

Los Angeles Pacific College

Emergency Action Plan and Fire Prevention Plan

[An emergency action plan \(EAP\)](#) is a written document required by particular OSHA standards. [[29 CFR 1910.38\(a\)](#)] as well as [CFR 668.49, Institutional fire safety policies and fire statistics](#). The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

This document is intended to be compliant with OSHA standards with specific consideration to requirements from Cal/OSHA. This document is constantly updated. Feedback is welcome. Forward your suggestions to the Emergency Plan Coordinators at admin@lapacific.edu.

INTRODUCTION:

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees/students, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

Presented as separate documents, please find the following health and safety plans:

- [Health, Safety and Emergency Student Handbook](#)
- [LAPC COVID Prevention Plan](#)
- [LAPC Violence Prevention Program](#)
- [Illness and Prevention Program](#)
- [Worker's Compensation Policy](#)

LAPC Emergency Action Plan

This manual is intended to serve as the primary guidelines in emergency situations. It should provide enough information and direction to assist you during an emergency situation. We recognize that if an unusual circumstance should occur, faculty and staff might have to exercise their discretion, judgment and intelligence when dealing with an emergency.

The safety and protection of the faculty, staff and students is always the primary concern. By distributing and discussing the emergency and personnel safety procedures, we hope to maximize the response to emergency or threatening situations. This plan is not intended to cover all emergency situations that may arise; however, it should be used as a guide. This plan takes into account the architectural, programmatic, and communication rights of individuals with disabilities and others with access and functional needs.

Emergency Plan Coordinators

Name/Title	Email	Phone #
Israel Campos/Associate Director of Operations	Israel@lapacific.edu	213-973-7549
Bernadette Yeaton/Associate Academic Director	admin@lapacific.edu	213-262-9583

The Emergency Plan Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by staff or faculty for further information on this Plan during normal business hours. Additionally, they receive training in First Aid and Cardiopulmonary Resuscitation (CPR). Israel Campos is the designated Floor Warden who assists the Fire Department in an evacuation. A Floor Warden must pass a Floor Warden Certification test approved by the Los Angeles Fire Department. The certification is on file with the Academic Director.

Emergency Plan Coordinators Responsibilities

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After Action Review following any emergency event and provide a copy to the organization's Director.
- The EAP will be maintained and shall include:
 - Emergency escape procedures and emergency escape route assignments.
 - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
 - Procedures to account for all personnel following evacuation.

Duties/Responsibility during an Emergency:

- Ensure Floor Captains initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Obtain accountability for our personnel following the incident and/or evacuation.
- Provide Emergency Response personnel with necessary facility information.
- Notify Building Management & Emergency Response of unaccounted for personnel.

Please reference the [Emergency First Aid Guidelines for California Schools](#).

The President with the Emergency Plan Coordinators lead and coordinate the emergency plan and evacuation. The Emergency Coordinators are responsible for assessing a situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, and notifying and coordinating with outside emergency services.

When the decision has been made to evacuate the building:

- Listen to building intercom system.
- Become familiar with the emergency procedures listed below, and know in advance the specific procedures to follow.
- In the event of an emergency, the building security guard may call for assistance from police, fire, or EMS. The Los Angeles Police Department has jurisdiction and responds to incidents on campus.

Every owner, manager, operator, administrator, and tenant of a new or existing high-rise building shall, in cooperation with the Fire Department, establish, implement, maintain and update an Emergency Plan for the building that complies with, but is not necessarily limited to, the requirements set forth in California Code of Regulations, [Sections 57.408.2.1](#) through [57.408.2.5](#).

Any inquiry on the contents of the building management Emergency Plan should be directed to:

Building Management
3325 Wilshire Blvd. Suite 700
Los Angeles, CA 90010
P: 213-389-4108
F: 213-388-4627

Contact: Angie Pena; angiepena@jamisonservices.com
Andrew Chung; andrewchung@jamisonservices.com

Building Security
(213) 392-7413

In an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of security, faculty and staff.

