EMERGENCY PROCEDURES GUIDE

PREFACE

This Emergency Procedures Guide will serve as a contingency guide for the Long Beach Community College District in case of campus emergencies. While the guide does not cover every conceivable situation, it does supply the administrative structure with sufficient guidance necessary to address most emergencies of significant size.

The administrator(s) whose legal responsibility and legal authority it is to implement operational procedures found herein are required to observe such policies and procedures as described by the State Emergency Services Act and according to the Standard Emergency Management System (SEMS), with consideration for conduct within the framework or District guidelines. Any exceptions to these crisis management procedures will be conducted by, or with the approval of those college administrators directly coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations, are to be submitted in writing to the College Safety Officer for technical review. All changes recommended by the Safety Officer will be submitted in writing to Administration for evaluation and adoption.

BELOW ARE THE REPRINTED GOVERNMENT CODE SECTIONS REGARDING SCHOOL EMPLOYEES, AND THEIR LEGAL REQUIREMENTS IN CASE OF DISASTERS.

3100. DECLARATION: PUBLIC EMPLOYEES AS DISASTER SERVICE WORKERS
It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state of the effects: of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources, are of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101. DEFINITIONS
For the purpose of this chapter the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

IN ACCORDANCE WITH THE CURRENT LAW: ALL EMPLOYEES OF LBCCD WHO ARE ON DUTY AT THE TIME OF THE OCCURRENCE AND ARE ASSIGNED A SEMS TASK OR FUNCTION, ARE REQUIRED TO REMAIN ON CAMPUS DURING AN EMERGENCY AND ASSIST IN THE DISASTER RESPONSE.

MAJOR EMERGENCY GUIDELINES

1. PURPOSE

The emergency procedures outlined in this guide are designed to enhance the protection of lives and property through effective use of the district resources. Whenever an emergency affecting LBCCD reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES,** the Superintendent-President (or appropriate designee) may declare a state of emergency, and these contingency guidelines may be implemented.

There are two types of emergencies that may result in the use of this plan; they are (1) large scale disorder, and (2) large scale disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to adapt to contingencies of various types and magnitudes.

2. SCOPE

These procedures apply to all personnel, buildings, and grounds, owned and operated by the Long Beach Community College District, and sites leased and operated by the Long Beach Community College District.

3. TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

1. Fire
2. Earthquake
3. Chemical/Chlorine or Radiation spill
4. Explosion, Downed Aircraft (craft) on Campus
5. Bomb Threat
6. Civil Disturbances or Demonstrations
7. Utility Failure
8. Violent or Criminal Behavior
9. Medical and First Aid
10. Media Relations
11. Psychological Crisis
12. Active Shooter Event
13. Lockdown
14. Shelter In Place

In the event of a disaster, all employees not directly involved with rescue or safety operations will assemble on the lawn in front of the main Administrative Office. The Superintendent-President (or appropriate designee) will advise employees of the situation and what duties will be expected of them.

4. ASSUMPTIONS

This Emergency Operations Plan is predicated on a realistic approach to problems likely to be encountered on campus during a MAJOR EMERGENCY OR DISASTER. The following are general assumptions:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

2. The succession of events in an emergency is not predictable. These support plans and operational guidelines will serve as templates and will require field modification to meet the demands of the emergency.

3. While disasters may affect residents in the geographical location of our campuses, City, County, and Federal emergency services may not be available. A delay in off campus emergency services may be expected UP TO 72 HOURS, depending on the gravity of the disaster and the degree of saturation to our local area SEMS/NIMS network.

4. A major emergency may be declared if information suggests that such a condition is developing or is probable.

5. DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College Superintendent-President.

RESPONSIBILITIES

1. SUPERINTENDENT-PRESIDENT

The college Superintendent-President is responsible for the general direction of campus emergency operations. The Superintendent-President will establish a specific line of emergency authority composed of designated College executives. This is to include the Manager responsible for off campus classes, should the emergency occur in the evening hours or at an off campus site. The College Superintendent-President can authorize an appropriate designee to serve as an alternate in his/her place.

2. DESIGNATED ALTERNATE

The designated alternate is to be available for discussion and recommendation of appropriate action regarding the campus emergency.

3. MANAGERS/DEANS

Managers may appoint specific persons as the Building/Facility Coordinator for every activity under their control.

