



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

# **LOS ANGELES COMMUNITY COLLEGE DISTRICT EMERGENCY PLAN**



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

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# **BASIC PLAN**



The purpose of this section of the LACCD Emergency Plan (EP) is to set forth emergency procedures that ensure prompt response to all emergencies and other unusual conditions, in order to minimize the possibility and extent of personal injury and property damage on the LACCD.

This section complies with the Assembly Bill No. 767 dated July 14, 2015, guidelines for the development and implementation of emergency preparedness standard and guideline to assist community college districts and campuses in the event of a natural disaster, hazardous condition, or terrorist activity on or around a community college campus.

The EP is a document that:

- A. Assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places in responding to emergencies.
- B. Sets forth lines of authority and organizational relationships and shows how all actions should be coordinated.
- C. Describes how people and property will be protected in emergencies and disasters.
- D. Identifies personnel, equipment, facilities, supplies, and other resources available within the LACCD or by agreements with communities for use during response and recovery operations.
- E. Facilitates response and short-term recovery to set the stage for successful long-term recovery.

The planning integration includes the recognition that the LACCD is a Community College District wholly contained within the County of Los Angeles.

Further, the EP specifically addresses Section 71095 of the Education Code.

Community related hazards are addressed through references to the County of Los Angeles Emergency Operations Master Plan and Procedures (Master Plan) and other LACCD emergency plans.

## **Promulgation Document**

This new version of the LACCD EP meets the guideline requirements of AB 767 and will establish a comprehensive guide for all future emergency planning at LACCD.

The EP emphasizes a unified approach to ensure mission integration and interoperability in the preparedness, response, recovery and mitigation phases of emergency management across functional and jurisdictional lines, as well as between public and private entities.



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LACCD and all associated stakeholders are committed to performing the assigned response and recovery tasks and ensure the plan is maintained through training, exercises and scheduled reviews of the EP.

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**Francisco C. Rodriguez**

Chancellor



**Contributing Agencies**

American Red Cross (ARC)

Culver City Police Department

Culver City Fire Department

Los Angeles County Coroner

Los Angeles County Fire Department

Los Angeles County Public Health Department

Los Angeles County Department of Mental Health (LACDMH)

Los Angeles County Sheriff (LASD)

Los Angeles Fire Department (LAFD)

Los Angeles Police Department (LAPD)

Los Angeles Sheriff Department (LASD)

Monterey Park Police Department

Monterey Park Fire Department







## **EP Format**

The core sections of the EP are the:

**Basic Plan** - Provides an overview of the LACCD's approach to emergency operations. It consists of National Incident Management System (NIMS) compliance, the LACCD situation, assumptions, Concept of Operations, Mutual Aid, development and maintenance of the plan, authorities, references, and financial information for the EP.

**Hazard Analysis** – Identifies hazards specific to LACCD that warrant planning attention.

**Functional Annexes** - Addresses critical services necessary to manage, communicate, respond to, and mitigate LACCD related emergency situations, unique to each campus.

The functional annexes sections focus on the purpose, situation, assumptions and Concept of Operations. Specific details of the organization and assignment of responsibilities of the agencies involved are also indicated within each hazard specific section.

**College Annexes** – Hazard specific checklists and response guides (SOP's) unique to each College.

## **National Incident Management System (NIMS)**

NIMS is a nationwide standardized approach to incident management and response. Developed by the U.S. Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

The City and County of Los Angeles has implemented NIMS at the incident (field), Department Operations Center (DOC) and Emergency Operations Center (EOC) levels.

## **STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS)**

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

SEMS incorporates:

1. Incident Command System (ICS):  
A field-level emergency response system based on management by objectives.
2. Multi/ Inter-agency coordination:



Affected agencies working together to coordinate allocations of resources and emergency response activities.

3. Mutual aid:

A system for obtaining additional emergency resources from non-affected jurisdictions.

4. Operational Area Concept:

County and its sub-divisions to coordinate damage information, resource requests and emergency response

SEMS is required by the [California Emergency Services Act 2015 Edition](#) (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.



## **Situation**

The Los Angeles Community College District is the largest community college district in the United States and is one of the largest in the world. The LACCD consists of nine colleges and covers an area of more than 882 square miles.

The campuses are located throughout Los Angeles County, the greatest natural disaster threat to LACCD is the occurrence of a catastrophic earthquake. Other hazards can include, but are not limited to, power failures, hazardous materials, and criminal events.

In the event that one of these threats is realized, LACCD must continue to provide essential services and maintain operations. Consequences of not fulfilling this obligation may have cascading economic and social impacts throughout the region.

The EP is based on the latest available information and has been coordinated with law enforcement, firefighting, medical resources, faculty and staff at the LACCD, and other stakeholders.

## **Assumptions**

1. Responsibility for emergency preparedness and mitigation rests with LACCD Safety and Emergency Services Manager, College Presidents and with the assisting and cooperating agencies.
2. Alert notification and warning decreases potential for life and property loss.
3. Personal preparedness and training of all LACCD emergency responders are essential to effective emergency operations.
4. The development of emergency plans and response capabilities are accomplished through drills, exercises and scheduled review and update of the plans.
5. The nature and extent of an emergency will govern which resources the LACCD will mobilize and respond.