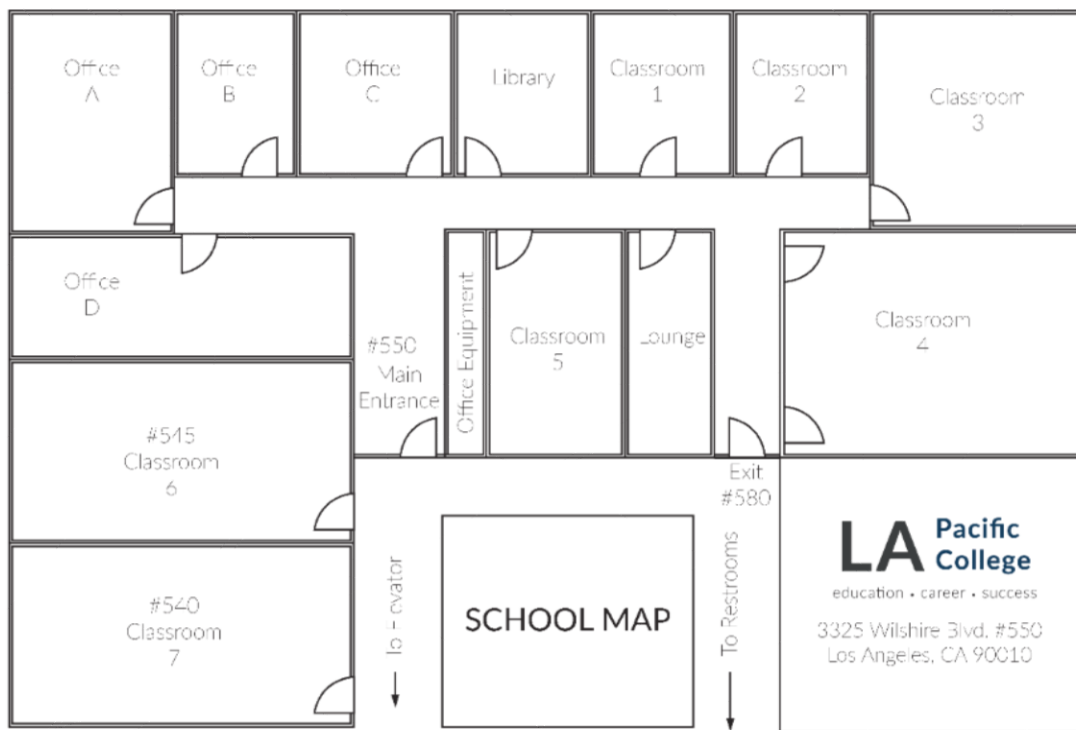
- Become familiar with these emergency procedures outlined in this booklet and know in advance the specific procedures to follow.
- If you have an office or permanent workplace, classroom, lab, shop, etc., familiarize yourself with the emergency telephone locations.
- Our goal is to avoid being complacent. Most of us believe that we will never be affected; however, everyone should be prepared to react knowledgeably and efficiently should an emergency occur. It is our hope that by providing this evacuation and safety plan to the Campus community we can better prepare for an emergency situation.

GEOGRAPHY

LAPC's geography consists of a single building located on the cross streets of Wilshire Blvd. and Catalina Ave. The building is on the northeast corner. The campus is surrounded by private property.

The college occupies suites #540, #545, #550, and #580. Please reference map below.

Los Angeles Pacific College
3325 Wilshire Blvd., Suite 550
Los Angeles, CA 90010



LAPC is located within a high-rise building which is owned and managed by Jamison Services. The building management maintains a separate [Emergency Plan](#) and conducts annual fire safety training for the designated Floor Warden. The 5th Floor Floor Wardens for the 2022-2023 period are Israel Campos and Finex Ngai.

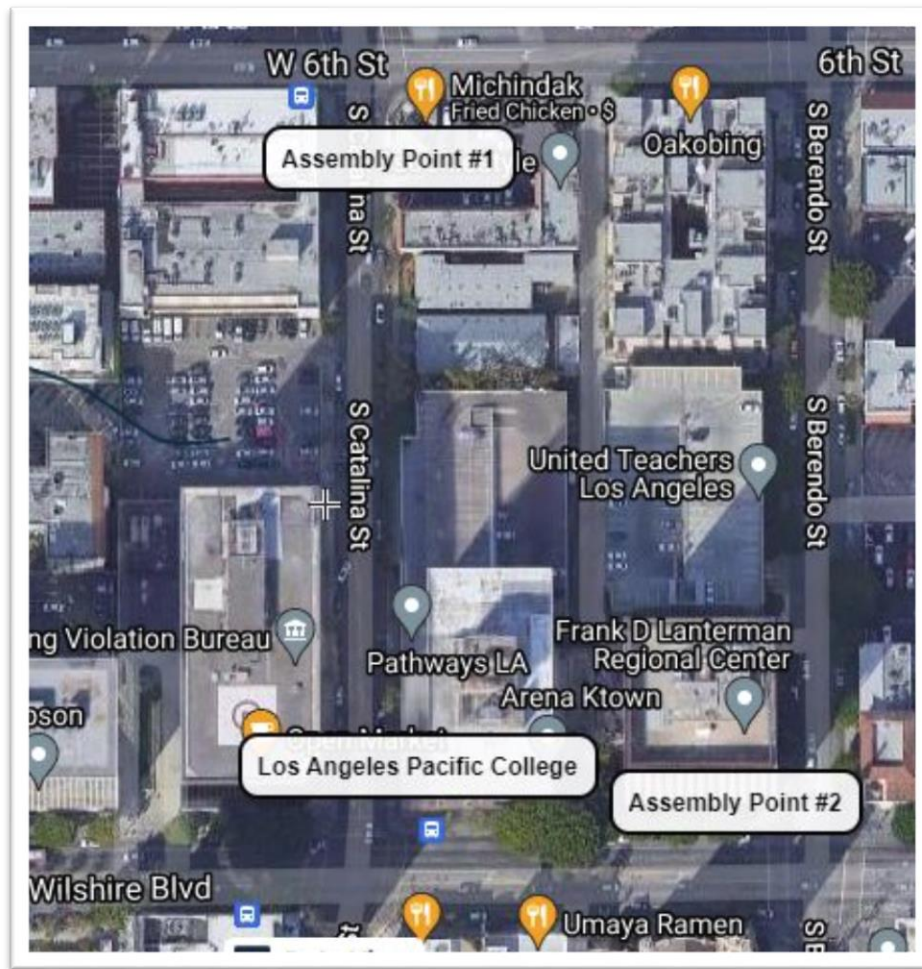
ASSEMBLY POINTS AFTER A DRILL OR EMERGENCY SITUATION

After an emergency evacuation or drill, there are two assembly points of refuge:

- Assembly Point #1
 - Southeast corner of 6th and Catalina
(next to Michindak Chicken)
- Assembly Point #2
 - Northwest corner of Wilshire and S. Berendo St.

