

**WEST LOS ANGELES COLLEGE
ADMINISTRATIVE PROCEEDURE MANUAL**

EVACUATION - 1

PROCEDURE:	EMERGENCY EVACUATION	PAGE 1 OF 7
HAZARD:	DISASTERS	
CONTACT:	COLLEGE DEPUTY SHERIFF	

I. Purpose Statement

It shall be the policy of West Los Angeles College to provide a safe environment for the students and staff of the College. In order to fulfill this responsibility, the College has established an emergency preparedness disaster procedure, which complies with Section 17.1 of Article 3 of Title 5 of the California Administrative Code.

II. Problem Identification

- A. Although it is impossible to prevent all disasters or change the likelihood of an act of nature occurring, safety awareness and preparation greatly increase the chances of safety and survival.
- B. A disaster is a major emergency such as earthquake, explosion, flood, etc., involving one or more of the following:
 - 1. More than six (6) victims
 - 2. A major instability of a building or buildings
 - 3. Safety of persons on campus is threatened

III. Procedures

A. Earthquake

- 1. When the earth begins significant shaking, one should do the following:
 - a. If indoors, stay indoors. Seek refuge under a desk, table or interior doorway. Stay away from windows, shelves or anything that can fall. Drop to knees, clasp both hands behind neck, bury face in arms, and make body as small as possible. Close eyes and cover ears with forearms.
 - b. If outdoors, move as far away as possible for buildings or structures. The most dangerous place one can be during an earthquake is outside a building within ten feet of the exterior walls.
- 2. As soon as the earth stops shaking, assess the situation. Evacuate buildings if the earthquake seemed serious enough to cause structural damage by moving quickly to a location at least fifty feet away from a possible building collapse. Evacuation of people with disabilities will be given the highest priority in ALL emergencies and will be evacuated if possible. In an emergency situation, it is important that you are familiar with specific needs during evacuation.

B. Fire

1. Any employee, student, or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. Employees, students, and visitors will regard any activation of a fire alarm as a true emergency unless there has been previous notification of the alarm system being tested.
2. All occupants will immediately leave the buildings. Occupants may collect their valuables and should close, but not lock their door upon leaving. Any occupant who comes in contact with a student or visitor should direct them to evacuate the building.
3. Any occupant that comes in contact with a student or visitor that is physically disabled should assist those individuals from the building. **DO NOT USE THE ELEVATORS.**

C. Utility Interruption

1. This section should be implemented in the event of a Utility interruption. Employees will become aware of utility interruptions by the obvious absence of that particular utility:
 - a. No lights, ventilation, Computers not working – Electric
 - b. Toilets won't flush, drinking fountains not working – Water
 - c. Inability to place outgoing calls – Telephone
 - d. Buildings won't warm up during winter – Gas
 - e. Buildings won't cool down in summer – Electric
2. While a power interruption does not usually cause emergencies within the facility or injuries to its employees, hazards may be created by these outages. The Area Supervisor shall determine the appropriate course of action and should consider the following issues:
 - Danger from tripping and injuries due to lights being out.
 - Person(s) being trapped in elevators.
 - Dangers of extreme heat or cold on employees.
 - Inability to contact responders if an emergency occurs while telephones are out.
 - Sanitation problems due to no water.

Unless a decision has been made by the College President or his/her designee regarding the continuance of work in the building or outside, no employee is to leave the campus. Any employee who comes in contact with a student or visitor should direct them to take the appropriate action. Any occupant that comes in contact with a visitor or student that is physically disabled should, to the extent possible, escort the person/s from the building.

D. Workplace Violence, Terrorism

1. Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately call the Campus Sheriff at ext. 4314, if there is no answer, call the local police by dialing 9-911 (Marina Station 310- 823-7762).
2. Faculty and staff should attempt to communicate to everyone in the building, to the extent possible as personal safety, time and capabilities permit, that a perpetrator of workplace violence is in the building.
3. Different types of workplace violence require different actions:
 - a. Explosion – If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.
 - b. Gunfire – If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. Do not leave the room for any reason until the Deputies have searched the building and given you permission to leave your room.
 - c. Physical Threat – If someone’s actions pose a physical threat to you, your students or staff, evacuate the area.
 - d. Toxic or Irritant Gas – Immediately vacate the building using the same evacuation plan and procedure as for fire.
 - e. Hostage Situation – Immediately vacate the area, take no chances to endanger the life of the hostage. Contact the Sheriff’s office at ext. 4314 immediately, if no answer, dial 9-911 (Marina Station 310- 823-7762).
4. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes in contact with a student or visitor that is physically disabled should assist those individuals.

E. Medical Emergencies

1. Medical Emergencies for any injury or illness that requires more than simple first aid.
2. Immediately contact Campus Sheriff’s office ext. 4314 and report the emergency, if there is no answer, call local emergency medical services at 9-911 (Marina Station 310- 823-7762).
3. When reporting the emergency, provide the following information:
 - a. Type of emergency
 - b. Location of the victim
 - c. Condition of the victim
 - d. Any dangerous conditions
4. Have someone stand by outside the building to “flag down” EMS when they reach the vicinity of the building.
5. Once the victim has been cared for and is transported, normal worker/student injury reporting procedures should be followed.