4. TEACHING FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to:

a. Educate student and/or employees concerning College emergency procedures and evacuation procedures for their building and/or activity.
b. Inform students and/or staff of an emergency and initiate emergency procedures as outline in this guide.
c. Identify disabled and hearing impaired students. Assist, or assign a student to help, the disabled or hearing-impaired student(s) during an emergency.
d. Evaluate, survey, and estimate the impact a fire or earthquake could have on the assigned facility or activity. Report all safety hazards to the College Safety Officer. Submit to Facilities, Maintenance & Operations work orders to reduce hazards and to reduce accidents.
e. **IMPORTANT: Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency.**

5. CAMPUS EMERGENCIES

The (PERSON OR LOCATION TO BE DETERMINED) is designated as the central command post. The (PERSON OR LOCATION TO BE DETERMINED) shall be designated to be in charge of all security, maintenance, grounds, and custodial personnel during an emergency and until **"ALL CLEAR"** is sounded or a notice distributed once the end of the emergency is ascertained.

Facilities, Maintenance & Operations departmental personnel will report condition of their assigned areas to the command post. Supervisors shall be responsible for assigning and instructing their personnel in the performance of the required tasks needed during the emergency.

COLLEGE NOTIFICATION SYSTEM

The telephone system is the primary means of emergency notification. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. Email, Blackboard Connect, radios, audible alarms, blow horns, electronic media and other forms of communication that are available may be used.

1. CAMPUS EMERGENCIES

The Campus Police Department is the focal point for the two-way transmission of official emergency telephone communications to College administrators. Each College administrator, upon receiving notification of a campus emergency, is to pass the same information along to all those departments/offices under their direction.

The police officers on duty will notify maintenance of any campus emergency as necessary, and will initiate the notification system by calling the following College administrators, as appropriate:

a. COLLEGE ADMINISTRATORS

Superintendent-President
Vice President
Associate Vice President

See emergency call-out list of personnel

b. OTHER CALL IN PERSONNEL

See emergency call-out list of personnel

IMPORTANT: DURING AN EMERGENCY, CAMPUS PHONES MUST BE RESTRICTED TO COLLEGE OFFICIAL NOTIFICATION ONLY.

HOW TO OBTAIN ASSISTANCE DURING EMERGENCIES

ON CAMPUS ASSISTANCE

a. **Campus Police:** Off Campus 562 938-4910 On Campus x4910

Uniformed Campus Police Officers are on duty twenty-four hours per day. Additionally, police help is readily available from the City of Long Beach, Police Department and other agencies.

Off Campus 911 On Campus X911

b. **Facilities, Maintenance & Operations:** Trouble/Service x4040
After 5:00 P.M. DUTY MANAGER ON-CALL **562 618-3982**
OR
After 5:00 P.M. contact Campus Police x4910 or 911
Skilled workers are available from Facilities, Maintenance & Operations during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

(1) UTILITIES: Repairs or shut off to water, gas, and electric
(2) STRUCTURES: Repairs to structures and mechanical equipment, including heat or cooling systems.
(3) EQUIPMENT: Portable pumps, generators, floodlights, ventilating fans, welders, air compressors, back hoe, skip loader, powered man lift, or fork lift.
(4) TRANSPORTATION: College sedans, P/U trucks, and vans.

OFF CAMPUS RESOURCES:

PROBLEM AREA	SOURCE OF ASSISTANCE	TELEPHONE
Ambulance	Lakewood Regional Medical Center	(562) 531-2550
	Long Beach Community Medical Center	(562) 498-1000
Fire/Paramedics	Long Beach Fire Department	(562) 436-8211 Or 911
Explosives	Long Beach Police Department	(562) 436-6711 Or 911
Flooding	Long Beach Fire Department	(562) 436-8211 Or 911
Animal Control	Long Beach Animal Control	(562) 570-7387 (562) 570-6622 After hours
Disabled Student Program Services	LAC	x4558 or 4272
	PCC	x3921
Pregnancy Counseling		x4210 LAC x3992 PCC
Mental Health		x4561 LAC X3920 PCC

The fastest way to obtain help in an emergency is to dial: 911
Non-emergency Public Safety problems at LAC or PCC can be reported by calling (562) 938-4910

PROCEDURES REVIEW, PRACTICES & NOTIFICATION

1. EMERGENCY PROCEDURES REVIEW

a. The College Safety Officer will conduct an annual review of the total Emergency Operations Plan and update as necessary.

b. All changes recommended by the College Safety Officer will be submitted in writing to the Administration for evaluation and adoption.

2. EMERGENCY PROCEDURES PRACTICE

a. Full-scale fire drills will be conducted annually, or as directed. Fire drills will be conducted under the coordination of the police and Risk Service department.
b. All campus emergency personnel and occupants of the affected building(s) are to fully participate in the drills.
c. Any procedural changes found necessary through conducting the drills are to be submitted by the concerned parties to the College Safety Officer.

3. EMERGENCY PROCEDURES NOTIFICATION

a. Following approved changes, the College Safety Officer will distribute information reflecting procedural changes to the campus community.