Upon exiting the building after an emergency evacuation, proceed to the assembly point easiest for you to access.

The Emergency Coordinators will account for all occupants to make sure everyone has left the building. Do not return to the building until you have been authorized by emergency personnel.



OVERVIEW OF CAMPUS SECURITY

The building security maintains their presence through normal business hours until 9pm in the evening. The building management contracts with a security company and operates security over their guidance. Per California Code of Regulation, SEC. 57.408.5.1.2, the Fire Safety Director of the building is responsible for security personnel.

When there is an issue, security is contacted.

The building security is unarmed and they do not authorized to make any arrests. They are authorized to ask for identification and to determine whether individuals have a legitimate reason to access the campus. LAPC does not have memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies, however in the event of an emergency, guards may call for assistance from police, fire, or EMS. The Los Angeles Police Department has jurisdiction and responds to incidents on campus.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

LAPC strongly encourages anyone who has witnessed, or been a victim of a crime to immediately report the incident by dialing 9-1-1, or for a non-emergency, you may contact one of the Emergency Plan Coordinators by calling the front desk (213) 384-2318, or the direct line at (213) 973-7549.

Campus Security is available during all operating hours of the College, and are located strategically throughout each building.

To report all fires, criminal or suspicious activity, and/or emergencies:

1. Verbally contact an Emergency Plan Coordinator by calling the front desk (213) 384-2318, or the direct line at (213) 973-7549 during normal business hours.
 - a. By text or email after hours or on weekends. Email: Israel@lapacific.edu.
 - b. By engaging the fire pull-system alarm.
2. By calling building security by dialing (213) 392-7413
3. By calling 9-1-1 in the event of a serious emergency.

Emergency Contact Information

Los Angeles Police Department 9-1-1 (800) 688-8000*

Paramedics 9-1-1 (800) 688-8000*

Los Angeles Fire Department 9-1-1 (213) 485-2621*

*Only use this number if there is a problem with the 9-1-1 calling system.

Non-Emergency Contact Information

Rampart Police Department Substation

Hours: Tue - Sat 10a - 6pm

653 S. Alvarado

Los Angeles, CA 90026

(213) 847-5617

Los Angeles County Sheriff's Department

450 Bauchet St, Los Angeles, CA 90012

(213) 473-6100

Los Angeles Fire Department

4029 Wilshire Blvd.

Los Angeles, CA 90010

(213) 485-6229

California Highway Patrol

777 W Washington Blvd, Los Angeles, CA 90015

Los Angeles, CA 90015

Other Local Agencies

Nearest Hospitals:

Good Samaritan Hospital Emergency Room

1230 W 6th Street

Los Angeles, CA 90017

(213) 977-2420

www.goodsam.org

California Hospital Medical Center Emergency Room
1401 S Grand Ave.
Los Angeles, CA 90015
(213) 748-2411
www.dignityhealth.org

Kaiser Permanente Los Angeles Medical Center Emergency Room
4867 Sunset Blvd.
Los Angeles, CA 90027
(323) 783-4011
www.healthy.kaiserpermanente.org

Los Angeles County Health Services
LAC+USC Medical Center
1200 N. State Street Clinic Tower #2b300
Los Angeles, CA 90033
(323) 409-1000 General Information
(323) 409-6225
www.dhs.lacounty.gov/lacusc/

City of Los Angeles
Central Public Health Center
241 N. Figueroa Street
Los Angeles CA 90012
(213) 288-8204
<https://locator.lacounty.gov/lac/Location/3182350/central-public-health-center>

Los Angeles County Environmental Health Service
550 Vermont Ave # 605,
Los Angeles, CA 90020
(213) 351-5110
<http://publichealth.lacounty.gov/eh/>

City of Los Angeles
Emergency Management Department
2029 N Main St
Los Angeles, CA 90012
(213) 978-2222 Physical Office
(323) 980-2260 (OEM Main Number)
(323) 980-2270 (Emergency Survival Program)
ceo.lacounty.gov/emergency-management
emergency.lacity.org/
Receive emergency alerts by following:
<https://twitter.com/NotifyLA>

SoCal Gas Company
555 W 5th St
Los Angeles, CA 90013
(213) 244-1200
<https://www.socalgas.com/>

Poison Control (800) 876-4766
(323) 222-3212

Suicide Prevention (213) 381-5111

Rape Crisis Hotline (310) 392-8381

TRAINING AND EXERCISES

A pre-announced evacuation drill is held at least once each year. Drills are coordinated by Building Security. Building Security performs a test of the emergency notification system in the building. All employees and students are required to participate in the drill.

