point shown on the Emergency Exit Plan posted in each room.
- Expect aftershocks. Move carefully and use extreme caution when moving around damaged buildings because aftershocks can cause further damage.
- Check for injuries, trapped persons and disabled persons in your vicinity.
- Check for fires. If you can, extinguish with a fire extinguisher. If not, leave the area and call the Campus Sherriff at (818) 364-7843.
- Clean up spilled chemicals or other potentially harmful materials, if safe to do so.
- Do not use electric equipment. Turn electrical switches off and do not light matches.
- Do not touch downed power lines, other exposed wires, or objects touched by downed lines.
- Do not use telephone unless an emergency requires it.
- Check closets and storage shelf areas. Open doors carefully and watch for falling objects.
- Listen for damage reports and evacuation information. Do not spread rumors.
- Do not return to an evacuated building until instructed to do so by emergency personnel.
Evacuation

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

The evacuation protocol shall be used under the following conditions:

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

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

☐ Notify the Campus Sheriff by calling (818) 364-7843, as appropriate. Provide the dispatcher with all available information about the situation that may result in the evacuation of the campus.

☐ The Campus Sheriff Deputy or the Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

☐ For small scale evacuations the Campus Sheriff Deputy/Incident Commander, Los Angeles Mission College President or senior official will make the determination of the need to evacuate a particular area. For large scale evacuations the Los Angeles Mission College President or senior official present will make the determination to order an evacuation based on a consultation with the Threat Assessment Team and/or the Campus Sheriff. A campus wide evacuation order will be made by the Los Angeles Mission College President or College Senior Official present will make the determination to order an evacuation based on a consultation with the Threat Assessment Team and/or the Campus Sheriff.

☐ Implement Evacuation Plan.

☐ As the chief investigative body for the College, the Campus Sheriff will maintain Incident Command on all incidents that could reasonably lead to a criminal investigation. In incidents where the Campus Sheriff will not be the primary investigator agency Incident Command will be transitioned to the agency responsible for such investigation upon their arrival. As a matter of course the City of Los Angeles Fire Department will have Incident Command on all fires and hazmat incidents.

☐ DO NOT USE campus radios or cell phones if there is a bomb or bomb threat on campus. If there is NO bomb or bomb threat on campus utilize the Campus radios, telephones or cell phones to maintain communications between faculty, staff and students. NOTE: Cell phones and radios are essential tools to maintain communications.
Accountability Procedures for Emergency Evacuations

- Campus and Building Evacuation Maps are located on pages 6-15.
- Building Marshals are designated by the Threat Assessment Team and will conduct head counts once evacuation has been completed. There is at least one Building Marshal per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.
- The employees selected as Building Marshals are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace.
  
  - All Building Marshals are to be trained in the evacuation of disabled individuals, and equipment necessary for that evacuation.
  - Awareness of hazardous areas to be avoided during emergencies.
  - Before leaving, the Building Marshals are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel.

- Once each evacuated group of employees have reached their Designated Meeting Site, each Building Marshals:
  
  - Assembles his/her group in the Designated Meeting Site.
  - Takes head count of his or her group.
  - Assumes role of department contact to answer questions.
  - Instruct personnel to remain in area until further notice.
  - Reports status to Threat Assessment Team or Campus Sheriff Deputy (if activated).

Instruct personnel to remain at Designated Meeting Site until further notice.

EMERGENCY EVACUATION KITS

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

- A copy of the Los Angeles Mission College Incident Response Plan.
- A set of master keys for all doors and wall lockers.
- A set of building plans, including all gas, electrical, cable shut-offs and water risers.
- A complete list of all cellular phone numbers for College administration.
- Emergency Evacuation Kits should contain information relating to the emergency response equipment and its location.

Considerations for Emergency Evacuation Plan development include the following items:

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

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

**Immediate Actions:**

- Smell Smoke or Detect a Fire. Prior to opening doors, feel if the door is HOT. Open cautiously.
- If SMOKEY, stay near the floor where less smoke accumulates.
- Pull fire alarm.
- Evacuate from the area to the designated assembly area. Assist person with disabilities and children.
- Alert classes, students and employees nearby.
- Call 911 or your college local emergency number from cell phones and describe location, nature and extent/size of fire. Be sure to mention if there are any known or suspected persons trapped or if hazardous materials are involved.
- Call Campus Sheriff at (818) 364-7843 and provide the dispatcher with all available information regarding the fire.
- The Campus Sheriff Deputy will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

If Fire is Minor and Controllable:

- Direct fire extinguisher(s) toward base of flames.
- Evacuate immediate area if appropriate.

**STAFF AND FACULTY RESPONSIBILITIES**

- If the fire is small, you may wish to fight it with an extinguisher. Call Campus Sheriff at (818) 364-7843 and provide the dispatcher with all available information regarding the fire.

- In case of a fire, employees should activate the nearest fire alarm box and/or make a telephone call to the Campus Sheriff at (818) 364-7843. This high-pitched alarm alerts building occupants of the need for evacuation and sends a signal to the Campus Sheriff that there is an alarm condition in the building.

- It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.

- Persons discovering a fire, smoky condition, or explosion should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to the Campus Sheriff.

- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as directed.
To report emergencies, call the Campus Sheriff at (818) 364-7843. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.

Make certain every student has left the classroom. In the event that a person has been injured and you are not able to evacuate someone notify the Campus Sheriff personnel, a Building Marshal, or other emergency response personnel that someone is inside the room.

Close the doors and windows and accompany your class to the designated assembly area (map in each room).

Upon reaching your assigned assembly area, immediately take attendance.

Render first aid as necessary.