EVACUATION PROCEDURES

IN AN EMERGENCY DIAL……..911

ON CAMPUS PHONES
POLICE/FIRE/AMBULANCE……..911

OFF CAMPUS PHONES
POLICE/FIRE/AMBULANCE……...911

LBPD CAMPUS POLICE DISPATCH…….... (562) 938-4910

1. BUILDING EVACUATION

a. All building evacuations will occur when an alarm sounds continuously and/or upon notification by the College Safety Officer or Building Administrator.
b. When the building evacuation alarm is activated, leave by the nearest marked exit and alert others to do the same.
c. **HELP THE DISABLED IN EXITING THE BUILDING! REMEMBER DO NOT USE THE ELEVATORS IN CASES OF FIRES.**
d. **DO NOT** return to an evacuated building unless directed by appropriate authorities.

2. CAMPUS EVACUATION

a. Evacuation of all or part of the campus grounds will be announced by an alarm.
b. All persons are to immediately vacate the site in question and relocate to another part of the campus grounds as directed.

In the event of a disaster, all employees, who are not directly involved with rescue or safety operations, will assemble on the lawn in front of the main Administrative Office. The Superintendent-President (or appropriate designee) will advise employees of the situation and what duties will be expected of them.

EMERGENCY EVACUATION OF CAMPUS BUILDINGS

FIRE/BOMB THREAT:

If the alarm sounds, do not panic; leave by the nearest exit or stairway. DO NOT USE ELEVATORS.

All persons will evacuate at least 150-300 feet from the building(s).

EARTHQUAKE

IF YOU ARE INDOORS, STAY INDOORS.

Take precautions:

Get under a table

Stand in an interior doorway

Kneel down in a corner of the room

Hold your hands or books over your head

Avoid windows

Wait until the earthquake is over

Use stairs to evacuate, do not use elevators

Cautiously leave buildings

Watch for falling debri

If you are outside, move away from buildings and utility wires

Once in the open, stay there until the earthquake is over

SPECIAL PRECAUTIONS MUST BE TAKEN TO INSURE THAT PERSONS WHO HAVE IMPAIRED HEARING ARE NOTIFIED AND THAT DISABLED PERSONS ARE ASSISTED AS APPROPRIATE.

Disabled Evacuation

Whenever there is a building evacuation, we must be aware of the potential needs of those who are disabled. The following information will alert you to the concerns of the disabled:

Permanently Disabled- Persons should prepare for emergencies ahead of time by instructing classmate, instructor or fellow staff member on how to assist them in case of emergencies.

Visually Impaired/Blind- Offer your elbow to these persons and guide them to a safe area. Make sure they are fully informed of the situation and what they are to do.

Hearing Impaired/Deaf- Communicate with a short written message or speak slowly and directly to them. Use a minimum of words, and gesture them toward the nearest exit or place of safety.

Wheelchair bound- Consult with the individual to establish the best course of action. If it is necessary to wait for exits to clear, stay with them or assign someone to accompany them. If stairs must be negotiated, disabled persons may find it best to leave their wheelchair behind and be carried by two assistants.

Psychologically, Emotionally Disabled- Give the person clear, concise instructions with a limit of one or two tasks to remember. Assign a companion, if possible!

IE: “Go down these stairs and leave the building.”
IE: “Join everyone in the Staff Parking Lot.”

REPORTING EMERGENCIES

POLICE….FIRE….AMBULANCE

1. POLICE DEPARTMENT FOR POLICE ASSISTANCE. 938-4910

   ON CAMPUS……911

   OFF CAMPUS EMERGENCIES……911

2. When calling, stay calm and carefully explain the problem and location to the dispatcher. Do not hang up until told to do so.

3. The College has a posted Building Evacuation Plan with instructions in each building. For additional information, speak with your Department Head.

4. Keep calm and keep others calm.

FIRE

ON CAMPUS EMERGENCIES……DIAL 911
OFF CAMPUS EMERGENCIES……DIAL 911

IN ALL CASES OF FIRE……THE LONG BEACH FIRE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

Give your name and describe the location of the fire.

1. Know the location of fire extinguishers, fire exists, and alarm systems in your area and know how to use them.

2. If a minor fire appears controllable, IMMEDIATELY contact the Fire Department, and the Campus Police Department.

3. If an emergency exists, activate the building alarm.

4. On large fires that do not appear controllable, IMMEDIATELY notify the Fire Department and Campus Police. Evacuate all affected rooms, closing all doors to confine the fire and reduce the oxygen – DO NOT LOCK DOORS!

5. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

6. HELP THE DISABLED IN EXITING THE BUILDING! DO NOT USE THE ELAVATORS DURING FIRE. Smoke is the greatest danger in a fire. If there is heavy smoke, stay low and near the floor.

7. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep fire lanes, hydrants and walkways clear for emergency vehicles and crews.

8. If requested, help emergency crews.

9. DO NOT RETURN TO AN EVACUATED BUILDING unless directed by appropriate authorities.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there isn't a window, stay near the floor, where the air is less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

FIRES MUST BE REPORTED TO CAMPUS POLICE (938-4910), AFTER THE FIRE DEPARTMENT HAS BEEN CALLED.

EARTHQUAKE

1. During an earthquake, remain calm and quickly follow the steps outlined below.

2. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves and heavy equipment.

3. When the earth is shaking, **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 forearms.

4. If outdoors, move quickly away from buildings, utility poles and other structures.

5. After initial shock, evaluate the situation and if emergency help is necessary call 9-1-1. Protect yourself at all times and be prepared for after shocks.

6. Turn off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations (938-4040 or 938-4484) if Campus Police was not called.

7. If necessary activate the building alarm system.

8. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.

9. **FLASH THE LIGHTS ON AND OFF** to alert deaf or hard of hearing students. Write notes to explain what is happening.

10. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.

11. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.

12. Do not return to an evacuated building unless directed by appropriate authorities.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT! CLEAR THE AREA AND IMMEDIATELY CALL THE CAMPUS POLICE OFFICE AT 938-4910.** See below for further instructions.

2. Any person receiving a bomb threat phone call should ask the caller:

    a. When is the bomb going 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:

    a. Time of call
    b. Age and sex of caller
    c. Speech pattern, accent, possible nationality, etc.
    d. Emotional state of caller
    e. Background noise

4. Immediately notify Campus Police at 938-4910

5. The Campus Police will conduct a search. Employees are requested to make a cursory inspection of their area for suspicious objects. If one is found, report the location to Campus Police. **DO NOT TOUCH THE OBJECT!**

6. If an emergency exists, activate the building alarm.

7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.

8. **ASSIST THE DISABLED IN EXITING THE BUILDING. DO NOT USE ELEVATORS.**

9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep fire lanes, hydrants and walkways clear for emergency vehicles and crews.

10. If requested, assist Emergency crews as necessary.

11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

EXPLOSION, AIRCRAFT DOWN, (CRASH) ON CAMPUS

In the event that a disaster occurs such as an explosion or downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks or any other object that will give you protection against flying or falling glass and/or debris.

2. After the effect of the explosion and/or fire has subsided, notify the Long Beach Fire Department (Emergency 9-9-1-1) and the Campus Police Department Office at 938-4910.

3. If necessary, or when directed to do so, activate the building alarm.

4. When the building evacuation alarm is sounded or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.

5. **ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASES OF FIRE. DO NOT PANIC.**

6. Once outside, move to a clear area that is at least 150-300 feet away from the affected building(s). Keep walkways clear for emergency vehicles and crews.

7. If requested, assist Emergency crews as necessary.

8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

ON CAMPUS EMERGENCIES……DIAL 911
OFF CAMPUS EMERGENCIES……...DIAL 911

After the emergency, notify Campus Police at 938-4910.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most demonstrations such as marches, meeting, picketing, and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operation of the College
2. PREVENTION of access to offices, buildings, or College facilities
3. THREAT of physical harm to persons or damage to College facilities

If any of these conditions exists, the Long Beach Police must be notified and will be responsible for contacting and informing the Superintendent-President (or appropriate designee) and the Vice Superintendent-President, Student Services. Depending on the nature of the nature of the demonstration, the appropriate procedure listed below is to be followed.

1. PEACEFUL, NON OBSTRUCTIVE DEMONSTRATIONS

a. Generally, demonstrated of this kind should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

b. If demonstrators are asked but refuse to leave by regular facility closing time:

    1. Arrangement will be made by the Superintendent-President (or appropriate designee) in conjunction with the Police, to monitor the situation during non-business hours, or
    2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see Section 2 below).

2. NON VIOLENT, DISRUPTIVE DEMONSTRATIONS

a. In the event that a demonstration blocks access to College facilities or interferes with the operations of the College:

(1) Demonstrators will be asked to terminate the disruptive activity by the Superintendent-President (or appropriate designee).
(2) The Superintendent-President (or appropriate designee) will consider having a photographer available.
(3) Key College personnel and student leaders will be asked by the Superintendent-President (or appropriate designee) to go the area and persuade the demonstrators to desist.
(4) The Superintendent-President (or appropriate designee) will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
(5) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length

of time may result in disciplinary action, including suspension or expulsion and/or the possible intervention of civil authorities (see Attachment A).

(6) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

(7) After consultation with the Superintendent-President and Police, the need for an injunction and intervention of civil authorities will be determined.

