

West Los Angeles College
EMERGENCY PROCEDURES

EMERGENCY NUMBERS
West Los Angeles College

COLLEGE SHERIFF'S OFFICE.....A9 Bldg./ Dial Ext 4311, 4314 or 4315

PLANT FACILITIES.....Dial Ext. 4307

CAMPUS OPERATORDial "0"

In the event of an emergency on campus, contact the College Sheriffs first at Ext. 4314 or 4315.
If unavailable, contact the following County of Los Angeles departments.

L.A COUNTY Fire/Ambulance/ParamedicsDial (213) 291-8392

L.A COUNTY Sheriff's DepartmentDial (310) 823-7762

FIRE - FIRE EVACUATION: Steady series of short bell with visual flashes of light.

ALL CLEAR: One long bell

MEDICAL EMERGENCY: Call College Sheriffs Dial Ext. 4314 or 4315

BOMB THREAT EVACUATION

1. If you observe a suspicious object or potential bomb on the campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call the College Sheriffs at Ext. 4314 or 4315. Refer to steps 6 through 11 for further instructions.
2. Any employee receiving a phone call that a bomb or other explosive device has been placed in any area on campus is to ask the caller:
 - a. When is the bomb to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following information:
 - a. Time of the call
 - b. Age and sex of the caller
 - c. Speech pattern, accent
 - d. Emotional state of caller
 - e. Background noises
4. Immediately notify the College Sheriffs at Ext. 4314 or 4315 and supply the police with the information outlined above.
5. If the bomb threat is received by mail, do not further handle the letter, envelope or the package. Vacate the area at once. Notify the Supervisor and call the College Sheriffs.
6. The College Sheriffs will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area and report any suspicious object to the College Sheriffs. Do not touch the object.
7. If an evacuation is warranted, the College Sheriffs will order the evacuation and request the college operator to notify the Administration.
8. Evacuate the building by walking to the closest marked exit and direct others to do the same. Do not wait for the elevators, use the stairs and stay to the right assisting the handicapped as needed.
9. Once outside, move over to the area that is designated by Police.
10. A command post will be set-up, unless you have information, stay out of this area.
11. **DO NOT RETURN TO THE BUILDING UNTIL ORDERED TO DO SO BY College Sheriffs.**

BOMB THREAT EVACUATION

BUILDING EVACUATION

1. Be aware of all the marked exits from your area and building.
2. The evacuation alarm will be the continuous ringing of the Campus Fire Alarm Bell.
3. To activate the Fire Alarm, pull the handle on one of the red fire alarm boxes.
4. When the alarm is sounding wither by the bell or by someone's voice, walk quickly to the nearest marked exit and ask others to do the same.
5. Walk down the stairs keeping to the far right as much as possible.
6. Direct the handicapped to the proper exit and prepare to assist them if they need assistance.
7. When outside, move away from the buildings and out of the path of emergency vehicles.
8. To the best of your ability, and without re-entering the buildings, assist the College Sheriffs and Plant Facilities in determining if everyone has left the building. Supervisors can make a head count of their sections as soon as possible.
9. A command post will be set-up near the evacuation site. Keep clear of this area unless you have important information to report.
10. DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY College Sheriffs OR SENIOR STAFF.
11. DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING UNLESS ORDERED TO BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL.

BUILDING EVACUATION

CIVIL DISTURBANCE OR DEMONSTRATION

1. Most Campus demonstrations will be peaceful and everyone should attempt to carry on with business as normally as possible. Avoid provoking or obstructing the demonstrators.
2. Campus personnel should call the College Sheriffs at Ext. 4314 or 4315 and their immediate supervisor. To avoid possibly causing additional trouble, use a phone in a private location when making the call. The procedures outlined under #3 below should also be considered.
3. A threatening disturbance should be reported to the College Sheriffs at Ext. 4314 or 4315. The following action should be taken:
 - a. Alert all employees in the area of the situation.
 - b. Lock all doors, secure files, documents and equipment.
 - c. If necessary, cease operations and evacuate the area.
4. College Sheriffs and the local administrator will assess the situation. Participants who refuse to disperse may be arrested for a violation of the State Penal Code.
5. If an office or meeting room is disrupted, the offending person(s) should be requested to leave. If they refuse, call College Sheriffs.

CIVIL DISTURBANCE OR DEMONSTRATION

UTILITY FAILURE CAMPUS

1. In the event of a major utility failure such as electrical failure occurring during regular working hours (6:00am to 2:30pm) Monday through Friday, immediately notify Plant Facilities Office at Ext. 4307 or 4308.
2. If there is potential danger to the building occupants, or if the failure occurs after normal hours, weekends or holidays, notify the evening Engineer. He can be reached through the College Sheriffs office by calling Ext. 4314 or 4315.
3. After notifying the College Sheriffs, exit the building and alert others as you exit your location.
4. Direct the handicapped to the exit areas and assist them if help is needed.
5. Once clear of the building, move into the parking or sports area as agreed upon by your instructor/supervisor and make a personnel check to account for everyone.
6. An emergency command post will be set up and all instructions will be derived from that group.
7. Do not return to the building until ordered to do so.

