

LOS ANGELES HARBOR COLLEGE

**EMERGENCY  
PREPAREDNESS GUIDE**

---

**7/16/2014**

# TABLE OF CONTENTS

## SECTION I - INTRODUCTION

Overview 1.1

Definition of Terms 1.2 - 1.4

General Instructions 1.5

Basic Earthquake Preparedness Instruction 1.6

## SECTION II – ORGANIZATION DUTIES

Emergency Operation Center 2.1 Location 2.1

Responsibilities 2.1

Assessment of Disaster 2.2

Notification of Agencies 2.3

Staff 2.3

Resume Normal Operation 2.3

Relief of Personnel 2.3

## SECTION III - ORGANIZATION

Disaster Organizational Chart 3.1

Interim Disaster Organizational Chart 3.2

Disaster Team Assignments (Day) 3.3 - 3.4

## TABLE OF CONTENTS

(continued)

Disaster Team Assignments (Evening) 3.5

Emergency Notification Chain 3.6

### SECTION IV - AREA DISASTER TEAM

General Instructions 4.1

Responsibilities 4.2 - 4.3

Area Control Points 4.4

Potential Central Triage Areas 4.5

Area Team Map 4.6

Emergency Phones 4.6

Faculty Responsibilities 4.7

Classified Responsibilities 4.8

Disaster Aid Response Team 4.9

Evacuation Team 4.10

## TABLE OF CONTENTS

(continued)

### SECTION V - LASD Emergency

Operation Center 5.1

Responsibilities 5.1 - 5.2

Communications 5.2

Notifications 5.3

Los Angeles County Sheriff's Department 5.3 - 5.4

Los Angeles County Fire Department 5.4

Sheriff's Personnel 5.5

Personnel 5.5

Traffic Control Officers 5.5

Off-Duty Campus Police/Parking Personnel 5.6

Press - Statements - Public Relations 5.6

Emergency Instructions 5.6 - 5.7

## TABLE OF CONTENTS

(continued)

### SECTION VI - TRIAGE

Responsibilities 6.1 - 6.2

Keys to Triage Kit Locations 6.3

### SECTION VII - FIRST AID

Location of First Aid Kits on campus 7.1

### SECTION VIII - FACILITIES

General Instructions 8.1

Operational Plan 8.2

Disaster Crews 8.3 - 8.4

Graveyard Shift 8.5

### SECTION IIX – SIT-INS/PROTESTS

Policy 9.1

Incident-definition 9.1

Notifications 9.1

Outside Agency Notification 9.1

## TABLE OF CONTENTS

(continued)

Incident Commander 9.1

Emergency Operations Center 9.2

Responsibility of Department Members 9.2

### SECTION IX – PROCEDURES

Security of Key Offices and Buildings 9.2

Evacuations 9.2 - 9.3

Mobilization 9.3

Tactical Operations 9.3 - 9.4

Campus Police Responsibilities 9.5

Field Command Posts 9.6

Sheriff's Department Response 9.6

Communications 9.6

Record Keeping 9.6

Press-Public Relations 9.7

Utility Response Team 9.7

Bomb Threats 9.7 - 9.8

## TABLE OF CONTENTS

(continued)

Found Explosives/Devices; Hostage

Barricaded Suspects 9.8

Procedures for Sit-ins 9.8

### SECTION X - BOARD POLICY

Specific sections must be outlined for print

### SECTION XI - HAZARDOUS MATERIALS

Location of Potential Hazardous Substances 11.1

### SECTION XII - UTILITIES

Utility Shut-offs 12.1

## DEFINITION OF TERMS

### AREA CONTROL POINTS (Section III)

Assembly points for area managers to establish initial first aid.

### ASSIGNED AREA

An assigned area is a designated geographical area on campus - responsibilities as indicated on page (\_\_\_\_) and map on page (\_\_\_\_).

### BUILDING EVACUATION PROCEDURES - (Section IX)

### CENTRAL TRIAGE AREA ( Section III)

A triage area set up in one central location. A safe open grassy area or closed protected area in close proximity to the most concentrated disaster area as designated by Command Post. (If open area, should have cordoned perimeters.)

### DISASTER (Section II)

A disaster is a major emergency such as earthquake, explosion, flood, etc., involving one or more of the following:

- a. More than one possible victim
- b. A major instability of a building or buildings
- c. Safety of persons on campus is threatened.

## DEFINITION OF TERMS

(continued)

### DISASTER AID RESPONSE TEAM (Section III; and Section V)

A team qualified to render first aid and rescue trapped or injured victims.

### DISASTER ALARM

A disaster alarm is announcement on PA system, 24 emergency call-boxes, Blackboard

### DISASTER CREW (Section VII)

A disaster crew is made up of FACILITIES personnel to control plant operations and assist team leaders if necessary.

A disaster crew shall consist of the following positions:

Facilities Manager; Operations Manager (Alternate)

Electrical Utility Control - Skilled Maintenance  
Electrician

Plumbing Utility Control - Skilled Maintenance  
Plumber

Air Conditioning Systems Control - Skilled  
Maintenance

## DEFINITION OF TERMS

(continued)

### EMERGENCY OPERATIONS CENTER

(Section II)

An Emergency Operations Center shall serve as the centralized coordination center in the event of a disaster.

### EMERGENCY PHONES (Section III)

24 Emergency call boxes

### EVACUATION TEAM (Section III)

A team assigned to assist with the evacuation of disabled persons from multi-storied buildings.

### GENERALIZED DISASTER

Widespread disaster that includes a large geographical area surrounding campus, which would cause a delay in outside resources.

### IDENTIFICATION VESTS

A bright colored vest or arm band with lettering identifying key personnel.

### INCIDENT COMMANDER (Section II)

President or his/her designee in charge of disaster.

### DEFINITION OF TERMS

(continued)

LOCALIZED DISASTER

Specific disaster (such as explosion, airplane crash, etc.) that involves only the college. Outside resources readily available.

MORGUE AREA

Space near central triage area for deceased persons. If possible portioned off.

NOTIFICATION CHAIN (Section II)

A notification chain is a plan for notifying persons assigned to the disaster organization.