The Building Security monitors and assists in the coordination of the drill activities. An emphasis is placed on evacuating individuals with disabilities. In light of the implementation of social distancing and a temporary switch to distance education for the majority of staff and faculty beginning March 2020, an evacuation drill was still conducted in both 2020 and 2021; however, it was only attended by the essential staff who have been working on campus.

The most recent Fire Drill occurred on September 17, 2021 as documented in an email from Building Management.

EMERGENCY INSTRUCTIONS

GENERAL INSTRUCTIONS FOR FACULTY, STAFF & STUDENTS IN CASE OF AN EMERGENCY

When there is an emergency, getting workers out of high-rise buildings poses special challenges. Preparing in advance to safely evacuate the building is critical to the safety of employees who work there.

Respond as directed by alarm system, PA announcement, or persons who are in control.

Do not question whether an alarm or warning is actual, simply evacuate.

Safely Evacuating a High-Rise

- Leave the area quickly but in an orderly manner, following the [building's emergency evacuation plan](#).
- Go directly to the nearest fire-free and smoke-free stairwell recognizing that in some circumstances the only available exit route may contain limited amounts of smoke or fire.
- Listen carefully for instructions over the building's public address system.
- Crawl low, under the smoke to breathe cleaner air if there is a fire. Test doors for heat before opening them by placing the back of your hand against the door so you do not burn your palm and fingers. Do not open a hot door, but find another exit route. Keep "fire doors" closed to slow the spread of smoke and fire.
- **Do not** use the elevators.
- **Do not** utilize the phone system – except to report casualties.
- Be aware of any disabled or challenged persons within your area. Discuss these procedures with them before an incident occurs.
- Report to the designated meeting place.
- **Do not** re-enter the building until directed by authorities.

REMEMBER – ANY MANUAL OR OPERATIONAL PLAN IS ONLY A GUIDELINE. CIRCUMSTANCES AND RAPIDLY CHANGING SCENARIOS ARE COMMON DURING ANY FORM OF EMERGENCY – LET REASONABLE THOUGHTS, NOT PANIC, GUIDE YOU.

If Trapped During an Emergency

- Stay calm and take steps to protect yourself.
- Go to a room with an outside window, and telephone for help if possible.
- Stay where rescuers can see you and wave a light-colored cloth to attract attention.
- Open windows if possible, but be ready to shut them if smoke rushes in.
- Stuff clothing, towels, or newspapers around the cracks in doors to prevent smoke from entering your room.

ALARM – ACTIVATE THE ALARM

- Activate the alarm system by using the nearest alarm pull station found on your exit route. ONLY CAMPUS SECURITY OR FIRE PERSONNEL MAY SILENCE AN ACTIVATED ALARM.
- Building Security and the Los Angeles Fire Department monitor the alarm system. No action is necessary after activating the alarm.
- When the fire alarm has been silenced, you should not assume that the emergency condition no longer exists. Notification to re-enter the building will be made by either the Fire Department or Building Security.

FIRE ALARM OR WARNING

No Visible Signs – Fire, Smoke, Heat, etc.

DO NOT USE ELEVATOR IN AN EMERGENCY

PERSONS WITH MOBILITY PROBLEMS *Who Cannot Utilize Stairwells*

- Use the phones in classrooms or hallways to alert Campus Security (ext. 77223) of your location. Then continue to the nearest stairwell location.
- Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel.
- Remain at that location until the all clear or assistance arrives.

FACULTY/STAFF IN CLASSROOMS OR LABORATORIES

- Direct all persons to move, in an orderly manner, to the exit following the Emergency Evacuation plan posted in each room by the door. If that exit is blocked, preserve calm and seek the nearest exit. Running should be avoided.
- Direct persons with mobility problems who cannot exit to go to the nearest stairwell and await assistance. **DO NOT USE ELEVATORS.** As soon as possible notify Building Security of those persons' location and complications.

- When possible, accompany the group out of the exit. Direct the group **away from the building** and out of roadways and areas utilized by emergency personnel.
- Remain with the group until Building Security approves the occupancy of the building.
- Faculty, staff and all others not in classroom settings should be aware of the exit diagrams located in each hallway and should follow the directions as stated above in regards to proceeding to the nearest exit.

FIRE

Visible Signs – Smoke, Flames, Odor, etc.

**DO NOT ATTEMPT TO GATHER BELONGINGS DO NOT USE
ELEVATORS DURING ALARMS OR FIRE**

Note: If you are mobility or otherwise challenged and cannot utilize the stairways, move to the nearest stairwell. Use the phones in classrooms or hallways to alert Campus Security (ext. **77223**) of your location. Then continue to the nearest stairwell location. Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel. Remain at that location until the all clear or assistance arrives.