ADDITIONAL INFORMATION

1. Electrical/Light Failure: Notify Plant Facilities immediately and if emergency lights are needed, they will assist.
2. Elevator Failure: All the building elevators are equipped with emergency alarms and emergency telephones. If you discover an elevator failure, report it by using the phone in the elevator (which rings in the College Sheriff's office and at the switchboard) or call Ext. 4307 from the nearest office phone.
3. Plumbing Failure: Report during the normal working hours to Plant Facilities at Ext. 4307 or 4308, or after hours to College Sheriffs at Ext. 4314 or 4315.
4. Ventilation: Follow the same instructions as in Plumbing

UTILITY FAILURE CAMPUS

EXPLOSION AIRCRAFT CRASH OR SIMILAR INCIDENT

In the event of a violent accident such as an explosion or aircraft crash in the vicinity or into the building that could render the building or area unsafe, take the following actions:

1. Use the drop drill
2. Immediately take cover under desk, tables, etc. Watch out for falling debris, broken windows, etc.
3. After the effects of the disaster have subsided, be prepared to evacuate the building if necessary.
4. If necessary, activate the buildings fire alarm system and notify the College Sheriffs at Ext. 4314 or 4315.
5. Notify your supervisor, then evacuate the immediate area if it is an explosion. Note:
 - a. Be aware of possible structural damage.
 - b. Stay away from glass doors and windows.
 - c. Do not touch or move any suspicious object.
6. Assist in taking care of the injured and assist the handicapped if needed to evacuate the building.
7. Once outside, move over to the parking lot areas and await further action from those in charge. Watch for emergency traffic.
8. A command post will be organized in that area. Keep clear of the endangered area and command post unless you have important information.
9. Instructors/Supervisors should take a head count to see if all their students or employees are accounted for.
- 10. DO NOT RETURN TO THE BUILDING UNLESS DIRECTED TO BY SENIOR STAFF OR OTHER EMERGENCY PERSONNEL.**

EXPLOSION AIRCRAFT CRASH OR SIMILAR INCIDENT

FIRE ALARM - CONTINUOUS BELL

1. Know the location of the fire extinguishers and hose cabinets in your area. Know how to use them.
2. On a minor fire that appears controllable, call the emergency Ext. 4314 or 4315 and to report the fire and give the location of the fire. Then promptly direct the charge of the fire extinguisher at the base of the fire.
3. On large fires, call College Sheriffs at Ext. 4314 or 4315 and report the fire, close all doors to confine the fire and commence evacuation.
4. Notify your Instructor/Supervisor, then evacuate the building by walking to the nearest marked exit, alerting other classes/departments in your same building as you walk by.
5. Once outside move into the parking lot areas, out of the path of emergency vehicles and await further instructions. At this time instructors/supervisors should make a head count
6. A command post will be set up in the area and all instructions will come from this unit. Stay away from this command post unless you have information to report.
7. **DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY College Sheriffs OR OTHERS IN AUTHORITY.**
8. **DO NOT USE THE ELEVATORS IN AN EMERGENCY EVACUATION OF A BUILDING UNLESS SO DIRECTED BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL.**

FIRE ALARM - CONTINUOUS BELL

EARTHQUAKE

1. When the earth or building begins to shake, **DROP** to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with your forearms.
2. During the earthquake, remain calm and quickly follow the steps outlined below.
3. If indoors, seek refuge in an interior doorway or under a desk or firm table. Be careful the desk or table does not move. Stay away from windows, high bookcases and heavy equipment that could topple over.
4. If outdoors, move quickly away from buildings, utility poles, and other structures that could fall. Watch out for falling debris.
5. After the initial shock, evaluate your situation and if emergency help is needed call the College Sheriffs for medical emergencies at Ext. 4314 or 4315. For building maintenance call Plant Facilities at Ext. 4307. Protect yourself and watch out for aftershocks.
6. Coordinate with your instructor/supervisor and begin turning off all potentially hazardous equipment and unnecessary equipment.
7. If necessary, or if directed by your instructor/supervisor or senior staff, activate the building's fire alarm system only if the building is to be evacuated or a fire is in progress.
8. Evacuate the building the same as in a fire drill and if possible move over to the hills of the campus or into the football or baseball fields away from structures and possible live wires. Be careful of falling debris and the movement of emergency vehicles.
9. An emergency command post will be set up in that area and all information will come from those personnel manning the post. Stay clear except to report emergencies.
10. The instructor/supervisor should take a head count and report missing personnel to the command post.
11. **DO NOT RETURN** to the building until ordered to do so by the College Sheriffs, or senior personnel at the Command Post.