RESCUE SWEEP (Section V)

A designated first aid team to review entire disaster area to remove trapped or injured victims.

TEAM LEADER (Section III)

A team leader is management personnel responsible for coordination within a specific area.

TRIAGE

Decision to provide treatment to disaster victims according to a system of priorities designed to maximize the number of survivors.

TRIAGE BAG

A heavy duty duffel bag filled with medical supplies that can be dragged or carried by a team member.

DEFINITION OF TERMS

(continued)

WORK PACKET

A work packet is a plastic envelope containing a checklist, phone lists, responsibility sheet and identification. These packets shall be assigned to individuals who have assigned responsibilities within the disaster organization.

## GENERAL INSTRUCTIONS

1. Upon declaration of a disaster condition by the Emergency Operations Center, individual team leaders will immediately secure his/her disaster work packet and report to his/her assigned area.
2. The disaster announcement will be sounded and buildings affected will be surveyed for trapped victims and hazardous conditions.
3. The Facilities disaster crew will immediately, upon recognition of emergency conditions, seek to remove and/or protect victims from further imminent danger.
4. Emergency relief will immediately be administered to the victims in a safe and secure area.
5. The disaster crew operations will continue until all victims are stabilized and sustained control of the situation is established.
6. Emergency Operations Center personnel shall report to the Emergency Operations Center locations in order listed on Section II, page 6.

## BASIC EARTHQUAKE PREPAREDNESS INSTRUCTIONS

Remember, when an earthquake occurs . . .

**Stay indoors**

**Keep calm**

**Duck under a sturdy object such as a desk**

**Hold onto that object**

**Remain covered**

**Report to your area control point when safe**

Basic emergency information is located in every classroom on yellow posters. If you find any classrooms that do not have this information posted, please contact the Campus Sheriff office.

## ORGANIZATION DUTIES

### EMERGENCY OPERATIONS CENTER

#### Daytime and Regular hours

President - Incident Commander

Vice President of Academic Affairs          Planning  
& Intelligence Officer

Vice President of Administrative Services  
Finance Officer

Vice President of Student Services          Logistics  
Officer

Director of Facilities  
Operations Officer

Campus Nurse for Health  
Triage Officer

Campus Security  
Sheriff's Dept. 'Officer-In-Charge' on-duty

#### INTERIM (Evening) & GRAVEYARD

The following personnel are to immediately notify the Sheriff's Dept. for proper instructions as to who will notify the on-call and responsible College Administrator.

Evening and Weekend Dean

Facilities person on duty

Community Services Manager

## ORGANIZATION DUTIES

(continued)

Emergency Command Post

Campus Sheriff's Office

Student Services Administration Building(President's Office, President's Conference Room). If disaster is localized, the Central Command Post location may be changed to one of the following:

- A. Facilities (Plant Facilities Director's Office)
- B. Nursing building

## RESPONSIBILITIES

I. Declaration of disaster/emergency by the President of the college or his designee.

II. A disaster is a major emergency such as earthquake, explosion, flood, etc., involving one or more of the following:

- A. More than one possible victim
- B. A major instability of a building or buildings
- C. Safety of persons on campus is threatened

III. Assessment of Disaster

A. Assessment begins the minute something happens such as the ground shaking, etc. (what you see, what you smell, what you hear).

## ORGANIZATION DUTIES

(continued)

1. Initial assessment - safety to lives, check fire, gas, electrical
2. Continued assessment based upon:
  - a. Reports from team leaders
  - b. Reports from Triage Officer
  - c. Reports from Operation Officer
  - d. Reports from Campus Sheriff
  - e. Reports from witnesses

Assessment should be a continuing operation consisting of new data as available and compiled into an overall view of the situation.

### B. Assessment of Resources

Campus Sheriff through their E.O.B will request addition resources as needed.

#### 1. ARE THESE OFF-CAMPUS RESOURCES AVAILABLE?

Los Angeles Fire Dept./Paramedics (310) 868-0411/911

Medical Alert Center (310) 211-4114

If the disaster is widespread, these resources in the community may not be available. In this case, we must do the best possible with the resources we have on campus.

## ORGANIZATION DUTIES

(continued)

### 2. Communications

a. Telephone

b. Radio - Campus Sheriff and Facilities as available – to be issued by Facilities Manager

c. Text Message

d. Website

e. Email

f. Runners as designated

g. See work packet for list of extensions

### 3. Assessment of staff availability and volunteer students

Emergency Operations  
Center is to notify  
outside agencies if  
assistance is needed.

### V. Additional staff in the Emergency Operations Center will include:

A. Administrative – record keeping (Executive Assistant to the President)

B.

B. Additional communicators if necessary

C. Campus Sheriff dispatcher on duty, ext.4600 or 911

### VI. Normal operation

will be resumed when

## ORGANIZATION DUTIES

(continued)

disaster is declared to have ended by the Emergency Operations Center. All-clear signal shall be announced

### VII. Relief of personnel

Every six (6) hours, one-third of the personnel shall be relieved for approximately three (3) hours after which time they return to work and another one-third shall be relieved for another three (3) hours. Rest and feeding shall be at designated locations. Relief of personnel shall be a coordinated effort between the team leaders and the Emergency Operations Center with the Emergency Operations Center giving the final approval.