Not all emergency conditions can be anticipated or prepared for. Each emergency is characteristically unique and the actions taken are incident driven. Emergency plans assist in limiting the negative impact of the event, and serve as a guideline to actions taken during the tactical and coordination level response and the recovery phases of an emergency.

## **Concept of Operations**

The initial emergency response occurs at the tactical level and is reported to the LACCD Sheriff's Community Colleges Bureau. The Sheriff's Bureau serves as the monitoring and coordination center for all LACCD security operations.



The Sheriff's Bureau is staffed by LASD deputies and security officers, as well as a crime analyst and support staff.

## **Priority Objectives**

During the activation of this emergency plan, all persons involved must be directed toward the following immediate objectives:

1. Safety of persons, equipment, and property.
2. Keeping the unaffected areas of the LACCD in operation.
3. Providing notifications at first opportunity.
4. Returning the affected areas of the LACCD to full operational status as soon as practical.

## **MUTUAL AID**

Support for LACCD response and recovery capabilities that have been exceeded may include the activation of both the City of Los Angeles Emergency Operations Center (EOC), as well as the County EOC.

Requests for Federal resources will be channeled through the County of Los Angeles through the State of California.

Additional resources are available from surrounding agencies as outlined in the following mutual aid agreements indicated in the County of Los Angeles Emergency Operations Master Plan and Procedures.

1. California Disaster and Civil Defense Master Mutual Aid Agreement
2. Los Angeles County Mutual Aid and Mutual Assistance Agreement
3. Memorandum of Understanding, United States Forest Service
4. State Law Enforcement and Fire Discipline Mutual Aid Agreement

## **Securing the Emergency**

The LACCD Sheriff's Bureau shall secure the emergency.

### **Agencies Authorized at Emergencies**

Authorized personnel shall be identified by proper identification.

1. LACCD - the following authorized personnel shall wear their LACCD Security Identification Badges:
  - A. LACCD Safety and Emergency Services
  - B. LACCD Facilities Management
  - C. LACCD Public Relations



- D. LACCD Administration
- E. LACCD Support staff
- 2. City/County of Los Angeles Fire Department - Department photo ID/uniform
- 3. Los Angeles Sheriff Department - Department photo ID/uniform
- 4. Other agencies as required:

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Organization of responding agencies is accomplished through jurisdictional authority and the Incident Command System (ICS).

Detailed information for the Assignment of Responsibilities is indicated in the College Annex Sections.

## **Financial Information for the LACCD Emergency Plan**

Financial record keeping and reporting during an emergency is usually related to documentation of payments for goods and services, justification, and authorization as mandated by the LACCD policies and procedures.

## **PLAN DEVELOPMENT AND MAINTENANCE**

For the Plan to remain effective, it must be routinely reviewed, exercised and evaluated. The following schedule should be followed to keep the Plan viable:

1. Review: LACCD Safety and Emergency Services personnel shall review the Plan annually; each January to ensure it remains current and ready.
2. Exercise: The plan at a minimum will be exercised once per semester.
3. LACCD Safety and Emergency Services shall ensure that orientations, drills, tabletop exercises, functional and full-scale exercises are conducted.
4. Evaluation: A full “hot wash” and follow up debrief are an essential part of the operational exercise and actual response and recovery processes. The hot wash and debrief shall be scheduled as soon as practical following an exercise or actual response.
5. The purpose of a debrief is to evaluate the exercise and the EP and to ensure that lessons learned are incorporated into the Plan as appropriate.

## **AUTHORITIES AND REFERENCES**

The California Emergency Plan (CEP), promulgated in accordance with the provisions of the California Emergency Services Act (Chapter 7 of Division 1 or Title 2 of the Government Code), provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act state in part that “the State Emergency Plan shall



be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof”.

Local emergency plans are considered to be extensions of the CEP. Therefore the LACCD EP is therefore, considered to be an extension of the State Emergency Plan. When dictated by the situation, additional executive orders or other emergency regulations will be enacted by the LACCD.

### **Federal Laws and Regulations**

- Robert T. Stafford Act
- HSPD 5, 8, 39 and 62

### **State Laws and Regulations**

- California Emergency Services Act
- California Code of Regulations
- SEMS
- California Natural Disaster Assistance Act
- California Government Code
- CEP
- California Master Mutual Aid Agreement
- California Senate Bill 166
- California Assembly Bill AB 767



# **HAZARD ANALYSIS**



## **Hazard Identification**

The Hazard Analysis Section addresses the Community related hazards that are indicated by the City of Los Angeles Master Plan, the County of Los Angeles Hazard mitigation plan and AB 767. The nine (9) required hazards are as follows:

1. Natural Disaster AB 767
2. Hazardous Condition AB 767
3. Terrorist Activity AB 767
4. Active shooter incident AB 767
5. Bomb Threat
6. Civil Disturbance
7. Structural fire
8. Cyber
9. Flood

Additional Hazards:

1. Urban/ Wildfire interface
2. Public Health Hazard

It is important to note that each College may have hazards that are not on the list. They will be addressed in that College specific annex.

## **Analysis Methodology**

The definitions and evaluating criteria used in the EP Hazard Analysis are indicated below.