All Personnel Should Adhere to the Acronym RACE:

RESCUE/EVACUATE – PRIORITY ONE

- Proceed to the nearest exit as in the event of an alarm. Follow the Emergency Evacuation notice posted in each room by the door.
- If you can do so without endangering yourself, evacuate any person(s) who are directly affected by the smoke, heat, flame, etc.
- If you are aware of any individuals with disabilities requiring assistance, notify Campus Security of the pertinent information regarding this person's location.
- Keeping your own safety in mind, assist an individual with a disability either out of the building or to the nearest stairwell – **DO NOT USE ELEVATORS** – and notify Campus Security of their location. If possible, stay with that person(s) until assistance arrives.
- If the door to your office, lab, classroom, etc., is blocked or you feel heat, **DO NOT** open the door. Place any items available under the door to stop any airflow and yell, scream or place something in a window to attract attention.

Using a Fire Extinguisher

Per OSHA: If fire extinguishers are available for employee use, it is the employer's responsibility to educate employees on the principles and practices of using a fire extinguisher and the hazards associated with fighting small or developing fires. [29 CFR 1910.157(g)(1)] This education must be provided annually and when a new employee is first hired. [29 CFR 1910.157(g)(2)]

Employees who have been designated to use fire extinguishers as part of the emergency action plan, must be trained on how to use the fire extinguishers appropriately in the workplace. [29 CFR 1910.157(g)(3)] This training is a specialized form of education that focuses on developing or improving skills and it must be provided annually and when employees are first assigned these duties. [29 CFR 1910.157(g)(4)]

The designated Floor Wardens receive annual training and certification, which are on file in the Academic Director's office.

Using a Fire Extinguisher

The following steps should be followed when responding to incipient stage fire:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate [type of fire extinguisher](#).
- Discharge the extinguisher within its effective range using the [P.A.S.S.](#) technique (pull, aim, squeeze, sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the [incipient stage](#).

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL...** Pull the pin. This will also break the tamper seal.
2. **AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

NOTE: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE...** Squeeze the handle to release the extinguishing agent.
4. **SWEEP...** Sweep from side to side at the base of the until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



fire

ADA INFORMATION – REFUGE AREA

All handicapped and challenged individuals that do not have the ability to access stairwells without assistance should follow these directions:

- Go directly to the nearest stairwell – **DO NOT USE ELEVATOR.** An Emergency Plan Coordinator will assist you down the stairs to safety.
- Ask others who are leaving the building to notify responding personnel of your situation.
- Building Security and assisting support agencies will provide assistance as soon as the elements of the emergency allow.
- If you are mobility or otherwise challenged and cannot utilize the stairways, move to the nearest stairwell.
- Contact the Emergency Plan Coordinator of your location, and then continue to the nearest stairwell location. Tell a classmate where you will be waiting for assistance and ask them to share that information with the closest security personnel. Remain at that location until the all clear or assistance arrives.

CONFINE – PREVENT THE SPREAD OF FIRE

- **DO NOT “prop open”** any fire or smoke doors at any time.

EXTINGUISH

- Do not attempt to extinguish any fire if such action is a direct threat to your safety – such as leaving you no avenue of escape.
- Attempt to extinguish a fire **ONLY** after all evacuation and life safety measures have been taken and the alarm has been sounded. Your personal safety is the number one priority.

STOP – DROP – ROLL

- If you or another person’s clothing, hair or any part of your person becomes engaged by fire **DO NOT RUN** or allow another to run. Running will actually ‘fan’ the fire and cause the clothes, etc., to burn at an accelerated rate, creating a greater risk for the victim.
- When clothing, hair or other body part does become engaged by fire, follow the rules of



STOP do not run

DROP to the ground or floor and cover your face

ROLL rolling may not extinguish the flames but this action will start to smother them and slow down the burning process.

- There are no guarantees that **STOP DROP AND ROLL** will prevent burns. This tactic will however help a person survive a clothing fire with less damage and allow for a better chance of survival.

BOMB THREAT

IMPORTANT: DO NOT TOUCH ANY SUSPICIOUS OBJECT OR PACKAGE.

RESPONSE

Bomb Threats:

Bomb threats are usually received by telephone. However, if you see or read about a bomb threat or any threat directed toward LAPC, inform the Emergency Plan Coordinators at (213) 384-2318.

The person receiving the telephoned bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the "TELEPHONE THREAT" listed below.

Call 9-1-1. Give your name, location and telephone number. Inform the dispatcher of the situation including any information you may have as to the location of the bomb, time it is set to explode, and time when you received the call.

Suspicious Object or Package:

In the event of a suspicious object/package is observed on campus, do not handle the object, immediately clear the area and call 9-1-1. The President or Building Security will advise if an evacuation is necessary.

MAIL THREAT

Bombs can be detonated by a variety of methods including the slightest touch. Therefore, if any suspicious object is located.

THE DEVICE SHOULD NOT BE TOUCHED OR DISTURBED UNDER ANY CIRCUMSTANCES.

Immediately evacuate the location and notify the police from another location.

CALL 9-1-1 USING A LAND LINE.

Only conventional telephones should be used as cellular telephone transmissions have the potential to detonate a bomb. Be sure to inform Building Security and the Emergency Plan Coordinators.

The President or Building Security will advise if an evacuation is necessary.

Evacuation of the Area:

1. If instructed to evacuate, go to the area designated for evacuations or the location instructed by the Los Angeles Police Department.
2. If inclement weather conditions exist, move to another building a safe distance away.
3. Do not return to an evacuated building unless instructed to do so by emergency personnel.

