

LOS ANGELES
PIERCE COLLEGE
EMERGENCY
PROCEDURES



PIERCE COLLEGE

(Standard Operation Procedures)

Preface

Los Angeles Pierce College is committed to protecting the safety and well-being of all the members of its community. The purpose of this Emergency Procedures Annex is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference those common emergencies for which you should be prepared. Reading this Annex in advance, being familiar with its contents, and knowing where it is in your office will help you protect yourself and the people around you during an emergency.

Since emergencies can vary in scope and intensity, the instructions provided by College and emergency response personnel at the time of the incident may change or even conflict with instructions listed in this document; thus, please always follow the instructions issued by College officials and emergency response personnel at the time of a specific emergency event.

Aracely Aguiar

Aracely Aguiar
Interim President, Los Angeles Pierce College

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Doreen J. Clay (818 710-2510) |
| <input type="checkbox"/> Notify College Admin Staff | |

LASD

- Locate, contain, and stop the shooter
- Lock-Down the campus
- Establish an Incident Command Post
- Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)
- Request IT to remotely lock all exterior electronic access control doors
- Request mutual aid if needed
- Locate victims and request EMS
- Assist fire with treating victims
- Establish Staging Areas (Fire/EMS, Family Reunification, Media)
- Secure the scene
- Send a liaison to the JIC
- Advise investigators on the need for resumption of school functions 818 719 2805

COLLEGE STAFF

- RUN-HIDE-FIGHT**
- Attempt to get out of harm's way
- Lock or barricade the door, if able. Block the door using whatever is available – desks, chairs, file cabinets, etc.
- Turn off lights, radios and computer monitors
- Silence cell phones
- If it is safe to do so, close windows and shades
- If it is safe to do so call the College Sheriff's (818 719-6450 or 818 719 2805) give the specific location and direction of the shooter. The number of shooters, detailed description(s) and type of weapons.
- Always consider the risk of exposure by opening the door for any reason
- Stay in your secured location until law enforcement arrives and gives instructions
- If all else fails **FIGHT**
- Send a staff member to act as a liaison to the Command Post (When Safe)
- Send a facilities staff member to the Command Post (When Safe)

- RECOVERY**
- Once the LASD determines that the incident is over the College Administrator on scene will make the determination as to whether to resume or cancel classes
- Notify students as to status of classes
- Establish a Joint Information Center (JIC)
- Request EAP to dispatch crisis counselors
- Notify Facilities to repair/clean affected areas of the College upon release of the scene by the Sheriffs
- Have PR create a press release
- Incident Commander and College Administrator to approve the press release prior to dissemination
- Advise students of available resources
- Coordinate with ESC requests for additional resources
- Remind staff not to talk to media, nor divulge any victim information if known

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LAPC TERRORIST ACTIVITY
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Doreen J. Clay (818 710-2510) |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Locate, contain, and stop suspect(s)
- Lock-Down the campus
- Complete survey of the College, looking for injuries, damage to buildings and other hazards
- Establish an Incident Command Post
- Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers)
- Request IT to remotely lock all exterior electronic access control doors (if applicable)
- Request mutual aid if needed
- Locate victims and request EMS
- Assist fire with treating victims
- Establish Staging Areas (Fire/EMS, Family Reunification, Media)
- Secure the scene
- Send a liaison to the JIC
- Advise investigators on the need for resumption of school functions

COLLEGE STAFF/STUDENTS

- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Identify number of assailants
- Identify number of hostages, if any
- Identify exact location
- Attempt to Identify names of the assailants
- Descriptions of assailants and weapons
- What is the demand of the assailants
- Notify students and staff to clear of the area
- Assist people with disabilities
- Gather all facts of the situation
- Provide campus Sheriffs keys for access; locations of water, gas, and power shutoffs 'access to roofs: and locations of phones or other communication devices
- Send LACCD employee to command post (When Safe)
- Send Facilities employee to command post (When Safe)
- Gather witnesses
- Consider transportation needs
- Consider emotional impact
- Request members from the local utilities respond to command post
- Activate a JIC
- Consider the reunification of personal articles left behind

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LAPC BOMB THREAT
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Doreen J. Clay (818 710-2510) |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Complete a quick survey of the College, looking for injuries, damage to buildings and other hazards
- Activate a command post, advise admin staff of location
- Assess the situation (i.e. scouting activity)
- Identify and secure immediate hazards, and notify the command post
- Assist fire with treating and searching for victims
- Request mutual aid if required
- Identify a triage area
- Stage Medical Personnel
- Identify a PIO
- Request Air Support
- Make all Executive Notifications

COLLEGE STAFF

- Follow Bomb Threat checklist
- Call College Sheriff's (818 719-6450 or 818 719 2805)
- Send a staff member to act as a liaison to the Command Post
- Have Facilities respond to command post
- Evacuate immediate area
- Make decision to cancel or resume classes
- Assist in identifying specific containment areas
- Identify buildings impacted
- Assist with building evacuations
- Attempt to control situation to avoid panic
- Provide counseling as needed