Definitions for Hazard Prioritization – LACCD

### ***Magnitude***

Physical and economic greatness (impact) of the event. Factors to consider:

1. Size of event
2. Threat to life
3. Threat to property

### ***Duration***

The length of time of the disaster and the subsequent lasting effects of the disaster. Factors to consider:

1. Length of time of the emergency phase.



2. Length of threat to life and property.
3. Length of time of the recovery phase.
4. Length of impact on the LACCD operations.

## ***Frequency***

The historic and predicted rate of recurrence of a risk-caused event (generally expressed in years). Factors to consider:

1. Historic events and recurrences of events in a measured time frame.
2. Scientifically based predictions of occurrence of an event in a given period of time.

## ***Degree of Vulnerability***

The susceptibility of the LACCD infrastructure to the effects of the risk. Factors to consider:

1. History of the impact of similar events.
2. Historical response and recovery functions performed by the LACCD and support agencies.
3. LACCD and support agencies preparedness to respond to and recover from the event.

**RATING INSTRUCTIONS:** Give each defined hazard priority risk, indicated above, a rating from 0 to 3.

- 0 = No hazard risk
- 1 = Low risk
- 2 = Moderate risk
- 3 = High risk

Using the Hazard analysis matrix, total the numbers horizontally for each hazard category. The highest possible score for a hazard is 12.

The numerical values for the categories of risk provide the following priorities:

- A score of:
- 9 to 12 could be considered high priority risk
  - 5 to 8 could be considered moderate priority risk
  - 0 to 4 could be considered low priority risk



The hazards were evaluated by LACCD Safety and Emergency Services, and the results are listed in the table below:

Hazard	Magnitude	Duration	Frequency	Degree of Vulnerability	Vulnerability Factor
<b>High Risk</b>					
Earthquake – Natural Disaster	3	3	2	3	11
Hazardous Condition	3	3	1	2	9
Cyber Incident	3	3	1	2	9
Terrorist Activity	3	3	1	2	9
Active Shooter incident	3	3	1	1	8
Bomb Threats/Incidents – Buildings	3	3	1	1	8
Civil Disturbance	3	1	1	2	7
Public Health Hazard	3	2	1	1	7
Structural Fires	3	1	1	1	6
Flood	1	1	1	1	4
Urban / Wildfire Interface	1	1	1	1	4



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# **FUNCTIONAL ANNEXES**



## **COMMAND AND CONTROL**

### ***Purpose***

This Annex describes the Emergency Command and Control Function at LACCD.

Incident and Unified Command allows all responding agencies with emergency responsibilities to manage the incident by establishing a common set of incident objectives and strategies. The management of the incident is accomplished without losing or abdicating agency authority, responsibility or accountability.

The description of the Command and Control functions in the Emergency Operations Center (EOC, and the tactical level Incident Command Post (ICP), are included.

### ***Situation***

The Command and Control function for the LACCD begins in the Incident Command Post (ICP). All Incident response functions are coordinated through the Sheriff's Bureau 24/7 operations. First responders provide Command and Control at the tactical level. The EOC provides the coordination of communications and resource management between the EOC and the tactical level ICP.

### ***Assumptions***

1. All LACCD tactical and coordination level responders are trained in NIMS and its ICS component.
2. All tactical responders will work in coordination and manage resources to achieve the priority objectives of:
  - A. Rescue and lifesaving
  - B. Safety of equipment and property
  - C. Keeping the unaffected areas of the LACCD in operation
  - D. Providing notifications at first opportunity
  - F. Returning the affected areas of the LACCD to full operational status as soon as practical
3. First responders consisting of LASD Personnel, County, State, Federal and other external agencies will establish Unified Command at the tactical level.

### ***Concept of Operations***

#### ***Command and Control*** - Tactical Response

1. During fire or medical related emergencies, the senior Fire Department officer present will be in command at the scene.
2. During emergencies involving bombings or bomb threats, the senior LASD Officer will be in command on the scene.



3. Matters such as civil disorder will be the responsibility of LASD.
4. An ICP will be established for all emergencies.
5. Representatives of assisting and supporting agencies responding to the emergency will report to the ICP to assist in liaison and coordination

## **Command and Control Coordination level - EOC**

1. The College Vice President of Administration or designee will be the liaison at the ICP making decisions on behalf of the college. He/she may request the activation of the District EOC.
2. The EOC Director shall establish communications and resource coordination with the tactical level responders through the following actions:
  - A. Jointly determine the EOC incident goals, objectives, and strategies.
  - B. Determine which department will provide the EOC Operations Section Chief (OSC).
  - C. Approve and authorize the implementation of an EOC Incident Action Plan (IAP).
3. Senior representatives of assisting and supporting agencies responding to the emergency will report to the EOC to assist in liaison and coordination.

## **COMMUNICATIONS**

### ***Purpose***

This Annex provides information on the establishment, use, maintenance, and redundancy for the communications devices needed during emergency response operations at LACCD.

### ***Situation***

Communications between first responders at LACCD are highly complex in terms of the physical size of the LACCD and amount of daily students. As a result the emergency communications functions are under constant assessment, maintenance, and upgrading. LACCD Safety and Emergency Service and LASD work closely with the various college's administration to ensure the communication infrastructure is maintained and functional during emergencies.