(8) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Long Beach Police Department, the remaining demonstrators will be warned of the intention to arrest demonstrators in violation (see Attachment B).

3 VIOLENT, DISRUPTIVE DEMONSTRATIONS:

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the Superintendent-President will be notified.

a. During Business Hours

(1) In coordination with the Superintendent-President, Campus Police will contact the Long Beach Police Department, if necessary, to take necessary steps to prevent injury to persons or property.

(2) The Superintendent-President will alert the Vice Superintendent-President, Student Services and Campus Police who will then call a photographer to report to an advantageous location for photographing the demonstrators.

(3) The Superintendent-President, in consultation with the Vice President, Student Services and Campus Police, will determine the possible need for an injunction.

(4) Campus Police will provide an officer with a radio for communication between the College and the Long Beach Police Department as needed.

b. After Business Hours

(1) Campus Police should be immediately notified.

(2) Campus Police will investigate the disruption and notify the Superintendent-President (or appropriate designee).

(3) Campus Police will:

(a) Report the circumstances to the Superintendent-President.

(b) Notify key administrators and, if appropriate, the administrator responsible for the building or area.

(c) Notify the Vice President, Student Services

(d) Arrange for a photographer

(e) If necessary, the Superintendent-President (or appropriate designee) will call for Long Beach Police Department assistance.

Note: The LBPD Police will call for assistance without counsel from others if it is deemed to be of paramount importance to the safety of the persons involved.

Attachment A

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self)

This assembly and the conduct of each participant is seriously disrupting the operation of the College and is in clear violation of the rules of the College. You have previously been called upon to disperse and terminate this demonstration.

You have been given the opportunity to discuss your grievances in a manner appropriate to the College. In no event will the administration of this College accede to demands backed by force. Accordingly, you are directed immediately to terminate this demonstration. If you have not doe so within 15 minutes, I will, under the authority of the Board of Trustees take whatever measures are necessary to restore order – including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension from the College.

Attachment B

DIRECTIVE TO TERMINATE DEMONSTRATION IMMEDIATELY WITH THE ASSISTANCE OF POLICE

(Identify Self)

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequence of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the College, each of you is hereby suspended from the College, subject to a later review.

The police will now be called to assist in dispersing this assembly; and anyone who fails to leave immediately will be subject to arrest.

FOR HAZARDOUS MATERIAL SPILLS WHICH OCCUR ON CAMPUS

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to Campus Police Office and the Long Beach Fire Department.

2. When reporting, be specific about the nature of the involved material and exact location. The Campus Police will contact the necessary specialized authorities and medical personnel.

3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of others until the arrival of public safety personnel.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the Campus Police Officers. Required first aid and clean up by specialized authorities should be started at once.

5. If an emergency exists, activate the building alarm.

6. When the building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

7. Assist the disabled in exiting the building! Do not use elevators in cases of fire. Do not panic.

8. Once outside, move to a clear area at least 150 – 300 feet away from the affected building(s). Keep fire lanes, hydrants and walkways clear for emergency vehicles and crews.

9. If requested, assist Emergency crews as necessary.

10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

ON CAMPUS EMERGENCIES, DIAL 911

OFF CAMPUS EMERGENCIES, DIAL 911

FOR HAZARDOUS MATERIAL SPILLS WHICH OCCUR OFF CAMPUS, AND MAY CONSTITUTE A HAZARD TO THE CAMPUS COMMUNITY, THE FOLLOWING MAY APPLY.

1. Long Beach Fire or Police Departments may inform the college of a hazardous condition (such as a toxic cloud) and request the college be evacuated.

2. The Superintendent-President (or appropriate designee) will make the determination to evacuate.

3. Should the campus be evacuated, the building alarms will be sounded.

4. The Campus Police will advise persons on campus of the evacuation order from all campus grounds or buildings by varied means and methods.

5. Persons will also be advised to evacuate away from any toxic cloud that may exist.

6. Long Beach Police Department and Director of Business Support Services should be immediately notified.

7. Long Beach Police Department will investigate the disruption and notify the Director of Business Support Services who will in turn notify Campus Administrators.