TO BE COORDINATED BY OPERATIONS  
OFFICER

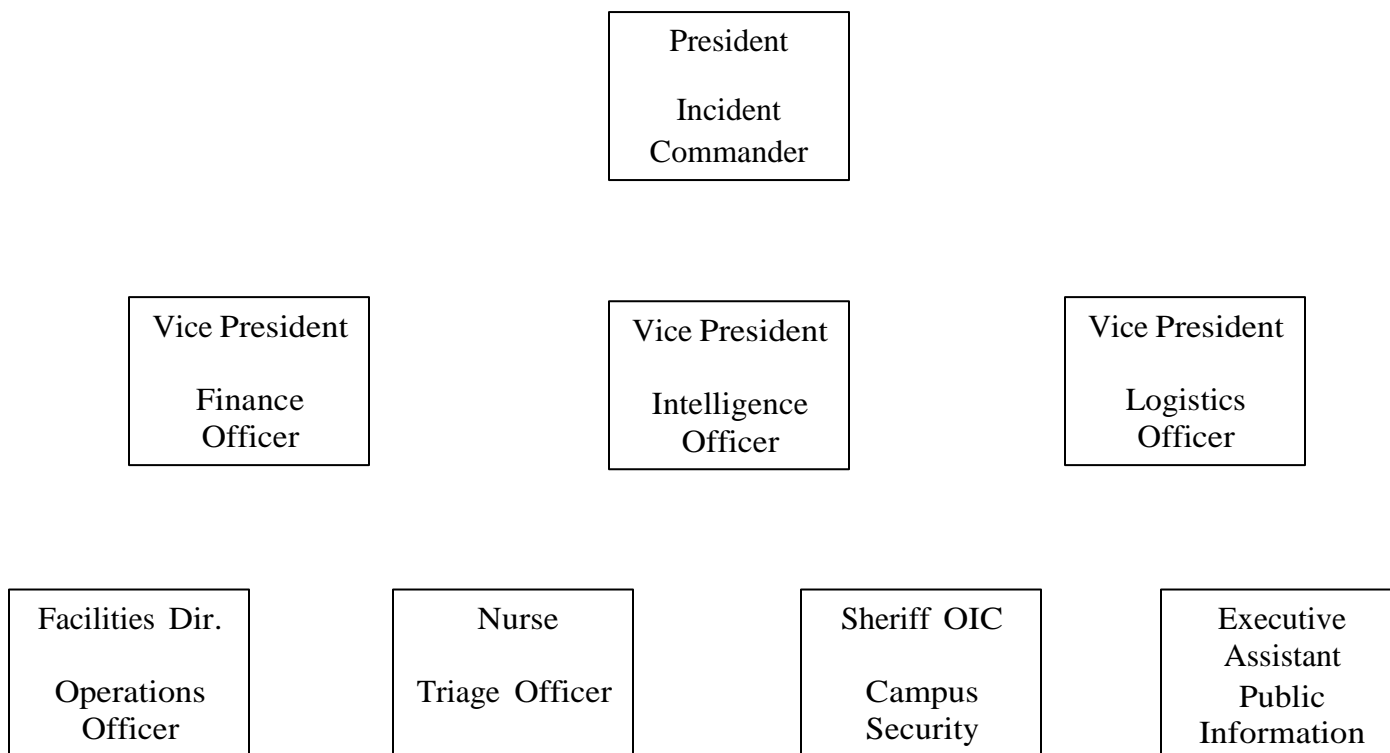
# ORGANIZATIONAL CHART

## Daytime and Regular hours

---

### College Senior Command Staff

Refer to page 19(a) for detailed organizational chart

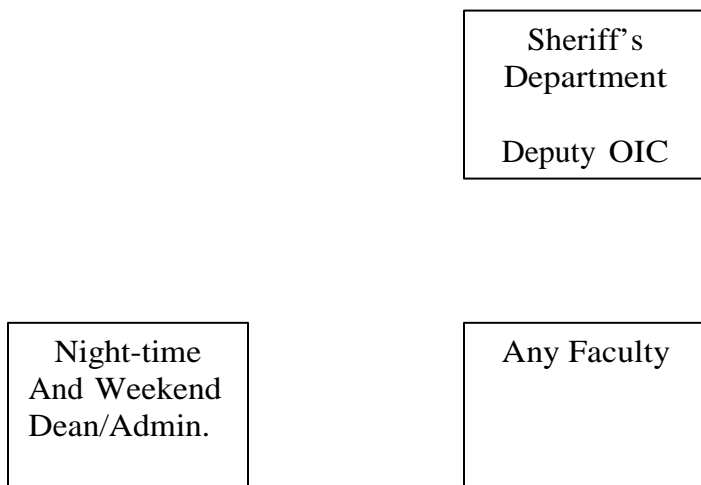


## ORGANIZATIONAL CHART

### Night time and Weekend hours

In the event of an emergency during night-time and weekend hours, the Los Angeles Sheriff's Department, deputy sheriff designated as Officer-in-Charge at the time the emergency is reported, is responsible for assessing any emergency information received and notifying the proper authorities.

The Deputy Sheriff shall remain in-charge of the incident until relieved of duty by the College President or his/her designee. Whenever authority is relieved, the line of authority shall be logged on the sheriff's official incident log as to who authorized the change, when, where and by what means of communications. It is desired that all telephone calls regarding these type of changes be on the sheriff's taped lines for records purposes.



## DISASTER TEAM ASSIGNMENTS

### COMMAND POST

College President

Vice President, Academic Affairs

Vice President, Administrative Services

Vice President, Student Services

Facilities Director

LA Sheriff, Officer-in-Charge

Health and Wellness Coordinator, Campus Nurse

Public Information Officer

(Refer to area sites on college site maps)

### AREA 1

Dean, Academic Affairs / Physical Education\*

Appointed Designee\*\*

Division Chair, Physical Education

### AREA 2

Dean, Economic Development, all Tech bldgs\*

All Bungalow buildings

Appointed Designee\*\*

## DISASTER TEAM ASSIGNMENTS

(DAY)

(continued)

AREA 3

Dean of Students, Admission &amp; Café bldg\*

Director, Programs for the Disabled Students

Appointed Designee\*\*

AREA 4

Dean of Student Life, Seahawk Center\*

Bookstore manager

Business Officer Supervisor\*\*

Appointed Designee

AREA 5

Division Chair, Math, All Liberal Arts bldgs\*\*

Division Chair. English\*\*

Appointed Designee

## DISASTER TEAM ASSIGNMENTS

(DAY)

(continued)

AREA 6

Division Chair, Physical Sciences, Science bldg\*

Appointed Designee\*\*

AREA 7

Division Chair, Humanities/Theater/Art bldgs\*

Department Chair, Theater Arts\*\*

Appointed Designee

AREA 8

Director of MIS, Library bldg\*

Assistant MIS Director

Library Chair\*\*

Appointed Designee

AREA 9

Child Care Director, Child Care bldg\*

Appointed Designee\*\*

## DISASTER TEAM ASSIGNMENTS

(DAY)

(continued)

AREA 10Division Chair, Nursing, Nursing/General  
Classroom bldgs\*

Division Chair, Social Science

Division Chair, Behavioral Science\*\*

Appointed Designee

\*Team Leader

\*\*Assistant

## GENERAL INSTRUCTIONS

FOR

### AREA DISASTER TEAMS

(Team Leader)

1. Under all circumstances, report to designated area as team leader. Area control points are designated on page ( ).

2. Individuals are to report to team leader or alternate team leader for assignment.

3. Designate individuals for certain responsibilities in their area. (See Disaster Team Responsibilities, pages 21 to 25).