### ***Assumptions***

All responding agencies at LACCD coordinate their emergency communications in order to achieve interoperability, which allows response personnel and their affiliated organizations to communicate via voice, data or video conferencing. The type of



communications equipment and procedures used for a specific incident is based upon the hazard(s) impacting the LACCD.

### ***Concept of Operations***

All Emergencies:

The following telephone numbers will be utilized to notify LACCD in case of actual or suspected emergency situations:

Fire Department	911
LASD HQ	323 669-7555
LASD CITY	323 662-5276
LASD ELAC	323 265-8800
LASD HARBOR	310 233-4600
LASD MISSION	818 364-7843
LASD PIERCE	818 719-6450
LASD SOUTHWEST	323 241-5269
LASD TRADE-TECH	213 763-3600
LASD WEST	310 287-4314
LASD VALLEY	818 947-2911

### **ALERT NOTIFICATION AND WARNING**

#### ***Purpose***

This Annex provides information regarding the processes used to notify and warn LACCD emergency responders, employees, students and the general public of a potential or actual emergency.

As indicated in assumption number two of the Basic Plan, alert notification and warning, decreases the potential for the loss of life and property.

Alert and warning systems, equipment, the conditions of use and responsibilities are indicated in this section.

#### ***Situation***

The size and complexity of LACCD, creates a challenge in performing alert notifications and warnings. There are general and special conditions that could warrant the activation of an alert and warning system. These conditions may include coordination with other agencies as necessary.

#### ***Assumptions***



LACCD employees and first responder disciplines are trained in the procedures, policies, and equipment used in LACCD alert notification and warning systems.

LACCD and first responder disciplines conduct drills and exercises with LACCD alert notification and warning systems.

Although tested monthly, alert notification and warning systems may not be fully operational during emergencies.

Contingency plans for non-operational alert notification and warning systems may include the use of LACCD staff, first responder personnel, or outside agencies to assist in the alert and warning process.

Special needs groups such as people with sight or hearing, mobility impairments or unaccompanied children will require special attention to ensure a totally functional alert and warning system is established.

Some people may choose to ignore or may not perceive the alert and warning communications or signals.

The City of Los Angeles and County of Los Angeles may activate the local Emergency Alert System (EAS) to notify the public of an emergency, as well as the Wireless Emergency Alert (WEA) systems to notify specific geographic locations.

The Federal Department of Homeland Security (DHS) will use the National Terrorism Advisory System (NTAS) to alert government agencies and the public of an imminent or elevated terrorist threat.

### ***Concept of Operations***

The Basic Plan indicates the priority objective of making notifications at the first opportunity and indicates the Safety and Emergency Services Division as the monitoring and coordination center for all LACCD Operations and the day-to-day security and facility functions.

The day-to-day centralized communications process within the LACCD is used as the primary method of disseminating alert notifications and warnings throughout the District.

### ***Emergency Public Information Function***

The methods described in the Emergency Public Information Function can be used for distributing alert notifications and warnings.

### ***Mutual Aid***



Mutual aid agreements provide the collaboration and coordination functions when there is a need to involve neighboring off-LACCD jurisdictions.

## **EMERGENCY PUBLIC INFORMATION**

### ***Purpose***

This annex addresses the means, organization, and processes by which LACCD provides timely, accurate, and useful public information and instructions throughout an emergency.

### ***Situation***

Under NIMS the Public Information Officer (PIO) serves as the primary point of contact between Incident Command/EOC, the media and the public. This creates a consistent and authorized thread of information release, material for media briefings, and adherence to any limitations on release of said information. In general, only one Lead PIO will be assigned to report to Incident Command, including incidents operating under Unified Command wherein a Joint Information Center (JIC), possibly with multiple PIOs will also be established.

A PIO from Fire may be assigned and in addition, a PIO from either Sheriff or LACCD Public Relations (PR) may also be assigned due to greater familiarity with daily LACCD Operations and configuration. The LACCD Public Relations Director will deploy PR Staff, including support staff to schedule, organize and conduct media briefings, as well as coordinate contact to stakeholders and to address the public. The JIC often operates telephonically with the LACCD PIO's in the PR office or at the JIC with the Lead PIO coordinating and validating information, and obtaining authorization from the Incident Commander before releasing information via public address, media, phone, internet or intranet methods.

### ***Assumptions***

The PR Division will activate the LACCD communication protocols when an identified hazard in the EP occurs and impacts the LACCD such that the public and the media require information for life safety, property damage, and LACCD operations are affected.

### ***Concept of Operations***

Incident Command is established, followed by the JIC. The JIC is usually positioned near an emergency incident, but not next to the ICP.

A lead PIO (may also be the lead LACCD PIO) is confirmed, use of the public address system and direct contact are made to public on property through LACCD spokespersons.



LACCD employees can be notified via the above methods as well as the LACCD intranet or possibly through an internal phone bridge.

Off-property public may gain access to information via the internet or news media, as well as the College phone lines.

An initial press statement will be released as soon as practical, possibly through the College or District Public Relations.

Situations in which the LACCD communication plan is activated are defined as an event that can result in any of the following:

1. Loss of life or serious injury.
2. Significant property damage.
3. Acute or chronic environmental impact, especially one that spreads off-LACCD to surrounding communities.
4. Significant unplanned business interruption affecting students.
5. Significant interest from the news media.
6. System failure under the control of LACCD or any of its tenants.