IV. Evacuation Locations

The following are the evacuation locations:

FROM		TO	Emergency Response Supervisors
HLRC	I	Parking Lot 8	Chair, Learning Resources Cathy Froloff
SC & CE	II	Bus Stop area	Dean, Academic Affairs Maria-Luisa Mateo
A1-A6, B1 thru B7	III	Outdoor lunch area between A1 & A6	Dean, EOPS to be appointed
B8 thru B12	IV	Graduation lawn	Mary Jane McMaster, Mathematics
A8 thru A13	V	Parking Lots 1 and 2	Chair, Dental Hygiene Ulla Lemborn
PEC North/South & C1	VI	Outdoor tennis courts	Chair, Physical Education Jane Witucki
ATA	VII	North "B" Street across from ATA	Chair, Aviation Tech Craig Wilder
Fine Arts	VIII	Parking Lot 8	Chair, Fine Arts Carlos Ramos
Plant Facilities	IX	Parking Lot 6	Facilities Manager Allan Hansen
Boiler Room	X	Grass West of Boiler Building	Operations Manager Russel Monroe
Child Care Center	XI	Bus Stop area	Director, Child Care Center Yvonne Simone

***See attached maps**

Area supervisors and assistants are assigned to review each building, provide a communication channel, and take corrective action. If you are unable to communicate with these individuals, a "Communication Center" will be established in the **President's Office** or, in the event of building damage, in the Graduation Terrace West of the Administration Building.

To avoid traffic jams which would prevent emergency vehicles from entering the campus, no cars will be permitted to leave any parking area until given permission by the LA Country Sheriffs on campus.

LA Country Sheriffs have a traffic exit plan to use in the case of a campus emergency—similar to that used after graduation ceremonies—to direct all cars off campus within 40 minutes.

In the event that the Freshman Drive/Overland exit is blocked, the college will use the North exit by the football field. Evacuees are to proceed north through the access road at the end of Freshman Drive that intersects with Sophomore Drive and empties out onto Jefferson Blvd near Duquesne Ave. We are currently negotiating this exit route with property owners and neighbors in this area.

V. Responsibilities of Emergency Response Personnel

- A. President or Designee**
 - Proclaims local disaster
 - Serves as Incident Commander

- B. Vice President of Administration – Emergency Response Coordinator**
 - May proclaim local disaster in absence of the President,
 - Establishes Command Post (Plant Facilities),
 - Provide for rationing and allocation of water and other scarce commodities, and
 - Provides general supervision
 - In the absence of the President and the Vice President, the Associate Vice President of Administration may proclaim local disaster in consultation with Administrator in Charge.

- C. Campus Sheriff on Duty – Assistant Emergency Response Coordinator**
 - Maintains security of campus
 - Directs traffic control
 - If necessary, directs evacuation of campus.

- D. Division Chairs/Department Heads/Program Directors**
 - Take immediate responsibility for welfare and safety of staff and students in area.
 - Await instructions from Command Post.

- E. Faculty Instruction**
 - Maintain order and provide for welfare and safety of those in their charge.
 - Assist as directed by department chair or Vice President of Administration.
 - See note #3 below.

- F. Coordinator of Campus Health Services**
 - Maintain an inventory of health resources and provide for their emergency allocation.
 - Direct the triage and treatment of sick and injured.
 - Manage medical services, activities and facilities.
 - Provide first aid in support of search and rescue.
 - Provide technical guidance and supervise activities to control public health hazards.
 - Maintains communication with the Command Post.

- G. Maintenance and Operations Manager – Facilities Manager**
 - Restore, operate and maintain water, gas and electric system.
 - Maintain an inventory of sources and provide for procurement and allocation of transportation resources.
 - Assist in search and rescue.
 - Restore, maintain and operate essential facilities, clear debris, provide technical supervision for all emergency construction.
 - Maintain communication systems

VI. General Instructions

1. Injuries

In the event of injuries to yourself or others, provide first aid, and as soon as possible, assist injured to exit a damaged facility. Seriously injured individuals should not be moved until the extent of injuries is known.

2. Hazardous Materials

If your particular area contains hazardous materials, check the status of the materials. Secure the materials only if it is reasonably safe to do so.

3. Class Dismissal

Do not permanently dismiss classes or leave the campus unless you communicate with your immediate department head, area supervisor, or the College President. The College President or Designee will determine if and when the campus is to be closed. In the event classes are canceled or the college closes, instructors and supervisors should obtain the names of students or employees who are sent home.

4. Message Center/Command Post

A message center will be established in the President's Office to assist families in obtaining information pertaining to the well-being and location of students and employees. A command post will be established in the Plant Facilities Office. This site will serve as a communication and operations center to respond to emergency disasters. The Campus Sheriff will maintain information and mutual aid access to other municipal agencies, such as Los Angeles Sheriff's Office (LASO), Culver City Police, and California Highway Patrol (CHP).

5. Carpools

Carpooling arrangements will also be established in the President's Office. Employees able to provide rides and needing a ride home should report to his/her area as soon as possible.

6. Telephone Use

Do not attempt to use the telephone unless an emergency requires it. Excessive telephone use "busies" out telephone systems and prevents emergency communication. To avoid unnecessary frustration from busy signals, please tune your radio to either KFWB 980 AM, or KNX 1070 AM. Those radio stations will be given information regarding the status of the college's operations.

7. Elevators

Do not use elevators.

8. Power Lines

Do not touch power lines or wires.

9. Fires

Major fires can be much more damaging than the original emergency. Fight fire early if you can.

10. Gas/water Leaks

Until the danger of gas/water leaks has been investigated:

- a. Do not use electric equipment or turn electrical switches on/off since these items may cause a spark.
- b. Do not light matches, cigarette lighters, or other open flame devices.

11. Emergency Supplies

Safety authorities recommend keeping extra water, food, clothing, and first aid supplies in plastic containers where they are available for personal use during emergency situations.

- Water is the single most important item needed for three day survival.
- Good walking shoes are the most important personal effect you can have.
- A battery operated (car) radio is the best source of information about the external world.
- Avoid repeating unconfirmed information. Rumors can cause panic.

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