4. If indicated, make sure all students are evacuated as per fire evacuation procedure to designated safe areas. (See disaster Team Responsibilities, pages 21 to 25 and maps).

5. Check and secure hazardous areas (see Appendix I) by team leader or his designated with assistance from Facilities as available. (See Disaster Team Responsibilities, pages 21 to 25).

6. IF THERE IS NO EMERGENCY IN THE AREA, REPORT TO EMERGENCY OPERATIONS CENTER FOR FURTHER INSTRUCTIONS.

## DISASTER TEAM RESPONSIBILITIES

(Area Team Leader)

1. Assessment of Problem (what you see, what you smell, what you hear)

a. Initial Assessment - safety to lives - check fire, gas, electrical, should building be evacuated

b. Second assessment - injuries - trapped or injured that need to be evacuated

c. Comprehensive assessment - check utilities with assistance from Facilities personnel - establish safety of building

2. Assessment of Resources

a. First Aid/Triage Personnel

1. Sheriff's Personnel

2. Physical Education

3. Nursing

4. Others with first aid training

b. Communications

1. Telephone

2. Radio – LA Sheriff & Facilities as available

3. Text Message

4. Email

5. Website

6. Runners as designated

7.. See work packet for list of extensions

## DISASTER TEAM RESPONSIBILITIES

(Area Team Leader) (continued)

c. First Aid or Triage Supplies

1. Will the kit be dropped off

2. Is kit available in area

3. Are there other supplies available in:  
Sheriff's Office, nursing, student health services,  
physical education

d. Personnel with other needed talents

1. Campus Sheriff - crowd and traffic control

2. Record keeping

e. Resources needed

1. Request from Emergency Operations Center

3. Communications

1. Identify self

2. Identify location

3. Report initial assessment

## DISASTER TEAM RESPONSIBILITIES

(Area Team Leader) (continued)

4. Maintain open line of communications
5. Request help as needed
6. Record keeping
  - a. Use available personnel
  - b. Use materials from work packet
  - c. Record of casualties
7. Identification of injured - name or tag number
8. Type of injury
9. Disposition
10. Log to be kept of injuries and deaths
11. Supplies used or needed

## AREA CONTROL

(Assembly points of area leader's responsibility)

### LOCATION SPECIFIC AREA

- 1 West Grass area of Gym building
- 2 Area between Tech building and Science Complex
- 3 Grass area in front of Administration building
- 4 Grass area north and east of LRC Library.
- 5 Staff parking lot north Liberal Arts buildings.
- 6 Grass area east of Music Building
- 7 Area directly in front of Theater, between Fine Arts and Music buildings
- 8 Grass area south of NEA turn around
- 9 Parking area adjacent to Child Center & Music
- 10 Grass area between Nursing and GC buildings

Everyone (faculty and classified employees) are to report to their specific areas and remain there. Campus Police will check in at each area to report directions from Emergency Operations Center. See map on page 19 for your specific area.

## POTENTIAL CENTRAL TRIAGE AREAS

Large open or closed protected area where triage could be set up includes:

Geographic Location:

Open Areas (Refer to college maps)

1. Northwest – Area directly in front of Theater
2. Southeast – Area northeast of Liberal Arts building
3. Southwest – West of Gym, athletic field-stadium
4. North Central – Area in front of Seahawk Center
5. Mid Campus - Lawn area west of Cafeteria
6. East – Area in front of old admissions office- Parking Lot 1

### Closed Areas

1. Gymnasium
2. Student Center

Note: Management teams will supervise area control points and establish initial first aid until medical disaster team arrives and directs to central triage area.

## FACULTY RESPONSIBILITIES

In the event the disaster plan is activated, the staff will play a key role in its implementation. Following are the responsibilities for the certificated staff. Management responsibilities are outlined in Sections II and III under Emergency Operations Center and Area Disaster Team.

The primary responsibility for faculty members is to provide safety for the students.

1. At the beginning of each new semester, disaster instructions are to be given to each class. Follow earthquake survival instructions.
2. In the event of a major disaster, immediately activate, by leadership and example, proper instructions.
3. Assess to the best of your ability the extent of overall disaster in your area.
4. Initiate basic first aid procedures. (It is advised to become knowledgeable in this subject beforehand)
5. Remain with the students and secure the classroom until help arrives. (You may need to delegate a responsible student to go for help)
6. When classroom is secure and students safely evacuated, report to Area Control Point as designated.
7. Assist area manager as necessary.

Remember: In the event of a disaster, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

## CLASSIFIED STAFF RESPONSIBILITIES

In the event the disaster plan is activated, the staff will play a key role in its implementation. Following are the responsibilities for classified staff. Management responsibilities are outlined in Sections II and II under Emergency Operations Center and Area Disaster Team.

1. Become familiar with disaster plan and earthquake survival instructions before the fact.
2. In the event of a major disaster, keep calm. Do not run or panic. (Follow earthquake survival instructions.)
3. Assess immediate surroundings and when safe, proceed to Area Control Point for further instructions.
4. Assist areas manager as needed:
  - a. Record keeping
  - b. First aid
  - c. Runners, etc.