## **PROTECTIVE ACTIONS**

### ***Purpose***

This functional annex addresses those actions to be taken to protect the health and safety of the student and employee populations at the LACCD.

### ***Situation***

Emergency conditions that could occur at LACCD that may require implementation of protective actions include:

### ***Mass Evacuation***

1. Fire - Classrooms/Employee work locations
2. Fire - Maintenance/storage
3. LACCD attack - active shooter
4. Terrorism -
5. Power Outage - Classrooms/Employee work locations
6. Hazardous materials incident - LACCD/surrounding community
7. Health issues - LACCD (smallpox, SARS, west Nile, severe influenza, etc.)



## ***Localized evacuation***

1. Bomb threats/incidents - buildings
2. Suspicious bags/articles
3. Structural fires

## ***Shelter in place***

1. Earthquake Natural Disaster
2. Active shooter adjacent to campus
3. Hazardous Materials - The locations that are the major concerns where hazardous materials near the LACCD are used, stored, produced, or transported, will be identified in each college annex.

## ***Assumptions***

An evacuation will most likely be considered a secondary impact to a primary hazard.

The following emergency plans could be used as protective actions to eliminate and/or reduce exposure to the consequences of an emergency or disaster.

1. The LACCD College Evacuation plan
2. The LACCD Fire Safety Director and Floor Warden program

All responding agencies are familiar with the emergency plans mentioned above.

LACCD personnel have an understanding of alternative escape routes in case the primary evacuation route becomes inaccessible.

The availability of transportation, medical, and other resources, including designated destination shelters, may factor heavily into the protective action decision-making process.

## ***Concept of Operations***

Protective actions intended to eliminate and/or reduce exposure to the impact of an emergency or disasters include:

1. Activating the LACCD College Evacuation plan.
3. Activating the Fire Safety Director and Floor Warden Program.
4. Activating Incident/Unified Command - Tactical
  - A. Determine the type of protective action to be taken.



- B. Sheriff to maintain overall control of any evacuation in close consultation with LACCD staff.
  - C. Request the Sheriff make notifications to the College/District administration.
  - D. Ensure Sheriff establish ingress and egress lanes for emergency vehicles.
  - E. Consider need to activate the EOC.
  - F. Maintain Sheriff presence at assembly areas to keep the peace.
5. Notification
- A. LACCD mass notification system (Blackboard).
  - B. LACCD internet home page.
  - C. Public address system.
  - D. Direct notification.
6. Localized Evacuation
- A. College Evacuation Plan.
  - B. Floor Warden Program.
7. Shelter In Place
- A shelter-in-place is recommended in the event of an earthquake. Evacuation to the exterior of a building may pose more hazards from falling debris during seismic activity.
- Events such as active shooter or a biological release may trigger a shelter in place scenario/situation. However, these hazards can be unpredictable and dynamic. As a result shelter in place orders are determined at the time of need and on a case by case basis.
8. Special Needs Populations
- A. LACCD may arrange for special transportation vehicles in the event that passengers with disabilities require the assistance of a lift vehicle.
  - B. Employees from other organizations may need to assist whenever possible and seek direction from LACCD personnel.
  - C. Personnel should be assigned to assist those needing help during an evacuation and remain with the person until the all clear is given to re-enter the building.
  - D. Ensure that any disability or communication equipment, medical supplies, service animal, etc. is evacuated with the disabled person and not left behind.
9. Transportation Resources
- A. LACCD vehicles.
  - B. Transportation resources from other agencies, and tenants.
10. Controlled access to evacuated areas
- A. Sheriff to maintain overall control of any evacuation in close consultation with LACCD staff with the assistance from other agencies.
  - B. Ensure Sheriff establish ingress and egress lanes for emergency vehicles.

## **LAW ENFORCEMENT**

### ***Purpose***



This function addresses law enforcement services available to the LACCD. The information identifies the methods used in mobilizing and managing law enforcement services in response to emergencies.

The quantities and types of resources used for an LACCD emergency are based upon the specific hazard and the potential for exceeding response and recovery capabilities.

1. A summary of available personnel and equipment:
  - A. LACCD currently budgets for approximately 44 Law Enforcement Officers and 104 Security Officers. However, actual daily/hourly staffing is driven by operational needs and budgetary constraints.
  - B. The organization is structured as follows:
    - i. Captain of the LASD
    - ii. Lieutenant of the LASD
    - iii. Sergeant of the LASD
    - iv. Officer III of the LASD
    - v. LASD Security
      - a) Principal Security Officer
      - b) Senior Security Officer
      - c) Security Officers
    - vi. Crime Analyst of the LASD
    - vii. Emergency Preparedness Sergeant of the LASD
    - viii. Administrative Support (all non-uniformed personnel)
  - A. Equipment available for response includes but is not limited to:
    - i. Vehicles equipped with two-way radio communication, mobile data terminals, and light bars
    - ii. Support Vehicles: Chevy Suburban ; Ford Explorer;
    - iii. Firearms for Police
    - iv. Less-lethal weapons such as Tasers, and 40mm projectile launchers
    - v. Personal Protective Equipment (PPE) suits
    - vi. Hand-held radios (programmable to outside Law/Fire frequencies)
    - vii. Cell Phones
    - viii. Baton, Pepper Spray, and Handcuffs (for suspect apprehension)
    - ix. Rechargeable flashlight
2. Locations of personnel
  - A. Personnel are present at all 9 Colleges as well as the Southgate learning complex
3. General notification procedures:

All emergency notifications are initially broadcast over the Sheriff Radio frequency, directed to those units that are responsible for initial response to the location.