Follow instructions from proper authority relating to continued operations.

Evacuation Procedures for Building Occupants

When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.

All occupants should proceed to their Designated Assembly Area and await further instructions from their Building Marshals.

All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Campus and Building Evacuation Maps are located on pages 6-15.

Building occupants must NOT use elevators as an escape route in the event of a fire. 

Notes and Precautions:
Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported to the Campus Sheriff immediately at (818) 364-7843. Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

Return to Normal Operations

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

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

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

An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College.
Flooding / Water Damage

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

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

Should a flooding situation occur, an orderly evacuation of the area should be initiated, call the Campus Sheriff at (818) 364-7843. Sheriff's personnel will notify the appropriate college personnel and dispatch personnel to the area.

- Provide the dispatcher with all available information regarding the flooding threat.
- Monitor weather conditions in an affected area by radio/TV broadcasts, internet, or weather alert radio.
- Evacuate students to an alternate location immediately in accordance with established College policy. If the situation does not permit evacuation, keep students on campus or other safe location and make the following provisions.
- Provide care for students, faculty and staff who cannot leave the campus due to flooded streets etc.
- If necessary, arrange for the evacuation of staff and students to a safe alternate location.
- Shut off water at mains so contaminated water will not back up into the campus supply.
- Be prepared to open designated shelter sites for use.
- Check emergency response supplies if the College is designated as an evacuation shelter.
- Prepare for contaminated food, water, broken gas lines, and wet electrical equipment.
- If classes are dismissed, resume classes only after determination of building safety, and/or in other designated buildings after the flood.

WATER DAMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylight or windows, or construction oversights.

Request for repairs of leaky pipes and broken faucets are not a flood situation. They are to be reported by sending a work request form to Facilities Maintenance for notification of needed repair.
If a serious water leak occurs:

1) Call the Campus Sherriff at (818) 364-7843. Advise the dispatcher of the exact location and severity of the leak. Indicate whether any valuables are involved or are in imminent danger.
2) Notify your supervisor of the extent and the location of the leak, use extreme caution. **If there is any possible danger, evacuate the area.**
3) If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain or turn off the water), do so cautiously.
4) Be prepared to assist as directed in protecting college property and valuables that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage.

Evacuation

Individuals in the hazardous area should be notified/warned and directed to leave the affected area. Do not enter an area that has been flooded until told to do so by emergency personnel. Employees are not to leave the campus until authorized to do so by an authorized administrator or Sheriff's personnel.

**STAFF AND FACULTY RESPONSIBILITIES**

- Any flooding should be reported immediately to Campus Sheriff at (818) 364-7843.
- When reporting, be specific about the nature of the exact location. Campus Sheriff will contact the necessary specialized authorities and medical personnel.
- The key person on site should evacuate the affected area at once and close it off to access until the arrival of Campus Sheriff or City of Los Angeles Fire Department.
- If possible have someone remain in vicinity, away from danger, to assist emergency responders in locating the flood.
- If an emergency exists, activate the building alarm. You must report the emergency by phone.
- When the evacuation alarm is sounded, walk to the nearest identified exit and ask others to do the same.
- Assist the Building Marshals in evacuating students to an alternate location immediately in accordance with established College policy. If the situation does not permit evacuation, keep students on campus or other safe location and make the following provisions.
- Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as directed.
Return to Normal Operations

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

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

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

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

Immediate Actions:

- Safeguard lives and isolate materials if safe to do so.
- Notify 911 or call Campus Sherriff at (818) 364-7843 from cell phones.
- Minimize property damage.

Determine need to EVACUATE building:

- Alert others in building – activate alarm.
- Evacuate immediately. Assist persons with disabilities or injuries.
- Close doors leading into the building to isolate release.
- Move and stay unwound, up slope, upstream, at least 300 feet free from building (to evacuation staging areas if safe).
- Keep streets and walkways clear for emergency equipment.
- Notify 911 or call Campus Sherriff at (818) 364-7843 from cell phones.

If evacuation of the building/area is required, do the following:

- Always move crosswind to avoid fumes. Never move down wind.
- Follow the directions of the Building Marshals.
- Maintain control of students.
- Render first aid as necessary.
- Take roll.
- After the area has been evacuated, do not return until the City of Los Angeles Fire Department declares the area safe.

Advise emergency services with:

- Exact location of spill, including room number if inside a building.
- Name of spilled material
- Quantity
- Appearance – solid, liquid, odor, color, etc.
- Injuries or physical effects to those who have been exposed.
- Whether any victims are trapped within the isolated area.
- Area of contamination.
- Your name, department, and the phone extension you are calling from.
If hazardous material is on a person remove any excess material and check follow immediate treatment as appropriate:

- Hazardous materials in eye: brush away and dry materials, then hold the eye open and flush with water at least 15 minutes.
- Hazardous material on skin: remove contaminated clothing, brush away and dry materials and flush area with water in a safety shower for at least 15 minutes.
- Seek medical attention immediately! Send Materials Safety Data Sheets (MSDS) in Appendix F with the injured!
- Do not return to the evacuated area until the area is declared safe by trained authorized personnel.

STAFF AND FACULTY RESPONSIBILITIES

☐ If in your work area there is hazardous material you are not familiar with or may cause harm to yourself or others, or, if there is immediate danger to life, call the Campus Sheriff at (818) 364-7843, as appropriate. The Campus Sheriff or the Office of Administrative Services will immediately notify Environmental Health & Safety at (916) 278-6456. Keep all students/employees away from the site.

☐ For any hazardous material spill, the Campus Sheriff or Office of Administrative Services will notify Environmental Health & Safety.