Remember: In the event of a disaster, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

## DISASTER AID RESPONSE TEAM

After signing in with the Area Team Leader, the Disaster Aid Response Team (D.A.R.T.) will report to the main Quad area on the west side and main entrance to the cafeteria. From this central point, DART Team members will be dispatched as needed by the Nurse of Student Health and Wellness or designee. The DART Team will work with:

**TBA**

## EVACUATION TEAM

1. After signing in with the Area Team Leader, the Evacuation Team (E.T.) member will immediately report to the Incident Commander or his/her designee.
2. Evacuation Team members will work in conjunction with LA Sheriff and fire personnel.
4. LA Sheriff SWORN personnel or an assigned deputy sheriff shall work with the Evacuation Team whenever possible.

## CAMPUS SHERIFF / LA SHERIFF'S DEPARTMENT

In the event of a major emergency whereby the President of the college or his designee declares the emergency, the President of the college or his/her designee shall put this plan into action:

### I. EMERGENCY OPERATIONS CENTER

A. The Emergency Operations Center shall be an area designated by the President of the college or his/her designee at the time of the emergency.

1. The Sheriff's Officer-in-Charge or his/her designee shall respond to the Command Post and activate this plan and establish emergency radio traffic.
2. The Sheriff's Officer-in-Charge shall request additional assistance and Fire Departments as needed. Surrounding law enforcement agencies will be notified as needed.
3. All personnel, except those already assigned, shall report and be assigned from this post.

### II. RESPONSIBILITIES

A. Sheriff's Officer-in-Charge and on duty personnel are to report to the Emergency Operations Center to serve as staff. After assessment of the situation and receiving instructions from the President or his/her designee, the Sheriff's personnel duties will be to report to needed locations.

B. Sheriff personnel shall report situation status via radio to the Emergency Operations Center and serve as communication between the Emergency Operations Center and Team Leaders. Sheriff personnel will contact every area as to what procedures are to be followed.

C. Morgue Detail

1. Senior Deputy on-duty shall coordinate with the triage officer (Health Service nurse) to determine designated area for temporary morgue, as needed. Notation should be made regarding location where bodies are moved from.

## CAMPUS SHERIFF

(Continued)

### D. Crowd Control

1. Sheriff personnel should assist with crowd and traffic control, as necessary, including evacuation and assisting Team Leaders.
2. Sheriff personnel shall be responsible for general campus police, prevention of looting, etc.

### III. COMMUNICATIONS

A. The Sheriff's Officer-in-Charge shall station himself, or a designated person in the Emergency Operations Center for the purpose of:

1. Controlling and directing the Campus Sheriff operations.
2. Assist the dispatcher to record and log all events of this emergency.
3. If the Emergency Operations Center is in some area other than the main Campus Sheriff office, the Sheriff's Officer-in-Charge or designated person shall keep an open phone line to the main Campus Police office dispatcher.
4. The on-duty dispatcher will dispatch all calls from the main Campus Sheriff office as directed by the Sheriff's Officer-in-Charge or his designee, via phone or radio from another location.
5. It will be the responsibility of the on-duty dispatcher to keep a log of all times, and events of the emergency.

CAMPUS SHERIFF  
(Continued)

IV. NOTIFICATIONS

A. Within the Campus Police dispatchers' station there will be an up-to-date roster of all Sheriff and Parking personnel. This list will include:

1. Name
2. Address
3. Home telephone Number
4. Schedules

B. If the Sheriff's Officer-in-Charge is not on duty, the deputy in charge shall notify him/her immediately.

C. The Sheriff's Officer-in-Charge shall respond and assume full command of the Campus Sheriff functions.

1. The Sheriff's Officer-in-Charge will be responsible for directing emergency operations and for:

a. Authorizing the calling in of additional Campus Sheriff personnel as needed.

b. Work with those members of the Fire, police, and Sheriff Departments that respond to the Emergency Operations Center.

## CAMPUS SHERIFF

(Continued)

V. Primary response shall be to the designated Emergency Operations Center.

1. The Sheriff's Department Operations Commander is responsible for the actions of the members of his Department. All Sheriff's Department personnel at the scene shall be subject to his control and shall respond to his directions.
2. Sheriff's Department assignments shall be made on a mission basis only.
3. Through mutual aid, local agencies will work as a joint effort when needed with the Sheriff's Dept.

## VI. LOS ANGELES CITY FIRE DEPARTMENT

1. They will respond to a major emergency as directed by the Incident Commander or the Sheriff's Officer-in-Charge
  - a. They will be directed into the area of emergency by deputies and/or parking personnel.

## VIII. OFFICER-IN-CHARGE

- A. Shall be in charge of the emergency until such time he has been relieved Sheriff Watch Commander.
1. Once relieved at the Emergency Operations Center, the Officer-in-charge shall respond to the scene and take charge of campus police functions.
    - a. Once at the scene, all communications should be directed through the Incident Commander or Emergency Operations Center.

## CAMPUS SHERIFF

(Continued)

### IX. SHERIFF AND PARKING PERSONNEL

A. Shall be assigned through the Emergency Operations Center, or the Officer-in-Charge at the scene of the emergency.

### X. TRAFFIC CONTROL OFFICERS

A. Shall be assigned through the Emergency Operations Center, only if needed to assist personnel at the scene of the emergency, otherwise they will be assigned to traffic and crowd control.

### XII. PRESS - STATEMENTS - PUBLIC RELATIONS

A. No press personnel will be allowed to gather inside the Emergency Operations Center, Campus Police office, or the area of the emergency.

B. A "press room" or location should be set up by the college President or his/her designee at a location away from the above areas.

C. All information shall come to the Public Relations location from the College President or his designated press person. All information should be released as a joint press release. Any and all statements will be shared with liaison between campus administrators and Sheriff Department. (PIO Sheriff)

1. Sheriff Personnel will only address Sheriff's-related matters. School administrators will address campus-related matters.. It is best to have both the Sheriff and Campus as a unified front in media matters. Press inquiries should be directed to the appropriate person.

### XIII. EMERGENCY INSTRUCTIONS

A. The success of any operation will depend on the general knowledge of all personnel and their ability to act in a calm and efficient manner.