FIRST AID INSTRUCTIONS

Call or direct someone to call 911, if necessary

FAINTING, UNCONSCIOUSNESS AND SHOCK

1. Have the victim lie or sit down and rest
2. Keep victim comfortable, not hot or cold
3. Ask or look for emergency medical I.D.
4. Treat other injuries as necessary

MOUTH TO MOUTH RESUSCITATION

1. Place the victim on side and remove foreign matter from mouth with finger
2. Place victim on back
3. Tilt victim's head back to open airway
4. Close victim's nostrils with fingers
5. Inhale and place your mouth over victim's
6. Exhale until victim's chest expands
7. Repeat every five seconds
8. Keep trying until help arrives
9. If problem, check victim for airway obstruction

SEVERE BLEEDING AND WOUNDS

1. Avoid direct contact with blood, if possible wear surgical rubber gloves when bleeding is involved
2. Apply direct pressure on wound
3. Use clean cloth or hand
4. Apply pressure to blood vessel, if necessary
5. Elevate body part
6. Add more cloth if blood soaks through
7. Keep pressure on wound until help arrives
8. Use tourniquet only as a last resort

CHOKING

1. Check victim's mouth and clear of foreign matter
2. Lower head and give back blows
3. Still choking, use abdominal thrusts

HEART ATTACK

1. Place victim lying down on back
2. Give resuscitation or CPR as necessary (if trained)
3. Keep victim comfortable, not hot or cold
4. Ask or look for emergency medical I.D.

BURNS, THERMAL AND CHEMICAL

1. Immerse burned area in cold water
2. Flood chemical burn with cool water
3. Cover burn with dry bandage
4. Keep victim quiet and comfortable

FRACTURES AND SPRAINS

1. Keep victim still
2. Keep injured area immobile
3. CAUTION: HEAD, NECK OR BACK INJURY: Any victim suspected of having head, neck or back injury, keep absolutely still. Treat for shock if necessary and keep warm.

POISONING AND OVERDOSE

1. Determine what substance is involved and how taken
2. Stay with victim and assist as necessary
3. If choking, lower head

VIOLENT OR CRIMINAL BEHAVIOR

ON CAMPUS EMERGENCIES	DIAL 911
OFF CAMPUS EMERGENCIES	DIAL 911

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a crime victim or witness on campus, promptly notify the Campus Police at 938-4910 or 938-4911 as soon as possible and report the incident, including the following:

    a. Nature of incident
    b. Location of incident
    c. Description of person(s) involved
    d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify campus police.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid for any injured persons if necessary.
6. **WHAT TO DO IF TAKEN HOSTAGE**
    a. Be patient. Time is on your side. Avoid drastic action.
    b. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Don't make mistakes that could jeopardize your will being.
    c. Don't speak unless spoken too and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. If eye contact is impossible, use extreme caution. Treat the captor like royalty.
    d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid argument. Expect the unexpected.
    e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
    f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons known to be held by them. Such direct action further implicates the captor in additional offenses.

PSYCHOLOGICAL CRISES

A Psychological crisis exists when an individual is threatening harm to him/herself or to others; or is out of touch with reality due to a severe drug reaction or a psychotic break. Hallucinations, uncontrollable behavior, or complete withdrawal may manifest a psychotic break. If a psychological crisis occurs:

1. Monday-Friday, 8:00 AM – 5:00 PM:
   Contact a member of the Counseling Services,
   Ext. 4561 LAC
   Ext. 9320 PCC

2. After hours and weekends: Contact Campus Police at Ext. 4910

3. The Vice President, Student Services MUST be notified of any psychological crisis, whether or not hospitalization occurs.

4. If a minor is hospitalized, Campus Police will notify the family.

5. Any student or College community member seen at a private facility will be expected to pay for care through additional insurance, personal funds, or family funds.

FOR UNUSUAL OR POTENTIALLY DANGEROUS SITUATUIONS

1. NEVER try to handle a situation you feel is dangerous. Assess your best resources for the situation.

2. Notify the Campus Police of the situation. State clearly that you need immediate assistance. Give your name, where you are calling from, and the area involved. Campus Police will be responsible for notifying the appropriate Supervisor and College administrators.

3. In emergencies, call **911.**

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 AM. through 5:00 PM Monday though Friday). Immediately notify Facilities, Maintenance & Operations at 938-4040 or Campus Police at 938-4910.

2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends or holiday, notify Campus Police at 938-4910.

3. If an emergency exists, activate the building alarm.

4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.

5. Assist the disabled in exiting the building! Do not use elevators in cases of fire.

6. Once outside, move to a clear area at least 150-300 feet away from the affected buildings(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.

7. If requested, assist the emergency crews as necessary.

8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

ADDITIONAL INFORMATION AND PROCEDURES

OBSERVE THE FOLLOWING DURING THE EMERGENCIES BELOW:

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m. or Campus Police 562 938-4910

2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, weekends and holidays notify Campus Police at 562 938-4910.

ELECTRICAL/LIGHT FAILURE
Campus buildings are equipped with emergency lighting; however, it is advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE
If you are trapped in an elevator, use the emergency phone to notify Campus Police. If you do not get a response, push the emergency alarm button (located on the front panel) which will signal for help. **DO NOT PANIC.**

PLUMBING FAILURE/FLOODING
Cease using all electrical equipment; notify Facilities, Maintenance & Operations and if necessary, vacate the area.