☐ If evacuation of the building/area is required, do the following:
  - Always move crosswind to avoid fumes. Never move down wind.
  - Follow the directions of the Building Marshals.
  - Maintain control of students.
  - Render first aid as necessary.
  - Take roll.
  - After the area has been evacuated, do not return until the City of Los Angeles Fire Department declares the area safe.

☐ Assist individuals with disabilities. Request assistance from law enforcement or City of Los Angeles Fire Department personnel. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as directed.

HAZARD IDENTIFICATION AND ANALYSIS

A hazard analysis has indicated that the College may be at risk to certain incidents and to national security emergencies. These hazards are identified in Threat Summary, which also provide general and specific information on their possible impact on the jurisdiction.
Lockdown

LOCKDOWN - only if you cannot GET OUT safely

WARNING: When the campus becomes aware of a shooter on campus, take immediate action.

First Choice: GET OUT

Second Choice: HIDE OUT & KEEP OUT
- Help others and treat injuries - Learn simple triage through campus safety
- Find protection (behind a wall, tree, pillar, or other solid object)
- Avoid places that trap or restrict movement
- Find a room that locks
- Blockade the door (desks, cabinets, etc.)
- Close blinds, cover windows
- Lights out!
- Be silent - turn off radios or other noise producing objects and silence cell phones or pagers
- Call 911 or your College Sherriff at (818) 364-7843 from a cell phone

SPREAD OUT
- It's much easier to shoot a group of people who are huddled in one place, than if they are scattered around the room
- Quietly talk about what you will do if the shooter enters, play dead, take out, etc.

WHEN OFFICERS ARRIVE outside, calmly tell them:
- Location of the shooter
- Number of shooters
- Number and type of weapons

WHEN OFFICERS ENTER your room
- Don't point
- Keep hands open and visible at all times
- Don't scream or yell or run toward officers
- Be quiet, compliant
- They don't know who is a threat

Law Enforcement's first responsibility is to eliminate the threat
- Police will not assist with injuries
- Police will not assist you as you get out

Third Choice: IF THE SHOOTER ENTERS YOUR ROOM
- TAKE OUT – If there is no other option
- Act as a team with a total commitment to action
- Do whatever necessary
- This is a life and death decision only you can make
- Disrupt his/her actions or incapacitate him/her
- Total commitment and absolute resolve is critical
PREVENTION:

Ask for help - if you, or if you know someone who is feeling desperate, we want to help. Report concerns about your friends to any campus employee.

- Unusually angry or argumentative?
- Noticeable changes in behavior?
- Blame others for their problems?
- Extreme disorganization?
- Retaliate against perceived injustice?
- Increasing belligerence?
- Fail to take responsibility for their own actions?
- Ominous, specific threats (homicide, suicide, etc.)?
- Preoccupation with violent themes?
- Hypersensitivity to criticism?
- Recent acquisition/fascination with weapons?
- Interested in recently publicized violent events?

A lockdown/shelter-in-place situation can be initiated under the following:

- Someone who has a gun or weapon (Active Shooter)
- An out-of-control student who is a threat to the safety of other students, faculty, staff or himself/herself
- An intruder
- Hazardous chemical spill outside the building
- Weather related events (severe lightning, high winds, etc.)
- Down power lines outside a building
Medical Emergency

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

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

ADMINISTRATOR/FACULTY/STAFF

Non-critical situations

☐ Call the Campus Sheriff at (818) 364-7843 as appropriate. Provide the dispatcher with all available information regarding the situation.

☐ The Campus Sheriff will assess the severity of the incident and notify either the Student Health Center or the City of Los Angeles Fire Department Paramedics if further assistance is needed.

☐ In situations involving students, where the Student Health Center is able to treat, the Campus Sheriff will provide transportation to the facility. The City of Los Angeles Fire Department or EMS, as applicable, will be contacted for paramedic assessment and transportation where an individual needs emergency medical treatment.

☐ In non-emergency situations involving staff, faculty, or volunteers working for the College they will be referred to the appropriate treatment location. In all situations involving emergency medical treatment the City of Los Angeles Fire Department will be contacted for paramedic assessment and/or transportation to an area hospital.

☐ The Campus Sheriff Deputy or the Incident Responder will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

☐ If injury occurs; follow procedures for Los Angeles Community College District Incident/Injury Report Form identified in Appendix B – LACCD Incident/Injury Report.

Critical Situations

☐ Call Campus Sheriff at (818) 364-7843 and tell the dispatcher that a medical emergency is in progress and assistance is needed. The Campus Sheriff Dispatcher will dispatch the necessary emergency response personnel.

☐ The Campus Sheriff Deputy or the Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

☐ Administer first aid to the extent possible.

☐ If appropriate, law enforcement will limit activity on campus and around the injured student.
If injury occurs; follow procedures for Los Angeles Community College District Incident/Injury Report Form identified in Appendix B. If the injured is a disabled person notify the Disabled Student Coordinator if possible.

**In the event of a death**

- Notify the Campus Sheriff by calling (818) 364-7843 as appropriate. Provide the dispatchers with all available information regarding the situation.
- The Campus Sheriff Deputy or the Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.
- Campus Sheriff will secure the immediate scene around the deceased.
- Initiate insurance documentation.
- The Campus Sheriff will call the County Coroner’s Office.

**College Site Preparation**

- Establish and maintain a list of emergency medical telephone numbers, including poison control.
- Establish and maintain a list of staff and students qualified to administer first aid.
- Maintain current list of students, faculty and staff.

**Personal Medical Emergency Report Forms**

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

Administration must provide injured employees with an EMPLOYEE’S CLAIM FOR WORKER’S COMPENSATION BENEFITS within 24 hours after the accident. Contact the District’s Office of Risk Management at (213) 891-2330.