1. Do not block emergency equipment with our own equipment.

Los Angeles Harbor College

---

Emergency Evacuation and Disaster Plan

## CAMPUS SHERIFF

(Continued)

2. Protect our medical units and fire personnel while they are assisting those injured.
3. Assist the Sheriff Department in crowd control and crime scene protection.
  - a. Utilize other college employees if needed and they are available.
4. Stop all vehicle flow into the area. Only allow exit traffic except emergency vehicles.
5. Open any fire gates in the area.
6. Depending on the type of emergency, some consideration should be given to closing off certain areas or streets for other than emergency equipment.
7. Keep calm at all times.

## TRIAGE OFFICER RESPONSIBILITIES

In the event of a major disaster, the campus Nurse of Health and Wellness will act as Triage Officer. The first on-scene paramedic will assume this function should the nurse be off campus.

1. Report to Emergency Operations Center and assist with medical decisions.
2. Obtain identification vest.
3. Apprise Emergency Operations Center of overall disaster situation.
4. Coordinate medical activities with disaster aid response team, Facilities, and Emergency Operations Center.
5. Supervise triage and other medical activities.
  - a. If localized disaster work with paramedics and other outside resources to render first aid.
  - b. If generalized disaster where there will be a delay of outside resources, triage officer will set up central triage area in area designated by Emergency Operations Center.
6. Coordinate a first aid team from available campus resources to act as rescue sweep to remove trapped or injured victims. Resources: Disaster Aid Response Team, Health Occupations, Physical Education, Health Services and Administration of Justice.
7. Activate triage kit supplies from the Sheriff's Dept.
  - a
  - b
  - c.
8. Act as liaison for outside medical resources.

## TRIAGE OFFICER RESPONSIBILITIES

(continued)

9. Delegate Student Health Services staff and/or others to maintain log of medical events and disposition.

10. Assist team leaders at area control points with medical decisions.

11. Make requests via Emergency Operations Center for additional resources.

a. L.A. County Health Services: (310) 866-7011

24-hour Services: (213) 974-1234

b. Disaster-Medical Alert Center: (213) 222-9111

(10 or more casualties require 5 ambulances)

Work Packet

1. Disaster Plan

2. Record keeping supplies

3. Triage bag (in Student Health Services)

## GENERAL INSTRUCTIONS - FACILITIES

### NOTE 1:

Authorized Facilities personnel will immediately check all valves for escaping gas or water that could jeopardize safety. (Specify location of valves, etc.) If electrician is absent, the facilities manager shall designate an alternate or request fire department to assume this role.

The electrician will immediately check electrical distribution that might create a safety hazard by continuous operation.

Both the electrician and plumber are responsible for the safety involved in the control of utilities.

### NOTE 2:

The Facilities crew will proceed with rescue operations that might require construction of shoring and removing of debris. If absolutely necessary, the crew will remove trapped or injured victims from the disaster area.

**CAUTION:** To prevent further injury, caution should be used in moving any injured victims.

## FACILITIES OPERATIONAL PLAN

Upon declaration of a disaster/emergency, Facilities will assume the following responsibilities:

1. Facilities Manager will notify Facilities Disaster Crew to report immediately to the Facilities Building for instructions.
2. The electric carts will be manned immediately and driven to the location ordered by the Emergency Operations Center.
3. Facilities Disaster Control Group Leader (Facilities Manager) will make an immediate assessment of the damage and direct the Facilities electrician, plumber, air conditioning mechanic and other authorized Facilities personnel to take control of area utilities, and operating plan equipment. (See Note 2)
4. Facilities Disaster Crew will man electric carts and report to location/specific area.
5. Facilities Disaster control Group Leader will report action taken to the Emergency Operations Center. Facilities Disaster Crews will report action taken to the Director of Physical Plant and Area Team Leader.
6. Facilities Crew to take all steps necessary to support the Team Leader and Triage Officer by:
  - a. Assisting in rescue operations
  - b. Perform liaison as directed by the team leader and the Emergency Operations Center.
  - c. Control utilities as necessary (see Note 2)

## FACILITIES DISASTER CREWS

### PRIMARY FACILITIES DISASTER CREW

The Facilities Disaster Crew will consist of the following named positions:

1. Facilities Disaster Crew Chief – Facilities Manager

2. Facilities Crew Members:

a. Emergency Vehicle Operator:

Primary Driver: Maintenance Equipment

Mechanic

Secondary Driver: Maintenance Mechanic

b. Electrical Utility Control:

Primary: Skilled Maintenance Electrician

Secondary: Maintenance Mechanic/Electrician

c. Plumbing Utility Control:

Primary: Skilled Maintenance Plumber

Secondary: Maintenance Mechanic/Plumber

d. Air Conditioning Systems Control:

Primary: Skilled Maintenance Mechanic AC

Secondary: Maintenance Mechanic/AC

e. Additional assistance shall be provided by Maintenance Mechanic/Carpenter and IT dept.

## FACILITIES DISASTER CREWS

(continued)

Skilled Maintenance Mechanic/Welder; and

Skilled Maintenance Mechanic Locksmith.

### SECONDARY FACILITIES DISASTER CREW

If the nature of the disaster is such that more than one building is affected, the Primary crew would be augmented by a secondary crew to deal with the emergency situations.

Secondary Disaster Crew Chief would be: Operations Manager

Secondary Disaster Crew Team Members would include the Facilities Grounds Leadperson and the Facilities Operations Leadperson.

This crew would primarily respond to emergencies that require building evacuation of personnel; set up of emergency hospital and first aid facilities, as directed by the Triage Officer; assist in the on-site direction of off-campus support personnel, i.e., Ambulance/Paramedic drivers and equipment; Sheriff's Department personnel, etc.

## GRAVEYARD SHIFT

(10:00 p.m. to 6:30 a.m.)

In the event of a disaster from the hours of 10:00 p.m. to 6:30 a.m., Sheriff's deputy on duty during the graveyard shift shall notify the Campus Sheriff Dispatcher who will, in turn, call the College President or his/her designee. The College President shall then activate the notification chain and normal disaster organization as he determines necessary.