SERIOUS GAS LEAK
Cease all operations, DO NOT SWITCH ON LIGHTS or ANY ELECTRICAL EQUIPMENT.
Vacate the area. Call the Fire Department 911

REMEMBER: ELECTRICAL ARCING CAN TRIGGER AN EXPLOSION! NOTIFY FACILITIES, MAINTENANCE & OPERATIONS 562 938-4040 OR CAMPUS POLICE 562 938-4910 AND VACATE THE AREA.

VENTILATION PROBLEM
If smoke or odors come form the ventilation system, immediately notify facilities, Maintenance & Operations 562 938-4040 or Campus Police 562 938-4910 and if necessary, vacate the area.

MEDIA RELATIONS

CALL THE CAMPUS POLICE STATION IF YOU NEED ASSISTANCE 562 938-4910 or 562 938-4911

EMERGENCY TELEPHONE NUMBERS:

On Campus Emergencies, dial	**911**
Off Campus Emergencies, dial	**911**

SERVICING THE MEDIA IN EMERGENCY SITUATIONS

The College has two basic guidelines that it observes in crisis situations:

1. Regarding any Law Enforcement or Police Department matters: **The media should be referred the Long Beach Police Department Public Information Office.** District Personnel should refrain from making any comments to the media about these issues.

2. Other than Law Enforcement: Only an authorized spokesperson will meet or talk with the media and only factual information is released without offering speculation, after consulting with the Superintendent-President (or appropriate designee).

THE PROCEDURE THE COLLEGE FOLLOWS IN MOST INSTANCES IS DESCRIBED BELOW:

1. All executive and supervisory personnel are to report emergencies to the Superintendent-President (or appropriate designee).They should be reminded not to speak to outsiders, including the media, on behalf of the College.

2. The Superintendent-President and any other administrator involved in the situation are informed immediately. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now, what help has been called, etc.

3. The Superintendent-President (or appropriate designee) and any other persons involved confer and decide on the appropriate action, which depends on the nature of the crisis.

4. All calls from the media are referred directly to the Superintendent-President (or appropriate designee.)

5. The Superintendent-President, Vice Presidents, and the Office for Public Relations should be given the complete facts so they can handle incoming calls from College Board Members, parents of students and/or others.

SPECIFIC RESPONSIBILITIES

The Building Administrators should have all Supervisors and Instructors, in their buildings, made aware of the following:

1. Call the Campus Police Department in the event of an emergency 562 938-4910.

2. They may call 911 if it is deemed that a delay could be harmful. They must always inform Campus Police as soon as possible.

3. Know where fire hoses are located in the building.

4. Know where fire alarms are located in the building.

5. Know where first aid kits are located in the building.

6. Identify persons who may need assistance in evacuating the building.

7. Designate individuals to assist those who would need help in evacuating the building.

8. Know where the emergency exits are located.

9. In case of fire: ALL PERSONNEL MUST KNOW TO CLOSE ALL WINDOWS AND DOORS, prior to evacuating the building. **DOORS AND WINDOWS ARE NOT TO BE LOCKED**. **SECURE CONFIDENTIAL MATERIALS**.

10. Elevators are not to be used in cases of fire or extreme earthquake.

THE FOLLOWING ARE GUIDELINES FOR POLICE, MAINTENANCE AND BUILDING ADMINISTRATORS

FIRE

POLICE-BUILDING ADMINSTRATORS

1. Be certain the Fire Department has been called.
2. Aid in evacuating buildings.
3. Post surveillance on the building(s).
4. Keep all persons from re-entering.
5. Clear all fire lanes and keep clear for Fire Department equipment.
6. Depending on type and extent of fire, start diminishing procedures.
7. Do not use water on electrical, oil or chemical fires. When in doubt, use the ABC fire extinguishers.
8. Except to save the life of another, do not enter an area containing heavy smoke, toxic, or noxious fumes.
9. Assist Fire Department as requested.

MAINTENANCE/CUSTODIANS

1. Stand-by to shut off gas supply if fire is in area using natural gas.
2. Shut-off heat and vents to the fire area.
3. Stand-by to turn off main electrical power to the building.
4. Stan-by the main water pumps. Place in manual operation if needed.
5. Assist Fire Department or Campus Police as requested.
6. After fire is over and area is safe, clean up and/or secure area to prevent further damage and restore area for use, if possible.

GROUNDS

1. Assist Fire Department or Police as requested.
2. Assist in clean up when fire is abated.

BOMB THREAT

This primary will involve Campus Police and other Law Enforcement. All others are to clear the building or area and stay clear unless Police Officers request assistance. Radio transmission close to a suspect area may activate certain bombs. **DO NOT TRANSMIT ON THE RADIOS.**

CAMPUS POLICE

1. Confirm that the Long Beach Police and Fire Departments are notified.
2. Clear the areas of concern and post guard to keep the area clear.
3. Response should be limited to Law Enforcement personnel.