TELEPHONE THREAT

1. ATTEMPT TO KEEP THE CALLER TALKING IN ORDER TO GET THE FOLLOWING:
 - o When will the device explode?
 - o Where is it located?
 - o What does the device look like?

- What kind of incendiary device is the bomb?
- Did the caller place the device?
- Why did the caller place the device?

It is a good idea to inform the caller that the building is occupied, and the detonation of a bomb could result in death or serious injury to innocent people.

2. ATTEMPT TO DETERMINE AND RECORD THE FOLLOWING:

- Caller's speech pattern or accent
- Background noises, caller's name, or address from which the call is being made
- Caller's age and sex
- Caller's emotional state
- Date and time of call

The threat of any type of explosive device or bomb should be taken seriously and be treated as a real incident. Telephone threats are common in government agencies and could be received by any employee. The receiver of the threat should:

- Calmly elicit as much information as possible from the caller, using the **Bomb Threat Questionnaire**. The questionnaire is self-explanatory and while designed for bomb threats it might be used for any type of threatening call.
- Immediately call the Building Security and advise them of the threat.
 - **Do Not** attempt to spread any alarm other than calling Building Security or informing an Emergency Plan Coordinator. This includes any person(s) who might be at the location indicated by the caller. Panic and alarm can and will cause injuries.
- Remain at the location of the call until the arrival of a Building Security Officer.
- The Emergency Plan Coordinator will notify the Los Angeles Police Department immediately.
- The Emergency Plan Coordinator will immediately notify the President and Academic Director.
- The President will conduct a threat assessment with the Academic Director.
- If there is a determination to search all or part of the campus, the Emergency Plan Coordinators will guide staff, faculty and supervisors responsible for the affected areas through a search of the designated space. **NOTE:** Police, fire and other emergency personnel can only assist in a search. Only the occupants of an area can establish if something is out of order.
- If evacuation of any or all of the campus is declared, all personnel will be notified as follows:

Danger Imminent

The campus fire alarm system will be activated.

Follow procedures for Fire Alarm or Warning.

Time Allowing

All affected personnel will be notified via text or by a
Emergency Plan Coordinator.

If a suspected explosive device is found to be present, the Emergency Plan Coordinator or Building Security will request that the [Los Angeles Police Department Bomb Squad](#) respond for identification, removal or detonation of that device. The LAPD Bomb Squad has 28 full-time police officers and 3 K-9 handlers.

It must be realized that trained device identifying canines and other trained personnel will not and cannot be expected to respond to NCC unless it has been determined that there is a great possibility of a device being present or the presence of a device has actually been determined.

ACTIVE SHOOTER

ACTIVE SHOOTER SITUATIONS ARE UNPREDICTABLE & EVOLVE QUICKLY.

PROFILE OF AN ACTIVE SHOOTER

Source: [Department of Homeland Security, Active Shooter: How to Respond](#)

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down.
- When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

On the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

1) RUN: Evacuate	2) HIDE: Hide Out	3) FIGHT: Take Action
<ul style="list-style-type: none">• Have an escape route and plan in mind;• If safe to do so, run out of the building;• Leave your belongings behind;• Keep your hands visible; and,• Avoid elevator	<ul style="list-style-type: none">• If running is not a safe option, hide;• Hide in an area out of the active shooters view;• Block entry to your hiding place and lock doors; and,• Turn off lights, silence electronic devices.	<ul style="list-style-type: none">• As a last resort and only when your life is in imminent danger.• Attempt to incapacitate the active shooter• Act with physical aggression and throw items at the active shooter
***** CALL 9-1-1 ONLY WHEN IT IS SAFE TO DO SO *****		

Please go to [Training.gov](#) and watch the *Run, Hide, Fight* video.

Evacuate if there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- **Escape**
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
- **Prevent individuals from entering an area where the active shooter may be**
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe

MEDICAL EMERGENCY

A medical emergency may be defined as any incident or illness that has caused a physical condition which might be severely injurious or hazardous to the victim. If there is a question as to the severity of the condition, err on the side of caution and proceed as follows:

VICTIM RESPONSE

- Call 9-1-1. Verbally call from the location of the incident to the nearest person(s), for assistance. Use a calm voice. Don't instill panic.
- Supply as much information concerning the injury/illness and the victim as possible to the 9-1-1 Operator.
 - Give location.
 - Type of injury/illness.
 - Condition, i.e., conscious, bleeding, breathing (or not).
 - Age, sex, or other obvious physical impairments, i.e., blind, amputee, etc.
 - DO NOT hang up until told to do so.
- **Do not move the victim.** If you are the victim and alone, remain as still as possible.
 - NOTE: If there is a clear and present danger such as fire, HAZMAT (Hazardous or Materials), or other life endangering element, movement may be necessary.
- If the victim is conscious, obtain as much personal and medical information and history as possible – the victim's condition may deteriorate before assistance arrives. If you are the victim and loss of consciousness is apparent, make every attempt to record as much information as possible for the responding personnel.
- Continue talking to the victim in a calm voice. Another's presence is a comforting factor to the victim.
- DO NOT leave the victim before emergency medical personnel arrive. You may be the only source of vital medical and personal information.
- Listen to the victim as he/she responds to the emergency personnel. The victim may, due to the illness or injury, forget or misrepresent vital information.
- Be prepared to assist emergency personnel in any manner possible or requested.