## A CONTROLLED RESPONSE TO SIT-INS

### AND OTHER DEMONSTRATIONS

#### AT LOS ANGELES HARBOR COLLEGE

#### POLICY

The basic policy of the Sheriff's department during civil demonstrations or disorder is to protect life and property and to suppress the incident through the judicious use of available resources.

#### INCIDENT-DEFINITION

An incident, as referred to in this Operational Plan, includes any activity by students or non-students, planned or spontaneous, which has the potential to disrupt the normal activities of the college, whether or not such activity is lawful or unlawful.

#### NOTIFICATIONS

Upon receipt of information or other indication that student unrest or other conditions exist which may result in a campus sit-in or other on-campus demonstration, such information shall be immediately relayed to the President and the Sheriff's Officer-in-Charge or, in their absence, the next person in their chain of command. Each shall make further notification pursuant to the college "Emergency Disaster Notification Chain" as deemed necessary. (Attachment "A")

#### OUTSIDE AGENCY NOTIFICATION

As dictated by current events and the probability of an increase in potential problems or an escalation of a peaceful activity, the following agencies should be put on alert in preparation for their response to the campus:

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

LAPD Harbor Division – (310) 548-7603, 4, 5, & 6)

Fire Dept. - 911

Ambulance, Etc. - 911

INCIDENT COMMANDER

The President is the incident commander whenever mobilization of college resources appears prudent in response to activities that could threaten or disrupt normal college functions. The level of response and mobilization shall be a decision of the incident commander.

EMERGENCY OPERATIONS CENTER

The President shall identify the location of the Emergency Operations Center. Depending on the issues involved, the following locations should be available:

- Facilities Offices
- Community Education Offices
- Campus Sheriff Offices

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

RESPONSIBILITY OF DEPARTMENT MEMBERS

Members on-duty shall remain on-duty until properly relieved. Off-duty personnel shall report for their regularly scheduled shift or immediately respond to the campus when notified.

SECURITY OF KEY OFFICES AND BUILDINGS

The identification of offices and buildings requiring special security measures or an increase in visible security forces shall be made in response to the nature of the threat involved. Security may be accomplished by the selective use of Traffic Control Officers for observation and communication purposes.

EVACUATIONS

In the event of an office take-over or sit-in, the following actions should be taken by employees at the scene or in adjoining offices:

- Lock office doors and monitor entry and exit. The fewer persons inside the incident area the better.
- Shut down and secure all computers and printers.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

-Lock desks and file cabinets, and remove sensitive materials if unable to safely secure at the location.

-Vacate as soon as possible. Take personal belongings and lock the office.

If the incident is located in the Administration Building, report to Campus Sheriff for further directions. If at another location, report to the President's conference room.

MOBILIZATION

Understanding that peaceful incidents can turn violent almost immediately, full mobilization may occur at any time during any phase.

PHASE I

Upon notification of a pending incident, all Sheriff Employees shall be contacted and notified that they are on "Stand-by" status pending a request to mobilize.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

PHASE II

Upon determining that the need for additional personnel may exist, all Sheriff deemed necessary to respond shall be notified to mobilize.

PHASE III

All Sheriff Employees shall be deployed consistent with operational plans in force at the time of the incident.

PHASE IV

Outside Law Enforcement agencies shall be requested to assist the Sheriff in quelling the disturbance.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

TACTICAL  
OPERATIONS

As directed by the President, the role of Sheriff's department is to protect the students, staff, academic faculty, and college property by minimizing the effects of the incident through containment, isolation negotiations/resolution, and dispersal of the participants.

CONTAINMENT

The area of the incident will be restricted to as small an area as possible. Campus Sheriff will make themselves visible in an effort to achieve this goal.

ISOLATION

The continued availability of communications, lighting, and water in the incident area will be restricted by the utility response team as directed by the President.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

Entry into the incident area by unauthorized persons, including members of the media, will be a decision by the President/Superintendent.

NEGOTIATIONS /  
RESOLUTION

The full resources at the disposal of the college will be employed to resolve the incident and return the college to a state of normalcy. To achieve these results, personnel from the following areas will be called upon to lend their support or active intervention to encourage a peaceful end to the disruptive activity.

-Counseling

-Humanities/Social

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

Science

-Multicultural Studies

-Personnel Services

-Student Activities

-Student Affairs

-Other areas

DISPERSAL

The dispersal of incident participants will be conducted as peacefully as possible. Every effort will be made to lessen the possibility that those involved will continue their activity at another location on campus.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

FIELD COMMAND  
POSTS

If required by outside agencies responding to the campus, Field Command Posts and Staging areas may be established in any campus parking lot away from the situation area. Availability to telephones and restroom facilities is desirable.

MUTUAL AID POLICE RESPONSE

When it appears that resources of the college and the Sheriff's personnel are insufficient to control the incident and protect college property, the Sheriff shall request additional personnel through the Los Angeles Sheriff Department or through mutual aid if needed.

Staging areas will be identified for responding emergency services.

In all instances, the Sheriff's Officer-in-Charge will liaison with the any outside responding agencies and will advise the President.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

COMMUNICATIONS

Communications from the Command Post to the field and from the field to the Emergency Operations Center shall be accomplished by radio, telephone, or parking employees dispatched as runners. Radios will be utilized for support operations as needed.

RECORD KEEPING

A chronological recording of times and events shall be conducted by personnel at the command post.

PRESS-PUBLIC RELATIONS

All requests for statements, either in person or by telephone, shall be directed to the college executive assistant

UTILITY RESPONSE TEAM

- Director from Facilities - Supervisor
  - Electrical Utility Control Employee
  - Plumbing Utility Control Employee

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

-Air Conditioning Systems Control Employee

-Mechanical Operations Employee

EMERGENCY RESPONSE TEAMS

If deemed necessary by existing conditions, the President may request the assembly of one or more emergency response teams in accordance with the College Emergency Disaster Plan.

-Evacuation Team

-First Aid/Triage Team

-Disaster Aid Response Team

BOMB THREATS

The person receiving the threat is to immediately report the threat to the Sheriff's Department who will immediately notify the President. Established college procedures will then be followed as much as possible during the incident and a courtesy notifications shall be made to LAPD.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

threat, employees should rapidly scan their desks, tables, etc., report any item not belonging in area, and evacuate the facility.