Automobile accident reports must be completed for accidents occurring on campus through the Campus Sheriff. Automobile accidents occurring off campus with College vehicles will be subject to local law enforcement and should be reported to the jurisdiction where the accident occurred.

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

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

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

Immediate Actions:

- If utility failure occurs during regular hours; notify Facilities Maintenance at extension 7800.
- If there is potential danger or if failure occurs after hours, always notify Campus Sherriff at (818) 364-7843 by cell phone.

Electrical/Light Failure: Keep everyone in their seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem). If lighting does not resume, vacate area. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, you must keep a flashlight with spare batteries handy.

Plumbing Failure/Flooding: Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Campus Sherriff and Facilities Maintenance as instructed above. Stop all operations. Do not use phone or switch on/off lights or any electrical equipment. Get out of the building. Never use any electrical switches with a gas leak! Electrical arcing can trigger an explosion! Call Campus Sherriff at (818) 364-7843 and Facilities Maintenance at extension 7800 from another building.

Ventilation Problem: If smoke odors come from the ventilation system, notify Campus Sherriff at (818) 364-7843 or Facilities Maintenance at x7800 as instructed above. If necessary, evacuate the area. If visible smoke comes through, call 911 (refer to section on FIRE on Page 29).

Water Line Failure: Immediately notify Campus Sherriff at (818) 364-7843 and Facilities Maintenance at extension 7800. If necessary, evacuate the area.

In the event of a power outage during day

☐ The College will remain open and business and instructional operations will continue to the maximum extent possible.

☐ Should safety considerations prevent work from continuing the Deans, Directors, Department Chairs, or Faculty Members may reassign staff or classes to outside locations.

☐ Consider canceling the remainder of a class if instructional quality or student safety is compromised.

☐ Turn off the lights, computer equipment, copiers, printers, and as much other equipment as possible.

☐ If you are in a building with no natural light source, carefully exit the building and/or regroup in a naturally lit area.

☐ Help those who need assistance. Faculty members are responsible for assisting disabled persons in evacuation. Faculty may coordinate this activity with the Building Marshal.

☐ Do not attempt to use elevators.
In the event of a power outage during hours of darkness

☐ Remain on campus for fifteen minutes in the event power is restored quickly. If power is not restored within fifteen minutes, instruction will stop and the campus business will close for the remainder of the evening.

☐ Faculty should remind students of the general rules regarding power outages as outlined above, the need to exercise caution and avoid panic.

When power is restored

☐ Turn lights on first, then copiers, printers and other equipment. Turn computers on last.

☐ Be sure to return flashlights and lanterns to the places where they were stored.

STAFF AND FACULTY RESPONSIBILITIES

☐ Call Facilities Maintenance at extension 7800 or Campus Sheriff at (818) 364-7843 to report the outage.

☐ During the day, wait five minutes to determine if power will be restored. If at night the faculty or staff member may decide to evacuate without waiting.

☐ Calmly and quietly review emergency evacuation procedures with students to prepare them for possible evacuation.

☐ Assist individuals with disabilities. Request assistance from Law enforcement or City of Los Angeles Fire Department. If assistance is not available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as directed.

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

☐ Notify Facilities Maintenance at extension 7800 or the Campus Sheriff at (818) 364-7843 as appropriate.

☐ Proceed to assigned class or an indoor secure area unless otherwise instructed by the building administrator/department head. If the assigned class is not accessible, or is unsafe, proceed to the nearest classroom.

COLLEGE STAFF/ADMINISTRATION

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

Return to Normal Operations

Once the danger has passed the Senior College Administrator or Incident Commander may be able to put the College back to normal status. The campus should be returned to normal operations when all of the following three conditions are met:
☐ If the building was evacuated use the telephone cell phones, radios or runners to announce that the College is returning to normal operations. The return to normal operations will be announced by proper authority going from room to room if students and faculty remained in rooms during the emergency.

☐ An announcement to inform College faculty, staff and students as to the reason that normal campus operations were interrupted is beneficial to prevent rumors from causing undue alarm within the College.
Terrorist Attack

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

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

PRESIDENT / CAMPUS SHERIFF / KEY PERSONNEL

☐ Notify the Campus Sheriff by calling (818) 364-7843 as appropriate. Provide the dispatchers with all available information regarding suspect(s) description, location, type(s) of weapons and any other critical information.

☐ The Campus Sheriff Deputy or the Incident Commander will ensure that the appropriate levels of notifications are made to the College administration and that the appropriate reports are completed detailing the events and actions taken.

☐ In a verified terrorist attack the Campus Sheriff will maintain Incident Commander until relieved by the County Sheriff’s Office or a Federal Bureau of Investigation official who has primary investigatory responsibility in a terrorist attack.

☐ The College President, the Vice President of Administration, the Associate Vice President of Administration, or the College Sheriff should consider activating the Threat Assessment Team. Once the Threat Assessment Team is activated the Incident Commander will liaison with the Los Angeles Mission College Threat Assessment Team until the EOC is activated, then it will coordinate with the EOC Operations Section Chief (or their EOC staff as appropriate).

☐ If injury occurs; follow procedures for Los Angeles Community College District Incident/Injury Report Form in Appendix B – LACCD Incident/Injury Response Form.