EARTHQUAKE

SECURITY AND BUILDING ADMINISTRATORS

1. Assist in building evacuation.
2. Search buildings for trapped or injured persons.
3. Post surveillance on all buildings. Keep unauthorized personnel from buildings until safety and structural inspection is completed.
4. Post surveillance on all buildings that have incurred damage creating a security risk, such as broken windows. Maintain until security is established.

MAINTENANCE

1. Shut off gas supply to buildings.
2. Stand-by to shut off water to buildings(s).
3. Stand-by to shut off electricity to buildings(s).
4. Check roofs for tile hazards. Remove loose, broken tiles in danger of falling.
5. Check stucco areas; remove loose areas in danger of falling.
6. Check all glazed openings and remove broken glass. Re-establish building security by covering broken exterior windows with plywood or other available materials.
7. Check building interior for damaged or broken items, such as bookcases, lighting fixtures, ceiling plasterboard, etc.
8. Work with custodial and ground crews in building and area clean up.

EXPLOSION, AIRCRAFT DOWN (CRASH)

POLICE-BUILDING ADMINISTRATORS

1. Assist in building evacuation
2. Search buildings for trapped or injured persons.
3. Post surveillance on all buildings. Keep unauthorized personnel from buildings until safety and structural inspection is completed.
4. Post surveillance on all buildings that have incurred damage creating a security risk, such as broken windows, etc. Maintain until security is established.

MAINTENANCE

1. Shut off gas to building(s)
2. Stand-by to shut off water to buildings(s)
3. Stand-by to shut off electricity to building(s)
4. Check all roofs for possible hazard. Remove all loose, broken or other tiles that are in danger of falling.
5. Check stucco areas and remove loose areas that are in danger of falling.
6. Check all glazed openings and remove all broken glass. Re-establish building security by covering all broken exterior windows with plywood or other available materials.
7. Check building interior for damage or broken items, such as bookcases, lighting fixtures, and ceiling plaster board, etc.
8. Work with custodial and ground crews in building and area clean up.

ACTIVE SHOOTER EVENT

ON CAMPUS EMERGENCIES	DIAL 911
OFF CAMPUS EMERGENCIES	DIAL 911

Information to provide 911 Operators:

1. Location of Active Shooter
2. Number of shooters
3. Physical Description of shooters
4. Number and type of weapons shooter/s has
5. Number of potential victims

When Law Enforcement arrives:

- Remain Calm and follow instructions
- Drop items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers

- Avoid holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

When and active shooter is in the vicinity, you must be prepared both mentally and physically to deal with the situation.

RUN

- Have an escape route and plan in mind
- Leave your belongings
- Evacuate regardless of whether others agree
- Help others escape
- Do not attempt to move the wounded
- Prevent others from entering
- Keep your hands visible
- Call 911 when you are safe

HIDE

- Hide in an area out of the shooters view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions…. Your life depends on it!

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

LOCKDOWN

A lockdown may be instructed during situations such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office suite.

- Lock or barricade class and office doors.
- Close windows and window treatments.

o Turn out the lights.
o Instruct everyone to remain silent and not to go into hallways.
o Crouch down in areas out of sight from doors and windows to conceal yourself as much as possible. Do not bunch together with others.
o If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite.
o If you are in outdoor areas, you should immediately take cover or seek shelter immediately.
o Monitor official College emergency notification systems information for further instructions, or an "all clear" signal notifying you the threat is eliminated or it is safe.

These are general guidelines that will help you to remember what to do in the event of a Shelter in Place or Lockdown event on campus, but each situation may present unique challenges. The most important aspect in both a Shelter in Place and Lockdown event is to put effective barriers between you and the threat.

SHELTER IN PLACE

You may be advised to "shelter in place" rather than evacuate your building during emergency situations such as large hazardous material releases or severe weather emergencies. The recommendation to shelter in place will be conveyed through official College notification systems.

o Stay inside the building or go indoors as quickly as possible if you are working outside.
o Close windows to provide tighter seal against chemicals vapors, smoke and/or fumes.
o Locate supplies you may need such as food, water, radio, or flashlights if you have them.
o In the event of a hazardous material release, turn off fans, air conditioning or ventilation systems, if you have control of these systems.
o Monitor official College emergency notification systems information for further instructions.

FIRE EXTINGUISHER LOCATIONS

This is a list of the locations of all fire extinguishers on Campus. **BE SURE TO READ AND FOLLOW THE DIRECTIONS ON THE EXTINGUISHERS**

See building maps posted