Other forms of notification include the LACCD mass notification system (Blackboard) in use at all Colleges, Public address systems, blue phone, telephone, and email.



4. Overall statement of capabilities:  
Sheriff is responsible for the mitigation of threats to LACCD, the preparedness of its employees and responding mutual aid agencies, the response to any major incident at LACCD, and the recovery from any major incident at LACCD.

## **Situation**

1. Sheriff maintains 24-hour coverage, seven (7) days a week. Patrols cover all property owned by LACCD, and enforces all City/County of Los Angeles, and State of California Laws and Ordinances.
2. In accordance with the Sheriff/LACCD Contract, While on duty, these Law Enforcement Personnel (LEP) must meet the following requirements:
  - A. Have the arrest authority, with or without a warrant, for violations of the criminal laws of the State of California.
  - B. Are readily identifiable by uniform and badges, which are displayed on a uniform.
  - C. Are armed with a firearm and authorized to use i.t
  - D. Have completed a training program that meets the requirements of Section XI (C) (Training Programs, Law Enforcement Training)
3. Sheriff resources include Security Officers who maintain 24-hour coverage, seven (7) days a week. Security Officers are under the direct guidance and supervision of the Captain of the Sheriff, and their support is limited to safety and security.

## **Assumptions**

On-LACCD and off-LACCD law enforcement and emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures. Sheriff will make all requests for additional resources from responding outside law enforcement agencies.

1. All responding law enforcement units are familiar with their responsibilities.
2. Large scale law enforcement support for emergencies may require mutual aid agencies from long distances. These requests will be made in accordance with the most current Mutual Aid agreements, and/or MOA's in place and in compliance with NIMS protocols.
3. Emergency situations such as bombings or biological incidents that may require specialized law enforcement assets such as Explosive Ordnance Disposal (EOD), or FBI agents, shall be requested through the Sheriff.
4. Public and private law enforcement and security services, who are employed as contract employees, may themselves be impacted by the disaster.
5. There may be some situations (e.g., wide area disaster) where the LACCD law enforcement services will be operating without the benefit of mutual aid support due to commitment elsewhere.



## Concept of Operations

1. The Captain of the Sheriff oversees the coordination of all law enforcement mitigation, preparedness, responses, and recovery operations in the event of an emergency.
2. The general overall policies, plans and procedures of the LACCD law enforcement response to emergency situations, both on and off the LACCD are covered below:
  - A. Sheriff are notified of an emergency via radio, email or telephonically.
  - B. Initial Law Enforcement resources are dispatched to the incident based on the severity of any crimes associated with the incident.
  - C. A Law Enforcement representative will be designated to report to the EOC, if necessary.
  - D. Sufficient numbers of qualified and trained law enforcement/security personnel will be available to sustain support around the clock.
  - E. Sheriff personnel will adhere to all professional and legal standards in the performance of duties.
  - F. Sheriff will comply with all regulations and standards involving law enforcement, including those involving bomb situations, civil unrest, hazardous materials and other related matters.
  - G. Updated resource inventories of emergency supplies, equipment, and personnel resources, including possible sources of replacements will be maintained.
  - H. A perimeter/scene security will be established as appropriate.
  - I. Traffic control on adjacent surface streets will be provided.
  - J. "Corridor" for emergency vehicles will be maintained.
  - K. Crime scenes will be secured and evidence preserved following life/safety activities.
  - L. A perimeter security for triage/morgue will be provided when applicable
  - M. Inner and outer perimeters will be established.
  - N. Incident Command Post security will be provided.
  - O. Record of personnel entering the hazard site will be maintained.
  - P. A chronological event log will be maintained.
3. The mobilization processes for designated on and off-LACCD law enforcement personnel and equipment including the specialized response support agencies such as FBI will be governed as follows:
  - A. All coordination for the support of law enforcement and/or non-law enforcement related operations during emergencies will occur pursuant to NIMS protocols.
  - B. All communications for these resources will be made through the Incident Commander.



## **RESOURCE MANAGEMENT**

### ***Purpose***

This Annex provides information for the Resource Management Function at LACCD.

The Functional Annexes within this EP provide an overview of the resources used during emergencies at the LACCD. Prior to an incident, the resources are under the control of LACCD or under the control of responding agencies indicated in the EP.

Upon declaration of an emergency or a planned event the Command and Control function and other related functions are used to manage the resources during the response and recovery phases of an incident.

### ***Situation***

Major LACCD emergencies require a multitude of resources from Local, State and Federal agencies. The planning, collaboration and coordination for the availability and use of the resources is tested through response and recovery capabilities development, drills, and exercises. The resulting information is then incorporated into the EP planning process.