For a shooter on campus follow the "Active Shooter" response plan on page 26. For a "Bomb Threat" or "Explosion" follow the Event Specific Checklist in Appendix A.
Utility Outage

Utility failures can occur at any time. The most common utility failures experienced at the college are electrical power outages that are usually brief and generally do not disrupt activities for more than a few moments at any given time. In the event of a major or potential danger to members of the college community, all or part of the college will be closed. Employees are not to leave the campus until authorized to do so by an authorized administrator or Campus Sherriff at (818) 364-7843. If you are in an unlit area, proceed cautiously to an area that has emergency lights or evacuate the building. Provide assistance to students, visitors and staff in your immediate area.

1. Electrical/Light Failure:

   Most campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairs for safe exiting. In the event of electrical failure, call Facilities Maintenance at extension 7800. A representative will notify the Sheriff’s Department when assistance in evacuating an area is needed. If an administration representative is not available contact the Campus Sherriff at (818) 364-7843. Give your name, location, and department and advise them of the situation.

   If you are in an unlit area, proceed cautiously to an area that has emergency lights or evacuate the building. Provide assistance to students, visitors and staff in your immediate area.

2. Elevator Failure:

   All elevators are equipped with emergency alarms. Stay calm. Use the intercom telephone or the emergency button. College personnel will be dispatched to the elevator for assistance.

3. Plumbing Failure/Flooding:

   Cease using all electrical equipment, vacate the area and call Facilities Maintenance at extension 7800. If unavailable contact the Campus Sherriff at (818) 364-7843.

4. Ventilation:

   If smoke or burning smells come from the ventilation system, vacate the area and immediately call the Campus Sherriff at (818) 364-7843.

5. Telephone System Failure:

   Should a telephone instrument become inoperable during the course of the routine workday send an Online Work Request via the LAMC website and submit to IT (Information Technology) or call extension 7608.

   Should college telephones become inoperable during an emergency situation such as that associated with an earthquake, a number of communications has been established. When dispatching a runner, the primary point of contact should be the Campus Sherriff or administrator in charge.
Windstorm (Severe)

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains. Accurate meteorological predictions may be available and prior warning may be expected in sufficient time to enable the campus to prepare for emergency condition.

If a severe windstorm occurs:

1. The best protection in severe winds is the permanent building of the campus. As a result, steps will be taken to ensure the safety of students/employees within the buildings rather than to evacuate. Time permitting, students and employees in temporary structures will be moved to permanent buildings/structures. Insofar as is practical, the Campus Sherriff will follow up on warnings by making room-to-room inspections of all temporary structures.

2. At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down.

3. Immediately after the cessation of severe winds, college personnel will inspect all areas for damage.

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

Immediate Actions:

- The best protection in the event of severe winds is the use of the permanent campus buildings. It is safer to be inside permanent buildings than attempt to evacuate the campus. Time permitting, employees and students in temporary structures will be moved to permanent concrete structures.

In the event of a tornado warning:

Emergency Operations Center will attempt to issue warning of approaching tornado. Move everyone out of windowed areas. Close doors and remain in interior, windowless rooms, hallways, or basements. Await further instructions issued by the Incident Commander or other officials. Insofar as is practicable, Building Monitors will follow up on warnings to employees and students by making room-to-room inspections.

IF THERE IS NO ADVANCED WARNING:

- Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large, heavy objects, and windows.

- Open doors if possible.

- Keep calm and maintain calm for students and/or faculty/staff you are supervising.
STAFF AND FACULTY RESPONSIBILITIES

- If an emergency exists activate the building alarm. Building evacuations shall occur when an alarm sounds or when an emergency exists.

- ASSIST THE DISABLED IN EXITING THE BUILDING! Remember that elevators are reserved for the disabled persons use.

- If at all possible do not use elevators.

- If trapped in an elevator, remain calm. Do not attempt to force open the roof hatch or door. Use the telephone located on the panel. They will send help that will assist you.

- Once outside, move to a clear area at least 100 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

- If requested, assist emergency crews as necessary.

- DO NOT RETURN TO AN EVACUATED BUILDING until the all-clear signal is sounded or unless told to do so by a College official.

- To prevent fire hazards, do not use open flames (candles, etc.).
Additional Information And Procedures

Telecommunications Failure
Proceed to the nearest operational phone and notify Facilities Management at extension 7800.

Elevator Failure
Those facilities on campus which have elevators will follow those procedures which are posted within the elevator. Notify Facilities Management at extension 7800 or the Campus Sheriff at (818) 364-7843.

Plumbing Failure/Flooding
Cease using all electrical equipment and follow the notification and evacuation steps listed above. Notify Facilities Maintenance at extension 7800 or the Campus Sheriff at (818) 364-7843.

Natural Gas Leak or Ruptured Gas Line
Notify Plant Facilities at extension 7800 or the Campus Sheriff at (818) 364-7843. Cease all operations and follow the notification and evacuation steps listed above. The Campus Sheriff and/or Facilities Management will evaluate the situation and determine if evacuation of the building or area is warranted; follow procedures for Hazardous Materials Release. (See Page 47 – Hazardous Materials Release)

Ventilation
If smoke or burning smells emanate from the ventilation system, report information to Campus Sheriff at (818) 364-7843 and evacuate, if appropriate.

Water Contamination
If water contamination is suspected or has been verified, Facilities Management personnel will liaison with the applicable Water Department to determine if the location and extent of contamination. An advisory will be issued to the campus community advising of the contamination and to not use the water.
APPENDIX A
BOMB THREAT CHECKLIST

Keep a copy of this page under your phone.

1. EXACT WORDING OF THE THREAT:

____________________________________________________________________
____________________________________________________________________

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

3. REPORT THREAT IMMEDIATELY TO:
   • Your supervisor;
   • Floor or Building Marshal;
   • (In some cases) (818) 364-7843.