NATURAL DISASTERS

THUNDERSTORMS, TORNADOES AND HURRICANES: HEAVY RAINS AND FLASH FLOODING

In the event of a natural disaster, the local Los Angeles Department of Emergency Services will give public notice of open and closed surface traffic routes. The communications center will advise motorists and employees of existing freeway traffic conditions.

A tropical thunderstorm and hurricanes occasionally strike the coast of Southern California; however, the hurricane-force has often waned by then. What comes with these storms are often extremely heavy rain, high winds, and flash flooding.

Heavy downpours, horizontal rains and extreme heavy wind conditions can blow debris in the air and break windows. In these situations, the following guidelines should be observed:

- Move away from the windows.
- Go to an elevator lobby, interior office without windows or a stairwell without windows and wait for directions from Campus Security.
- The basement of both campus buildings may be utilized.
- Report all damage or storm related leaks to Campus Security and maintenance.
- Do not go outside until the weather improves.

EARTHQUAKES



In case of an earthquake do not attempt to exit the building while the earth is shaking. People get injured by falling objects when they try to run. Follow the procedures listed below.

During the Earthquake

- Stay calm and try to calm and reassure others.
- **Do Not dash for the exits.** Stairways may be broken or jammed with other people.
- **Seek shelter under a sturdy desk or table.** Do not try to exit during shaking.
 - Avoid windows and other hazards.
 - Do not be surprised if sprinkler systems or fire alarms activate.
- Cover your head and neck with one hand and seek shelter under your desk or table as best as possible.
 - Hold on to the leg of the desk/table with your other hand.
 - Get under a workbench, desk, or table if possible.
- Watch for objects falling off desks or from shelves.

- Tall furniture such as file cabinets can easily fall. Use caution around them.
- Seek safety where you are and leave only when the earthquake has ended.
- “Wait a Minute” after shaking stops. Then look around for hazards, including behind you, before getting up.
- Carefully exit the building if instructed. Do not use elevators.

After the Earthquake

- Evacuate buildings if the earthquake seemed serious enough to cause structural damage by moving quickly to the evacuation point shown on signs posted near the staircase exit.
- 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.
- Do not return to an evacuated building until instructed to do so by emergency personnel.

After shocks are common and usually occur soon after the initial earthquake. These aftershocks can cause significant damage and should be treated the same as the initial earthquake.

DECLARATION OF EMERGENCY

As a non-residential college, occasions may occur when weather-related or other conditions that may necessitate a delayed arrival time, an early dismissal time, remain open for essential personnel only or close. In all cases, employees and students must use their best judgment in determining their personal safety when traveling between home and the campus.

When weather affects the regular operating schedule, LAPC normally follows directions issued by the Governor for state agencies. However, because faculty, staff and students travel to campus from across the city, College officials may decide, independent of any state decision, that a delayed opening or closing is necessary.

In some instances, the LAPC administration may opt to cancel classes although the administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless the LAPC administration announce a delayed opening or an early closing, employees are expected to report for work.

Declaration of Emergency

A Declaration of Emergency or a delayed opening or an early closing may apply to all employees, or only to those employees in one geographical region of the state. In such cases, non-essential employees who live or work in the specified region will not be expected to report to work.

LAPC's policy does not preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety. When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, employees will be notified by email or telephone of the official time of opening or closing.

During off-duty hours (5:30 pm to 9:00 am), Declarations of Emergency or delayed openings will be transmitted to the news media. Local radio and television stations make regular announcements of any work schedule changes due to weather or emergency conditions.

Each employee and student ultimately must decide if conditions make travel unwise. An employee who is unable to get to work because of weather-related conditions, even though LAPC may be open, may use annual leave or take the day without pay. If the Governor grants forgiveness for a weather-related absence, that information will be posted on LAPC's website as soon as it becomes available.

EXTENDED POWER LOSS

Public Safety Power Shutdown

For public safety, it may be necessary for PGE to turn off electricity when gusty winds and dry conditions, combined with a heightened fire risk, are forecasted. This is called a “Public Safety Power Shutoff” or “PSPS Event.” ~Pacific Gas and Electric

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Upon Restoration of heat and power:
 - Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

Student and Employee Personal Preparedness Resources

For campus residents, use only battery powered emergency lighting. Prevent fires, do not use candles for emergency lighting.

Resources:

- [PG&E Preparing for a Planned Outage](#)
- [Red Cross Power Outage Checklist](#)
- [Americans with Disabilities, Emergency Power Planning](#)
- [Santa Cruz County Emergency Preparedness](#)
- [PG&E Public Safety Power Shutdown Event Information](#)

POLICY ON PORTABLE ELECTRICAL APPLIANCES

The presence of personal, portable electrical appliances such as coffee pots, space heaters, small refrigerators fans, lamps, humidifiers, radios and decorative lights may make the workplace more comfortable for an individual employee; however, they may not be in the best interest of the employer or other employees.