### ***Assumptions***

1. The specific hazards indicated in the EP and security policies at the LACCD may require the immediate need for mutual aid.
2. On-LACCD and off-LACCD emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures.
3. All responding agencies will be familiar with their responsibilities, equipment and supplies.
4. Large scale emergencies may require support of mutual aid agencies from long distances.
5. Public and private resources located at the LACCD and the communities it serves, may themselves be impacted by the disaster.
6. There may be some situations (e.g., wide area disaster) where the LACCD will be operating without the benefit of mutual aid support due to commitment elsewhere.

### ***Concept of Operations***

The IC at the tactical level will determine the resource management priorities.



The IC/Unified Command and the Operations Section Chief will establish specific response objectives and the operational period in order to determine the effective use of resources and resource levels.

The EOC Director will establish the coordination level resource management priorities in support of the tactical response and LACCD policies.

### ***Tracking Resources***

LACCD performs inventory tracking of assets as part of its financial reporting requirements. LACCD Colleges and divisions are responsible for recording their assigned resources.

Responders at the tactical and coordination level will use standard ICS tracking procedures and forms.

### ***Mutual Aid***

The IC/Unified Command will be responsible for determining the need for mutual aid as resource response capabilities are exceeded.

### ***Deactivation***

The ICP/Unified Command at the tactical and coordination level will assign the development of a deactivation plan to the ICS Planning section at the beginning of the incident.

### ***Assumptions***

During LACCD emergencies, Safety and Emergency Services will provide support to the following: Other LACCD Divisions, Local, State and Federal Agencies and Non-Governmental Organizations (NGO). LACCD personnel will be available to lead and assist these organizations in accordance with established plans, procedures and agreements.

1. All responding LACCD personnel are familiar with assigned responsibilities.
2. Large scale emergencies may require the support of mutual aid agencies from long distances.
3. Public and private services, including human resources, located at the LACCD and the communities it serves, may themselves be impacted by the disaster.
4. There may be some situations (e.g., wide area disaster) where the LACCD will be operating without the benefit of mutual aid support due to the high demand for scarce resources.



## ***Concept of Operations***

1. Notification Procedures:  
LACCD personnel are notified of an emergency through various methods (observation, E-mail, telephone, and/or Blackboard Alert Message)
2. LACCD staff:
  - A. Will respond to all tactical level emergencies and establish or report to the Incident Command Post
  - B. Will assess and coordinate with other tactical level responders and determine the need for Incident or Unified Command in order to establish Command and Control over the incident
  - C. Direct all news media to the LACCD PR Representative
3. LACCD Staff:  
Will begin the emergency coordination level response to an incident as follows:
  - A. Leverage the day-to-day operations of the College to expedite the establishment of the Command and Control function for all LACCD incidents.
4. LACCD personnel will evaluate the situation and its impact (actual and/or potential) on overall LACCD functions
5. LACCD personnel will notify the appropriate personnel/organizations of the emergency
6. During an LACCD emergency, appropriate personnel will be assigned as a scribe to chronologically document the event.
7. LACCD personnel will coordinate with Facilities Management personnel regarding any requests for assistance.
8. All available personnel will respond to an emergency as appropriate.

## **EMERGENCY OPERATIONS CENTERS**

### ***Purpose***

This function identifies that there is one EOC which is located at the ESC. The EOC can be activated by a request from the college president, designee or the ICP.

### ***Situation***

Critical incidents require the coordination of resources and a unified approach. When activated the EOC will activate using SEMS and NIMS protocols and procedures.

### ***Assumptions***

1. Requests for additional resources will be coordinated through the EOC and the VP's of administration at the requested college.



2. Request for additional resources that exceeds the capability of the LACCD will be requested from the EOC to the County or City EOC depending on the jurisdiction.

## ***Concept of Operations***

The President or designee oversees the coordination of all **non-law** enforcement mitigation, preparedness, responses, and recovery operations in the event of an emergency.

## ***Activation of the EOC***

The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC. In the event that the primary EOC cannot be used, personnel should report to the alternate EOC. Upon the determination to activate the EOC, the EOC Director shall determine which EOC positions to activate and direct their activities.

## ***Management Section***

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and supporting organizations. The following positions staff the Management Section of the EOC.

- Public Information Officer
- Safety Officer
- Liaison Officer

## ***Operations Section***

The Operations Section is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan. An Operations Section Chief, who is responsible for the management of all incident tactical activities, heads the Operations Section. On multi-disciplinary incidents, the Operations Section Chief may have deputies. The Operations Section can be subdivided into Operational Groups, Branches, and Units. The Ops Section in the EOC mirrors the Ops section of the ICP it supports. Staging areas for resources are also under the management of the Operations Section. The following positions staff the Operations Section under the direction of the Operations Section Chief:

- Law or Public Safety Branch
- Utilities and Damage Assessment Branch



- Medical Branch
- Others as needed

## ***Planning/Intelligence Section***

The Planning/Intelligence Section is responsible for collecting, evaluating, analyzing information, developing the organizational level's action plan in coordination with the other functions, and maintaining documentation. The Planning/Intelligence Section is headed by a Planning/Intelligence Section Chief and is divided into several smaller units, depending upon the needs of the incident. The Planning Section collects and analyzes all data regarding incident operations, develops alternatives for tactical action plans, conducts planning meetings, and prepares the Incident Action Plan for incidents that will require extended operational periods. The following positions staff the Planning/Intelligence Section under the direction of the Planning/Intelligence Section Chief:

- Resources Status Unit
- Situation Status Unit
- Documentation Unit
- Technical Specialists
- Others as needed

## ***Logistics Section***

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials. The Logistics Section is headed by the Logistics Section Chief, and is responsible for meeting the logistical needs of the Incident Response. The Logistics Section can be divided into Branches and Units, as the situation requires. The following positions staff the Logistics Section under the direction of the Logistics Section Chief:

- Care and Shelter Branch
- Personnel Branch
- Information Technology Branch
- Communications Unit
- Transportation, Supplies, Facilities Unit
- Other Branches and Units as needed

## ***Finance / Administration Section***

The Finance/Administration Section is responsible for financial activities and administrative aspects not assigned to other functions. The Finance/Administration Section will be activated when required for purposes of maintaining records on personnel and equipment time, for providing payments to vendors for supplies and equipment usage, and for determining the cost considerations or various alternative strategies associated with incident planning. The following units staff the

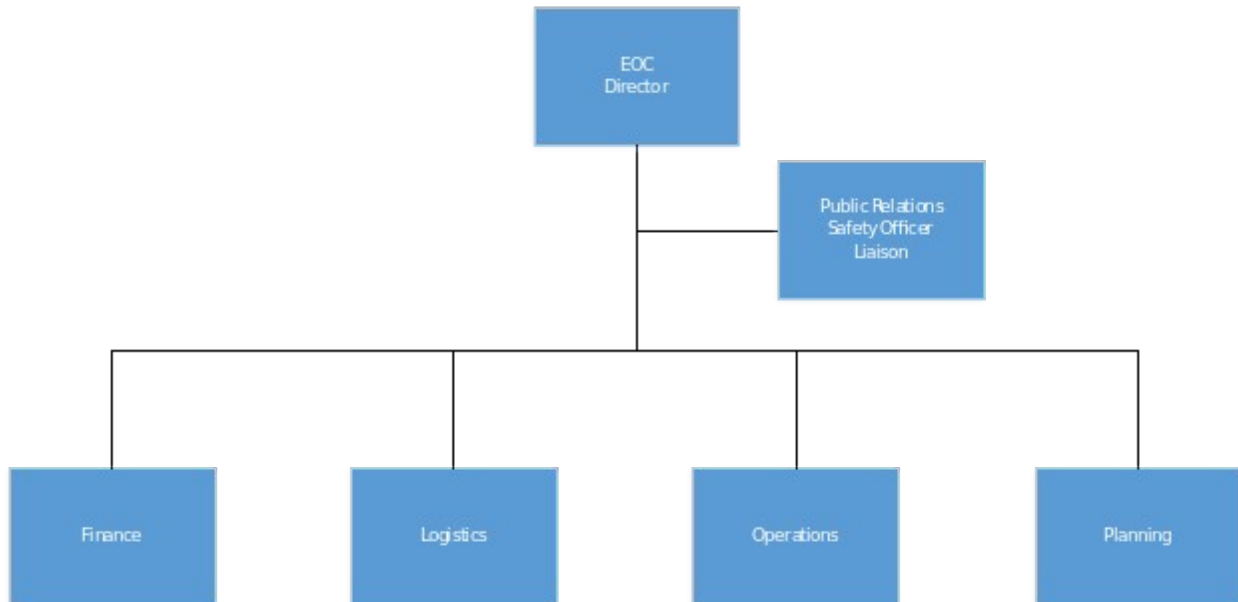


Finance/Administration Section under the direction of the Finance/Administration Section Chief:

- Supply/Purchasing Unit
- Cost Recovery Unit
- Claims and Compensation Unit

### ***ICS Position Checklists***

The following EOC Organization Chart depicts the hierarchy of command in the EOC. Part II – College Annexes of this Emergency Plan contains a detailed checklist of responsibilities and response actions for each ICS position.





**APPENDIX I – ACRONYMS**

ADA.....Americans with Disabilities Act

EP.....LACCD Emergency Plan

ARC.....American Red Cross

CP.....Command Post

DHS.....Department of Homeland Security

EAS.....Emergency Alert System

EMD.....City of Los Angeles Emergency Management Department

EMS.....Emergency Medical Services

EOC.....Emergency Operating Center

EP .....Emergency Operations Plan

ESA.....California Emergency Services Act

FEMA.....Federal Emergency Management Agency

GIS.....Geographic Information System

HAZMAT.....Hazardous Material

IAP.....Incident Action Plan

IC .....Incident Commander

ICP.....Incident Command Post

ICS.....Incident Command System

JIC.....Joint Information Center



LACDPH.....Los Angeles County Department of Public Health  
LAFD.....Los Angeles Fire Department  
LAPD.....Los Angeles Police Department  
LEP.....Law Enforcement Personnel  
MAA.....Mutual Assistance Agreement  
MNS.....Mass Notification System  
MOU.....Memorandum of Understanding  
NIMS.....National Incident Management System  
NRF.....National Response Framework  
NRP.....National Response Plan  
NTAS.....National Terrorist Advisory System  
OSHA .....Occupational Safety and Health Administration  
PIO.....Public Information Officer  
PPE.....Personal Protective Equipment  
PR.....Public Relations  
SEMS.....Standardized Emergency Management System  
SOP .....Standard Operating Procedures



**APPENDIX II - DEFINITIONS**