4. BASIC CALL INFORMATION
   Time of threat: ____________________________
   Date: ____________________________
   Your Name: ____________________________
   Position: ____________________________
   Phone Number where threat was received: ____________________________

5. THREAT LANGUAGE
   _____ Well-spoken  _____ Incoherent
   _____ Foul  _____ Taped
   _____ Irrational  _____ Message was read

6. CALLER'S VOICE
   Sex _______ Age _______
   _____ Calm  _____ Nasal
   _____ Angry  _____ Stutter
   _____ Excited  _____ Lisp
   _____ Slow  _____ Raspy
   _____ Rapid  _____ Deep
   _____ Soft  _____ Ragged
   _____ Loud  _____ Clearing Throat
   _____ Laughter  _____ Deep Breathing
   _____ Crying  _____ Cracking Voice
   _____ Normal  _____ Disguised
   _____ Distinct  _____ Accent
   _____ Slurred  _____ Familiar

   If voice was familiar, who did it sound like?

7. BACKGROUND NOISES:
   Street noises  Office machinery
   Restaurant  Voices
   Factory machinery  Animal noises
   PA System  Clear
   Music  Static
   Household noises  Local
   Motor  Long Distance
   Other:

8. REMARKS

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
APPENDIX B
LOS ANGELES COMMUNITY COLLEGE DISTRICT INCIDENT/INJURY REPORT

Date and Time Incident Occurred: [ ]
Name of College Campus: [ ]
Incident No.: [ ]
Date and Time Reported to Sheriff’s Department: [ ]
Location on Campus Where Incident Occurred: [ ]

Type of Incident: [ ] Employee [ ] Student [ ] Student Worker [ ] Visitor [ ] Non-Criminal Graffiti [ ] Traffic Incident

CODE: ST-Student EM-Employee W-Witness I-Informant DP-Disturbing Party M-Patient P-Party

PARTY INJURED/INVOLVED IN INCIDENT

Party’s Name (Last, First Middle): [ ]
Party’s Address: [ ]
Party’s Telephone No: [ ]
Party’s Employee Number: [ ]
Party’s Driver’s License No: [ ]

Sex: [ ]
Race: [ ]
Date of Birth: [ ]
Age: [ ]
Height: [ ]
Weight: [ ]
Hair Color: [ ]
Eye Color: [ ]

Type of Injury (Industrial, Accident): [ ]
Extent of Injury (Minor or Serious): [ ]
Transported to: [ ]
Transported by: [ ]

Supervisor/Instructor’s Name: [ ]
Supervisor/Instructor’s Telephone Number: [ ]
Supervisor/Instructor Notified: [ ] Yes [ ] No
Date and Time Notified: [ ]

Date DWC-1 Form Issued: [ ]
Date Medical Referral Issued: [ ]

WITNESSES/OTHERS INVOLVED

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<thead>
<tr>
<th>Code</th>
<th>No of</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>DOB</th>
<th>Sex</th>
<th>Race</th>
<th>Hair</th>
<th>Eyes</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res. Address</td>
<td>City</td>
<td>Zip</td>
<td>Driver’s License</td>
<td>State</td>
<td>Res. Phone (with code)</td>
<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>Bus. Address</td>
<td>City</td>
<td>Zip</td>
<td>Bus Phone</td>
<td>Prior Contact: [ ] Yes [ ] No</td>
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<tr>
<td>Bus. Address</td>
<td>City</td>
<td>Zip</td>
<td>Bus Phone</td>
<td>Prior Contact: [ ] Yes [ ] No</td>
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</tbody>
</table>

Party’s Statement:

Physical Observations:

Reporting Officer: [ ]
Date and Time Received: [ ]
Person Reporting Incident (Print): [ ]
Person Reporting Incident (Signature): [ ]

Reporting Officer’s Signature: [ ]
Approving Supervisor: [ ]
Division – Clerk: [ ]

REFERENCE: LACCD EH&S RR-03

Fax a Copy to the District’s Risk Management Office
Hand Deliver the Original to the College Focal Point
TO BE COMPLETED BY SHERIFF

LACCD EH&S RR-03-4 Rev 3 01/08

LAMC | Emergency Operation Plan

69
| 1. FIRM NAME | 1a. Policy Number | Please do not use this column |
| 2. MAILING ADDRESS: (Number, Street, City, Zip) | 2a. Phone Number |
| 3. LOCATION if different from Mailing Address (Number, Street, City and Zip) | 3a. Location Code |
| 4. NATURE OF BUSINESS, e.g., Painting contractor, wholesale grocer, sawmill, hotel, etc. | 3b. Ownership |
| 5. TYPE OF EMPLOYER: | 6. State unemployment insurance ass't |
| Private | Other Gov't, Specify: |
| State | |
| City | |
| School District | |
| 7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yyyy) | 9. TIME EMPLOYEE BEGAN WORK (mm/dd/yyyy) |
| 8. TIME INJURY / ILLNESS OCCURRED (mm/dd/yyyy) | 10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yyyy) |
| 11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? Yes No | 12. DATE LAST WORKED(mm/dd/yyyy) |
| 13. SALARY BEING CONTINUED? Yes No | |
| 14. IF STILL ON WORK, CHECK THIS BOX: |
| 15. SPECIFIC INJURY / ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g., Second degree burn on right arm, tendonitis on left elbow, lead poisoning |
| 16. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading breeze onto truck. |
| 20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip) | 22. COUNTY |
| 21. ON EMPLOYER'S PREMISES? Yes No |
| 23. Other Workers Injured or Ill in This Event? |
| 24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Acetylene, welding torch, farm tractor, scaffold |
| 26. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading breeze onto truck. |
| 27. Name and address of physician (number, street, city, zip) | 27a. Phone Number |
| 28. Hospitalized as an inpatient overnight? Yes No |
| If yes then, name and address of hospital (number, street, city, zip) | |
| 29. EMPLOYEE TRANSPORTED TO HOSPITAL? Yes No |
| 30. EMPLOYEE NAME |
| 31. SOCIAL SECURITY NUMBER |
| 32. DATE OF BIRTH (mm/dd/yyyy) |
| 33. HOME ADDRESS (Number, Street, City, Zip) |
| 33a. Phone Number |
| 34. SEX Male Female |
| 35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers) |
| 36. DATE OF HIRE (mm/dd/yyyy) |
| 37. EMPLOYEE USUALLY WORKS ______ hours per day, ______ days per week, ______ total weekly hours |
| 37a. EMPLOYMENT STATUS regular, full-time, part-time, temporary, seasonal |
| 37b. UNDER WHAT PLAN DOES YOUR POLICY WHERE WAGES ABDONED |
| 38. GROSS WAGES/SALARY $ ______ per |
| 38a. Other Payments Not Reported As Wages/Salary (e.g. tips, meals, overtime, bonuses, etc.) |
| 39. SOURCE |
| 40. EVENT |
| 41. PRIMARY SOURCE |
| 42. ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14302.23 (b)(3)-(10) & 14302.35 (b)(2)(c)(3)(j) [Revised 2019]. |
| Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14302.35(c)(3)(b).