-The area will be secured and, if a bomb or suspected bomb is found in the area, the Sheriff's Department Bomb Squad will be notified.

-If the threat does not provide specific information, but only a general area, such as the administration building, employees in the area will be requested to scan work locations for items not belonging there. Areas where suspicious items are located will be evacuated.

-Based on information provided by the Sheriff's Department, the President or

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(continued)

Designee shall be responsible for evacuation and determining when employees and others can safely return to the area.

FOUND EXPLOSIVES/DEVICES; HOSTAGES OR BARRICADED SUSPECTS

In all instances, the Sheriff shall be notified and respond to the college to handle the incident. The Sheriff's Officer-in-Charge will provide support services, (crowd and traffic control, etc.) as necessary.

PROCEDURES FOR SIT-INS

If the entrance to the building is blocked upon your arrival, report to the Sheriff's office. If you are already in the building, immediately initiate closing of your area:

- Shut down computers/printers.
- Secure sensitive documents.
- Lock files and desks.
- Take personal belongings.

A CONTROLLED RESPONSE TO SIT-INS  
AND OTHER DEMONSTRATIONS  
AT LOS ANGELES HARBOR COLLEGE

(Continued)

- Vacate offices as soon as possible.
- If one office has a sit-in, lock other sensitive offices.
- Lock in-office confined area restrooms and faculty/staff lounge due to food/beverage access.
- Direct all outside communication through public information officer only.
- Report to the Sheriff's Office.

Required Government Code Sections 8596 and 8614

The first concern of the college in establishing and operating emergency procedures shall be the welfare of the college students and personnel under its jurisdiction.

In accordance with Sections 3100-3101 of the Government Code of the State of California, all District employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them.

During times of emergency it shall be the policy of this district to cooperate in every way possible with Civil Defense authorities, American National Red Cross authorities, law enforcement agencies and other government agencies concerned.

Under emergency conditions, college students may be dismissed from the campus at their own request and be subject to the full assumption of the responsibility of their own personal safety. The authority of this decision shall be vested in the college administrator in charge at the time of the emergency.

Emergency drills shall be conducted at the discretion of the President-Superintendent; students and college personnel shall be required to participate.

A record shall be kept in the Office of the President indicating the dates and times of each drill conducted.

An operational plan to implement these policies shall be drawn up at the direction of the President-Superintendent. Such plan shall be reviewed annually and revised as necessary.

### Evacuation During Emergencies

Education Code Section 70902

The designated manager in charge shall be responsible for the supervision of the evacuation of all facilities under his/her jurisdiction.

The faculty, under the supervision of the appropriate administrator, shall be responsible for the orderly evacuation of students.

An Emergency Evacuation Team shall be established for the evacuation of

Los Angeles Harbor College

Emergency Evacuation and Disaster Plan

students with disabilities in the event of an emergency.

Education Code Section 70902

Day emergencies should be reported to President or designee; namely, Vice President or Dean of Academic Affairs. Evening emergencies should be reported to Dean in Admissions. He/she will implement any emergency plan designed to protect the safety of students and staff.

In the event of any emergency when college is not in session, any employee learning of the emergency should notify the President or one of the Vice Presidents or Deans.

### Signals and Basic Emergency Procedures

Education Code Section 70902

#### Fire Signal and Building Evacuation

Signal: Series of short intermittent bell signals.

Procedure: All personnel evacuate building or buildings affected by the emergency and remain at least 50 feet from buildings. Turn off gas burners and water faucets. Move quickly in an orderly manner to the nearest exit.

Faculty members leave classrooms last, taking class records and keys. Return to the classrooms and other areas when the all clear has been sounded.

Drills: As designated by the President.

All Clear Signal: verbal communication by manager.

#### Special Alert - Reported Bomb - Other Dangerous Objects Concealed on Campus

Signal: Verbal alert given by the manager in charge of the specific building under the direction of the President or his/her designate.

Procedure: Same as for fire, but in addition, proper notification will be made to the Sheriff's Station and key college personnel (to be decided by the employee who receives the call or has initial knowledge of the call). The President or his/her designate will determine if building or buildings are to be

Los Angeles Harbor College

Emergency Evacuation and Disaster Plan

evacuated and if evacuated, when they will be re-occupied.

Drills: None.

All Clear Signal: Verbal to be given by the manager in charge of the specific building.

#### Red Alert - Attack Imminent - War Emergency

Signal: Civil defense sirens, emergency radio broadcasts (KFI 640), emergency vehicle patrols when necessary, or by a series of short-long bell signals.

Procedure: Remain in the building. Individuals should duck and cover, away from glass. Listen to commercial radio (KFI 640) for information from government.

Drills: None.

All Clear Signal: Steady horn signal of 15 seconds duration or verbal communication by manager.

#### Surprise Attack - War Emergency

Signal: Same as RED ALERT.

Procedure: Same as RED ALERT.

Drills: None.

All Clear Signal: Same as RED ALERT.

Education Code Section 70902

ORGANIZATIONAL CHART WILL BE SHOWN IN THE ADMINISTRATIVE AND FACULTY HANDBOOKS.

USE OF COLLEGE FACILITIES IN A PUBLIC DISASTER OR EMERGENCY.

Education Code Section 82543(g)

Student Center and/or Gymnasium will be available to house and feed victims until other facilities have been provided for emergency housing for individuals and/or families.

Education Code Section 70902

The College shall maintain an emergency preparedness plan to be implemented in the event of a campus disaster. Outline of plan is to be included in staff handbooks.

LOCATIONS OF POTENTIALLY HAZARDOUS  
SUBSTANCES IN TIME OF DISASTER

NOTE: There is high voltage in all power rooms  
of all buildings.

FOR DETAILED LOCATION OF ALL  
HAZARD SUBSTANCES, SEE COPY OF  
"BUSINESS PLAN" LOCATED IN THE  
BUSINESS SERVICES OFFICE, AND THE  
FACILITIES OFFICE.