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Do not touch or disturb the suspected bomb
- Do not use cell phones
- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Initiate building evacuation procedures or shelter in place if it is determined that it is safer to remain in classroom, lock or barricade the doors
- Brief students and advise to remain calm
- Review evacuation procedures with students
- Ask facilities to shutoff gas and electrical power to affected infrastructure

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LAPC STRUCTURAL FIRES

PROCEDURAL CHECKLIST

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Notify College admin staff | |

LASD

- Notify Fire Department
- Evacuate immediate area of the fire (College or large area evacuations are done at order of college president)
- Identify and secure immediate hazards
- Assist fire with treating and searching for victims
- Establish joint FIRE/LASD Incident Command Post (if warranted)
- Request mutual aid (if needed)
- Establish staging areas (family re-unification, media, etc. If needed)
- Maintain security over campus/affected area

COLLEGE STAFF/STUDENTS

- Notify Fire Department, use fire alarms pulls
- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Evacuate affected areas
- Assist people with disabilities
- Render first aid as necessary
- Check with staff to ensure the accountability of students/staff
- Determine need to resume or cancel classes
- Send LACCD staff member to act as a liaison at the command post
- Facilities respond to command post

RECOVERY

- Facilities to inspect buildings
- College administrator will make the determination on as to whether to resume or cancel classes
- Notify LACCD insurance personnel
- Conduct damage assessment
- Request with crisis counselors

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LAPC CIVIL DISTURBANCE
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Notify College admin staff | |

LASD

- Stop loss of life, serious injury (identify responsible parties)
- Control / Secure campus (protect property)
- Ensure administrators are sending out notifications to the college (confirm if campus lockdown or evacuation)
- Establish an Incident Command Post
- Request mutual aid if needed
- Locate victims and request EMS
- Assist fire with treating victims
- Establish Staging Areas (Fire/EMS, Family Reunification, Media)
- Send a liaison to the JIC
- Advise investigators on the need for resumption of school functions
- Survey of the College, looking for injuries, damage to buildings and other hazards (Post incident)
- Secure the scene for investigation (Post incident)

COLLEGE STAFF/STUDENTS

- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Identify if demonstration is in free speech area
- Determine the urgency of the situation
- Inform individuals of disruption to the college
- Talk with the LASD to determine an action plan
- Try and determine the issue causing the disturbance
- With assistance from the LASD attempt to talk with leaders
- Assign LACCD staff member to command Post
- Send facilities staff member to Command Post
- Identify is board rules are violated? Which ones?

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LAPC HAZARDOUS CONDITION
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Notify College admin staff | |

LASD

- Notify Fire (if needed)
- Complete a survey of the College - Assess affected areas
- Assist with evacuation of staff/students (if campus is closed)
- Notify Fire / HazMat
- Establish Joint Fire / Sheriff's Incident Command Post
- Request mutual aid (if needed)
- Locate and assist any injured
- Identify and secure immediate hazards, and notify the ICP/
EOC / College Administrators / Facility Manager
- Secure campus buildings and control access
- Control access to campus - Traffic direction and road
closures.
- Consider if Sheriff's Station relocation needed

COLLEGE STAFF/STUDENTS

- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Determine need to shelter in place or evacuate
- Provide first aid if needed
- Keep students in designated area until problem is resolved or
receive further instructions
- Send LACCD staff member to command post
- Request facilities respond to command post
- Assess location of chemical spill and determine appropriate
action to take for safety of students
- Shutoff ventilation system
- Secure the area until the LASD Arrives
- Notify District environmental health and safety

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LAPC EARTHQUAKE
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
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| <input type="checkbox"/> Notify College admin staff | |

LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Notify Fire Department <input type="checkbox"/> Evacuate campus at direction of college president <input type="checkbox"/> Identify and secure immediate hazards <input type="checkbox"/> Assist fire with treating and searching for victims <input type="checkbox"/> Establish joint FIRE/LASD Incident Command Post (if warranted) <input type="checkbox"/> Request mutual aid (if needed) <input type="checkbox"/> Establish staging areas (family re-unification, media, etc. if needed) <input type="checkbox"/> Maintain security over campus <input type="checkbox"/> Complete a survey of the College, looking for injuries, damage to buildings and other hazards <input type="checkbox"/> Critical facilities check <input type="checkbox"/> Assessment reports to Sheriff's Communication Center 	<ul style="list-style-type: none"> <input type="checkbox"/> Give the drop cover and hold command, stay away from windows <input type="checkbox"/> If you are outside move to open space away from building, trees and powerlines <input type="checkbox"/> After shaking has stopped assess any injuries to students and damage to classrooms <input type="checkbox"/> Shelter in place – do not evacuate until directed to do so by first responders or building marshals <input type="checkbox"/> If the building is unsafe, gain control of your students and evacuate to a safe location outside <input type="checkbox"/> Do not use elevators <input type="checkbox"/> Follow the directions of building marshals (if they are on-site) <input type="checkbox"/> Ensure the disabled are able to evacuate or assist. Use evacuation chairs if needed <input type="checkbox"/> Request treatment for all of the injured through the Command Post if activated otherwise through the Sheriff's <input type="checkbox"/> Complete a quick analysis of the situation and danger to faculty staff and students <input type="checkbox"/> Direct students to walk away from buildings, trees, poles and exposed wires <input type="checkbox"/> Assist individuals with disabilities <input type="checkbox"/> Do not re-enter buildings until it is deemed safe by authorized personnel <p>RECOVERY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Once the Command Post determines that the incident is over the College Administrator will make the determination as to whether to resume or cancel classes <input type="checkbox"/> Notify students as to status of classes <input type="checkbox"/> Request EAP to dispatch crisis counselors <input type="checkbox"/> Notify Facilities to repair/clean affected areas of the College <input type="checkbox"/> Advise students of available resources <input type="checkbox"/> Coordinate with ESC requests for additional resources

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LAPC POWER FAILURE
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
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| <input type="checkbox"/> Notify College admin staff | |

LASD

- Maintain order on campus
- Assess affected areas
- Notify Fire (if needed)
- Request mutual aid (if needed)
- Locate and assist any injured
- Assist with evacuation of staff/students (if campus is closed)
- Identify and secure immediate hazards, and notify the College Administrators / Facility Manager
- Establish Incident Command Post (if needed)
- Secure campus buildings and control access
- Post fire watch for occupied buildings with impaired fire alarms or sprinkler systems

COLLEGE STAFF

- Shelter in place
- If safe to do so evacuate buildings
- Assist individuals with disabilities
- Remember elevators will not function
- If it localized to your building, notify the college Sheriff's (818 719-6450 or 818 719 2805) and Facilities
- If activated send a staff member to act as a liaison at the command post
- Send Facilities employee to command post
- Determine extent of outage
- Determine source of outage
- Contact utility company
- Have IT power down critical systems
- Resume or cancel classes
- Secure empty buildings

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LAPC PUBLIC HEALTH HAZARD (PANDEMIC)
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Doreen J. Clay (818 710-2510) |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Complete survey of the College, looking for injuries, damage to buildings and other hazards.
- Evacuate campus (if needed and ordered by college president)
- Secure affected area
- Advise LA Fire
- Advise Department of Public Health (assist as needed)
- Maintain security over entry to college/closed area

COLLEGE STAFF/STUDENTS

- Activate a command post
- Request College Sheriffs respond to command post
- Make determination to resume or cancel classes
- Provide updates to students
- Obtain resources to assist
- Assist with building/campus evacuations (if required)
- Follow the Pandemic SOP

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LAPC FLOOD
CHECKLIST

PROCEDURAL

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|--|
| <input type="checkbox"/> Establish command and control of the incident | <input type="checkbox"/> Notify ESC (213) 840-4447 |
| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Doreen J. Clay (818 710-2510) |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Complete a survey of the College - Assess affected areas
Assist with evacuation of staff/students (if campus is closed)
- Establish Incident Command Post (if needed)
- Notify Fire (if needed)
- Request mutual aid (if needed)
- Locate and assist any injured
- Identify and secure immediate hazards, and notify the
College Administrators / Facility Manager
- Secure campus buildings and control access
- Note any sink holes developing and cordon off area
- Control access to campus - Traffic direction and road
closures.
- Consider if Sheriff's Station relocation is needed

COLLEGE STAFF/STUDENTS

- Initiate appropriate response actions, which may include
shelter-in-place, or evacuations
- Notify College Sheriff's (818 719-6450 or 818 719 2805)
- Supervise evacuation until first responders arrive in scene
- Ensure accountability of staff and students
- Coordinate with facilities to limit damage
- Determine whether to resume or cancel classes
- Monitor weather conditions
- Have facilities shutoff water mains so contaminated water will
not back up into the campus supply
- Only resume classes after a determination of building safety
has been made
- Render first aid
- If situation is emergent, activate the building alarm
- Assist individuals with disabilities

AFTER THE FLOOD

- College administrator to make determination as to whether to
resume or cancel classes
- Notify students as to status of classes
- Facilities to lead the effort on inspections
- IT to conduct inspections
- If needed request additional resources through
- Notify LACCD insurance personnel
- Determine which buildings are operable
- Plan to move classes from affected/inoperable buildings
- Advise updates via the web page and social media






Final Emergency Plan_Guideline Checklist Plan_08_03_2021 r1

Final Audit Report

2021-08-04

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