EARTHQUAKE

CHEMICAL SPILL

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CHEMICAL SPILL

MEDICAL AND FIRST AID

1. In case a serious injury or illness occurs in an office or classroom, immediately call College Sheriffs at Ext. 4314 or 4315. Give your name; briefly describe the nature of the medical problem and the location of the victim.
2. Quickly perform these four steps:
 - a. Ask the victim what the problem seems to be.
 - b. Check breathing; if unconscious provide rescue breathing until College Sheriffs arrive.
 - c. Control serious bleeding by direct pressure on the wound until College Sheriffs arrive.
 - d. Keep the victim quiet and lying down. Keep them comfortable. NOTE: The local telephone directory has First Aid instructions in the front pages.
3. Continue to assist victim until the College Sheriffs arrive.
 - a. Try to determine the extent of the injury, or the illness.
 - b. Protect the victim from all outside disturbances and do not move them unless absolutely necessary.
 - c. Look for emergency bracelets or tags, if necessary question any witnesses. Give this information to the College Sheriffs when they arrive.
4. In case of minor injury or illness, provide First Aid (see the following page or the Front pages of the Telephone Directory for First Aid instructions). College Sheriffs Ext. 4314 or 4315.

MEDICAL AND FIRST AID

SEIZURE AND CONVULSION

A seizure or convulsion can be somewhat of an alarming sight because the victim's limbs may move in a violent and uncoordinated manner; the victim's eyes may roll upward, the victim's breath may become heavy with excessive saliva escaping from the mouth. In some cases, breathing may stop or the victim may bite his/her tongue. Do not attempt to force anything into the victim's mouth because you may injure the victim or injure yourself.

1. DURING THE SEIZURE:

- a. There is very little you can do once the seizure has started.
- b. Call or send for help. College Sheriffs Ext. 4314 or 4315.
- c. Let the seizure run its course. It usually will only last a minute or so.
- d. Keep the victim lying down to avoid injury.
- e. Loosen restrictive clothing if possible.
- f. Move objects out of the way to lessen the chance of the victim being injured.
- g. Use no force. Do not try to restrain the victim.

2. AFTER THE SEIZURE:

- a. Check to see if the victim is breathing. Be prepared to open the airway and do Rescue Breathing if necessary.
- b. Check to see if the victim has a MEDICAL ALERT neck tag or bracelet. If so follow the orders on the tag or bracelet.
- c. Check to see if the victim has any burns or discoloration around the mouth. Some poisons can cause seizures.

FAINTING, UNCONSCIOUSNESS AND SHOCK:

1. Have the victim lie down or sit down and rest.
2. Keep the victim comfortable, warm, but not hot or cold.
3. If unconscious, keep the victim lying on their side to help keep the airway open.
4. Ask for or look for medical tags, which might help identify the problem.
5. Treat other injuries as necessary, call College Sheriffs Immediately.

HEART ATTACK:

1. Have the victim lie or sit down. Keep them comfortable.
2. Send or call for College Sheriffs at Ext. 4314 or 4315.
3. If the victim is conscious and has their own medicine, give as directed by their Physician
4. Be prepared to give C.P.R. if needed and qualified to do so.
5. Stay with the victim until medical help arrives.

SEIZURE AND CONVULSION

VIOLENT OR CRIMINAL BEHAVIOR

1. Every employee is asked to assist in making the campus a safe place to work in by being alert to suspicious situations or persons, by reporting them as outlined below:

DO NOT TAKE UNNECESSARY CHANCES

2. If you are the victim or are involved in any campus violation such as assault, robbery, theft, overt sexual behavior, etc.: Notify the College Sheriffs Ext. 4314 or 4315 as soon as possible and supply them with the following information.
 - a. Nature of the incident (your name and location).
 - b. Location of the incident.
 - c. Description of the person(s) involved.
 - d. Description of the property taken whether personal or District Property.
3. If you are a witness to a Violation of Law, immediately notify the College Sheriffs at Ext. 4314 or 4315 as outlined in number 2 above.
4. Assist the College Sheriffs when they arrive by supplying them with all the information that they request and ask others to do the same.
6. The College Sheriffs will search the campus for the suspect(s), please follow their instructions.
7. Everyone in the campus is asked to report to their Supervisor or the College Sheriffs anyone found loitering or soliciting on this campus. These people can be asked to leave if they have no business on the campus. When in doubt about a person, please do not hesitate to call the College Sheriffs to have them checked out.

VIOLENT OR CRIMINAL BEHAVIOR

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