Appliances may create safety hazards, significant noise pollution or potential water damage. In addition they may pose potential disruptions to the workplace, such as interference with lighting and building power. Appliances must conform to energy efficient environmental standards whenever possible. They may even create odors to which other employees may be sensitive.

All appliances should be:

- plugged directly into a permanent electrical outlet.
- positioned to reduce power cord strain or damage.
- removed immediately when there is any sign of damage to appliance components.
- operated according to the manufacturer's instructions.
- powered down and unplugged at the end of each workday or placed on timers.
- placed away from any portion of an exit.
- situated out of traffic areas to avoid creating a tripping hazard.

Space Heaters

Space heaters pose fire and electrical hazards and typically are not energy efficient. Space heaters placed near a building's heating, ventilating and air conditioning (HVAC) systems' thermostat will counteract the building's system, which could cause an entire section of a building to become excessively hot or cold. Additionally, space heaters can overload and trip circuit breakers disrupting normal operations.

Heaters should:

- have a high temperature-limiting device .
- have built-in tip over protection .
- be placed away from combustible materials (e.g., paper bins, desks, curtains, carpet).

Heaters should not:

- have an open flame or visible heating element.
- produce carbon monoxide.
- be placed near building HVAC thermostats.

Coffee Pots and Microwaves

Ideally coffee pots and microwaves would be commercial grade and provided by the employer for use by all employees.

Coffee pots and microwaves should be:

- located in central areas.
- placed away from combustible materials.
- situated on a laminated or metal surface.
- commercially rated (not labeled “Household Use Only”).

Extension Cords

Extension cords are frequently subject to physical damage, rapid wear and may be undersized for the electrical load, so they should only be used for short-term use.

Flexible cords and cables should not be:

- used as a substitute for the fixed wiring of a structure.
- affixed to structures.
- concealed behind walls, ceilings or floors.
- placed under floor coverings or chair mats, or in areas subject to environmental damage or physical impact.
- spliced, deteriorated or damaged.
- damaged, particularly grounding pins should be intact if present.
- coupled together to extended the length of a power source.
- used for portable heaters, refrigerators, microwaves, coffee makers or any other appliance that is heat producing or exceeds 15 amps.

Hot Plates, Toasters, Toaster Ovens, Grills and Microwaves

- may not be used in private offices or workstations (cubicle). Such devices may be used only in a properly equipped and approved break area or designated kitchenette space. Devices must be plugged into regular wall outlets only.

Christmas/Holiday Lights – Electric Christmas/Holiday Lights of any type shall not be:

- permitted in a private office or workstation. Low-voltage battery powered lights will be permitted. No open flames shall be permitted in the facility at any time.
- Radios/CD Players – Radios and CD players are permitted for use by employees in their offices or workstations and must be plugged into regular wall outlets, cubicle baseboard outlets, power strips or surge suppressors.
- Personal Fans – Personal sized fans (8” or less blade diameter) are permitted in offices and workstations and must be plugged into regular wall outlets, cubicle baseboard outlets, power strips and surge suppressors.

Any device considered to be outside the guidelines of this policy or that present a potential hazard to the facility or its occupants must be removed. If the owner does not remove it in a timely manner, it will be removed and held for claim by the owner. Items left unclaimed for more than 30 days will be disposed of.

Smoking Policy

Smoking, including the use of electronic smoking device, or allowing smoking or the use of smoking devices is prohibited on the LAPC campus. Any indoor or outdoor portion of the building is also prohibited. By city ordinance, smoking is prohibited within 25 feet of any outdoor building access from public sidewalk. Any individual who violates the smoke-free campus policy is subject to immediate dismissal and may be guilty of an infraction and upon conviction thereof shall be punishable by a fine by the City of Los Angeles per [Los Angeles City Ordinance Chapter 11.64](#).

Fire Log

LAPC does not maintain an on-campus student housing facility and is therefore not required to maintain a written fire log.

CLASSROOM DISRUPTIONS

What is disruptive?

"Disruption," as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to:

- Persistently speaking without being recognized or interrupting other speakers
- Behavior that distracts the class from the subject matter or discussion
- In extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction
- Protest demonstration

Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Strategies for handling classroom disruptions

Managing classroom behavior can be challenging. Consider these recommendations from Dr. Lisa Rodriguez.

- [Classroom Management](#), by Lisa Rodriguez, Ph.D

What happens when you report?

When a faculty member reports a classroom disruption, the Academic Department determines if a policy violation occurred (common violations might include preventing the class from occurring or disrupting the ability for the faculty to proceed with class, direct or indirect threats, and/or abusive conduct).

If the disruption is not an immediate policy violation, the Academic Department advises that the faculty provide feedback about the student's behavior, re-assert expectations around classroom discussion and participation or email communication to the faculty member, remove participation points, and/or ask the student to leave class. The Academic Department can also do an informal outreach to the student to offer the opportunity to discuss the incident and their faculty member's expectations.

Should the behavior continue after the faculty member has documented that they addressed it, the Academic Department can begin a formal conduct process because the student may be charged for violating policy by not complying with directions from an LAPC official.