Form 9020 (Rev 7/12) June 2022

FILEING OF THIS FORM IS NOT AN ADMISSION OF LIABILITY

LAMC | Emergency Operation Plan 72
REPORTING AUTOMOBILE ACCIDENTS

The State administers a vehicle liability self-insurance program against loss for personal injury and property damage to others. The program protects any officer or employee of the State while operating a state-owned vehicle while on official business.

All vehicle accidents which in any way involve personal injury or property damage to others must be reported within 48 hours on Report of Vehicle Accident form STD. 270. The completed report must be signed by the operator and approved by his or her supervisor.

Accidents resulting in any injury to persons other than employees, or involving serious damage to the property of others, must be reported immediately by telephone to the Office of Risk and Insurance Management or an advance copy of STD. 270 may be faxed to the ORIM.

DO NOT DISCUSS ACCIDENT WITH ANYONE EXCEPT:

a. Investigating Traffic Officers
b. Your Supervisors
c. Authorized State Officers
d. State's Insurance Adjusters

Subsequent to any accident involving a State vehicle, all communications and forms, including Summons and Complaint, must be forwarded to the Department of General Services, Office of Risk and Insurance Management, Sacramento. Transmittal letter should include date and place of service together with any other pertinent information, including name of person or agency served and date of service.

COMPLETE ENTRIES ON ACCIDENT IDENTIFICATION CARD—DETACH AND GIVE TO OTHER DRIVER

STATE OF CALIFORNIA - D.O.G. ORIM

ACCIDENT IDENTIFICATION

STL (W3) (Rev. 1/77)

IMPORTANT

Complete entries below, detach this card and give to other driver who may need information for financial responsibility form.

DRIVER'S FULL NAME AND HOME TELEPHONE NUMBER

DRIVER'S LICENSE NUMBER

DEPARTMENT EMPLOYED BY

DATE AND LOCATION OF ACCIDENT

YEAR AND MAKE OF STATE VEHICLE

LICENSE NUMBER OF STATE VEHICLE

ANY INQUIRY REGARDING ACCIDENT MAY BE Addressed TO

OFFICE OF RISK AND INSURANCE MANAGEMENT
DEPARTMENT OF GENERAL SERVICES
727 THIRD STREET, FIRST FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-3392
Internet: claims@igos.ca.gov  1-800-995-3534 Toll Free
NO. NAME AND ADDRESS OF WITNESSES FIRST

NAME PHONE NAME PHONE NAME PHONE
1 2 3

INJURED PERSONS

NAME PHONE NAME PHONE NAME PHONE

AGE AGE AGE

OTHER VEHICLES

TROUPE REGULAR LICENSE ADDRESS ADDRESS

REPAIR SHOP ADDRESS ADDRESS

OPERATING/OWNER NAME ADDRESS

EVIdENCE OF FINANCIAL RESPONSIBILITY

This vehicle is owned or leased by the State of California, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020, 16021 et seq. state that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility.

REPORTING OF CLAIMS

In case of accident resulting in injury to persons (other than employees), or involving serious damage to the property of others, call the Office of Risk and Insurance Management IMMEDIATELY (or FAX an advance copy of STD. 270, Vehicle Accident Report, to):

OFFICE OF RISK AND INSURANCE MANAGEMENT
(916) 376-5300/5302 (CALNET: 480-5300/5302) or
1-800-900-3634 TOLL FREE
FAX (916) 376-5277

On weekends or holidays, leave a Voice Mail message (which will be returned on the next business day).
**VEHICLE ACCIDENT REPORT**

**STATE OF CALIFORNIA - DGS ORIM**

**STD. 270 (REV. 2/2002c)**

**NAME**

**AGE**

**EMPLOYING DEPARTMENT**

**AGENCY BILLING CODE**

**DRIVER'S LICENSE NO.**

**ACCIDENT DATE**

**TIME**

**OFFICE ADDRESS**

**AGENCY DOCUMENT NO. (Optional)**

**WAS VEHICLE BEING USED ON OFFICIAL STATE BUSINESS?**

- [ ] YES
- [ ] NO

**DATE DRIVER LAST COMPLETED**

**STATE DEFENSIVE DRIVER TRAINING**

**JOB TITLE**

**BUSINESS TELEPHONE**

**VEHICLE LICENSE NUMBER**

**VEHICLE YEAR, MAKE, MODEL**

**DEPARTMENT OWNED**

- [ ] YES
- [ ] NO

**DGS POOL**

- [ ] YES
- [ ] NO

**DEPT. VEHICLE NO. (Optional)**

**DESCRIBE DAMAGES TO STATE VEHICLE**

**ESTIMATED REPAIR COST**

- [ ] RENTAL
- [ ] EMPLOYEE OWNED

**IF DEPARTMENT OWNED OR RENTAL, ENTER OWNER'S NAME**

**ACCIDENT LOCATION (Address/Area)**

**ROAD CONDITIONS**

**WEATHER CONDITIONS**

**(City/State)**

**TRAFFIC CONDITIONS**

**(County)**

**HOW FAST WERE YOU DRIVING?**

**EST. SPEED OF OTHER CAR**

**POLICE REPORT MADE**

- [ ] YES
- [ ] NO

**NAME AND ADDRESS OF INVESTIGATING AGENCY**

**OTHER VEHICLE**

**DRIVER'S NAME**

**AGE / JOB**

**VEHICLE LICENSE NUMBER**

**VEHICLE YEAR, MAKE, MODEL**

**NO. OF PASSENGERS**

**DRIVER'S LICENSE NO.**

**HOME TELEPHONE**

**WORK TELEPHONE**

**REGISTERED OWNER**

**DRIVER'S ADDRESS (Street, City, State, Zip Code)**

**OWNER'S ADDRESS**

**HOME TELEPHONE**

**WORK TELEPHONE**

**BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OR PROPERTY**

**NAME AND ADDRESS OF OTHER PARTY'S INSURANCE**

**INJURED**

**NAME**

**AGE**

**ADDRESS**

**HOSPITAL**

- [ ] YES
- [ ] NO

**WITNESS**

**NAME**

**TELEPHONE**

**ADDRESS**

**NAME**

**TELEPHONE**

**ADDRESS**

- [ ] YES
- [ ] NO

**VEHICLE PASSENGERS**

- [ ] YES
- [ ] NO

**STATE**

**NAME**

**ADDRESS**

**NAME**

**ADDRESS**

**NAME**

**ADDRESS**

- [ ] YES
- [ ] NO

(Continue on reverse)
IDENTITY (As Used on Label and List) | Note: Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.

Section I

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<thead>
<tr>
<th>Manufacturer's Name</th>
<th>Emergency Telephone Number</th>
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<tbody>
<tr>
<td>Address (Number, Street, City, State, and ZIP Code)</td>
<td>Telephone Number for Information</td>
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<tr>
<td>Date Prepared</td>
<td></td>
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<tr>
<td>Signature of Preparer (optional)</td>
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Section II - Hazardous Ingredients/Identity Information

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<tr>
<th>Hazardous Components (Specific Chemical Identity; Common Name(s))</th>
<th>OSHA PEL</th>
<th>ACGIH TLV</th>
<th>Other Limits Recommended</th>
<th>% (optional)</th>
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<tbody>
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### Section III - Physical/Chemical Characteristics

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<tr>
<th>Boiling Point</th>
<th>Specific Gravity (H₂O = 1)</th>
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<tr>
<td>Vapor Pressure (mm Hg)</td>
<td>Melting Point</td>
</tr>
<tr>
<td>Vapor Density (AIR = 1)</td>
<td>Evaporation Rate (Butyl Acetate = 1)</td>
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<td>Solubility in Water</td>
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<tr>
<td>Appearance and Odor</td>
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### Section IV - Fire and Explosion Hazard Data

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<th>Flammable Limits</th>
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<th>UEL</th>
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<td>Extinguishing Media</td>
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<td>Special Fire Fighting Procedures</td>
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<tr>
<td>Unusual Fire and Explosion Hazards</td>
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(Reproduce locally) OSHA 174, Sept. 1985

### Section V - Reactivity Data

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<thead>
<tr>
<th>Stability</th>
<th>Unstable</th>
<th>Conditions to Avoid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incompatibility (*Materials to Avoid*)

Hazardous Decomposition or Byproducts

<table>
<thead>
<tr>
<th>Hazardous Polymerization</th>
<th>May Occur</th>
<th>Conditions to Avoid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will Not Occur</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section VI - Health Hazard Data

<table>
<thead>
<tr>
<th>Route(s) of Entry:</th>
<th>Inhalation?</th>
<th>Skin?</th>
<th>Ingestion?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health Hazards (Acute and Chronic)**

<table>
<thead>
<tr>
<th>Carcinogenicity:</th>
<th>NTP?</th>
<th>IARC Monographs?</th>
<th>OSHA Regulated?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signs and Symptoms of Exposure**

**Medical Conditions**

*Generally Aggravated by Exposure*

**Emergency and First Aid Procedures**

### Section VII - Precautions for Safe Handling and Use

**Steps to Be Taken in Case Material is Released or Spilled**

**Waste Disposal Method**

**Precautions to Be taken in Handling and Storing**

**Other Precautions**
## Section VIII - Control Measures

<table>
<thead>
<tr>
<th>Respiratory Protection (<em>Specify Type</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventilation</td>
</tr>
<tr>
<td>Mechanical (<em>General</em>)</td>
</tr>
<tr>
<td>Protective Gloves</td>
</tr>
<tr>
<td>Other Protective Clothing or Equipment</td>
</tr>
<tr>
<td>Work/Hygienic Practices</td>
</tr>
</tbody>
</table>

* U.S.G.P.O.: 1986 - 491 - 529/45775