

“Where a **BETTER FUTURE** begins...”

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## Introduction

### A. Preface

National Polytechnic College (NPCollege) Emergency Plan Procedures have been written to provide a basic manual for college personnel to follow and to help in planning for emergencies occurring on campus. While it cannot provide a guide for every conceivable situation, it does provide guidelines that when followed will allow a crisis to be handled in an orderly fashion. All requests for procedural change will be submitted to NPCollege's administrative team for review. All changes recommended by the team will be made accessible to all college employees. The NPCollege's administrative team will conduct an annual review of the Crisis Management Plan and have updates completed by July 1 of each year.

### B. Emergency Phone Numbers:

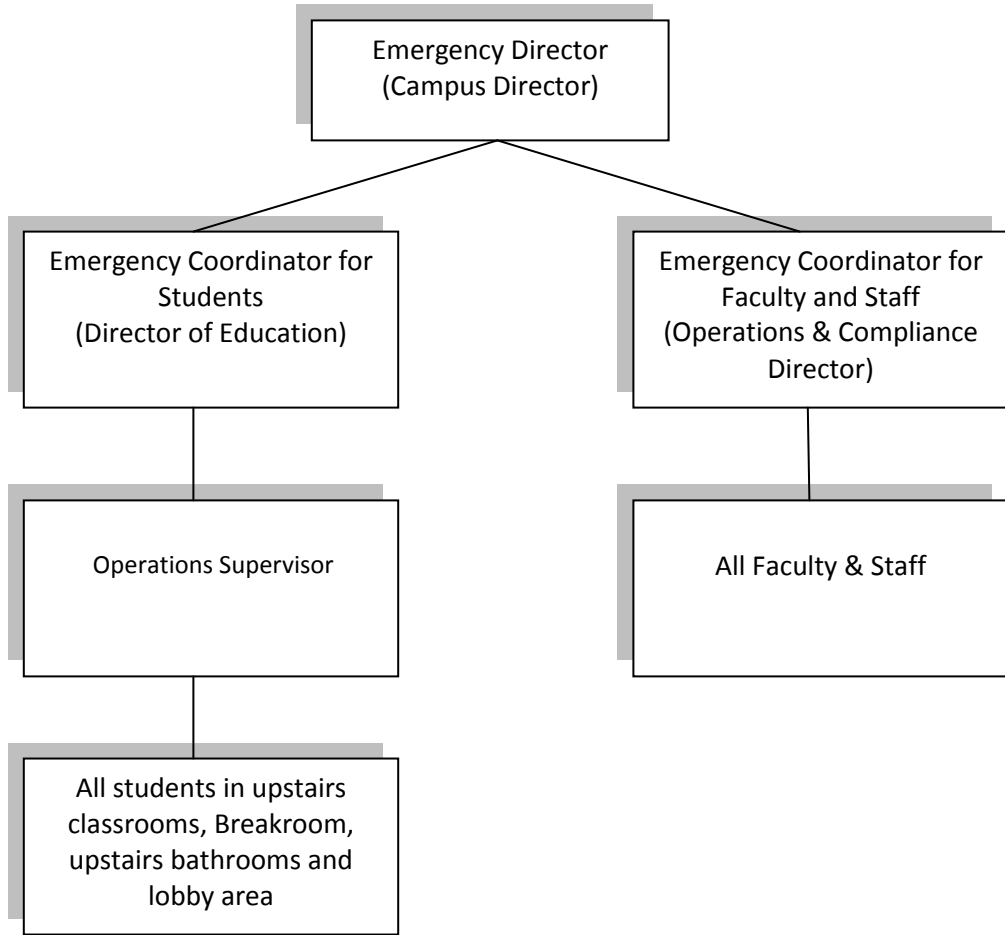
<b>Fire, Medical, Police</b>	<b>911</b>
<b>Administrative Emergency Resource Team</b>	
Campus Director (Emergency Director)	Ext. <b>102</b>
Operations & Compliance Director	Ext. <b>103</b>
Director of Education	Ext. <b>119</b>
Operations Supervisor	Ext. <b>116</b>
Student Services	Ext. <b>108</b>
Human Resources / Fiscal	Ext. <b>120 &amp; 124</b>
Financial Aid Officer	Ext. <b>118</b>
Registrar	Ext. <b>123</b>
Career Services Coordinator	Ext. <b>113 &amp; 114</b>
Clinical Placement Coordinator	Ext. <b>110</b>
Admissions Representative	Ext. <b>121 &amp; 115</b>
International Admissions Representative	Ext. <b>104</b>

### C. Public Agency Numbers

*These are non-emergency, general information numbers. For an actual emergency, it is recommended that you dial 911.*

Fire	323-881-2411 (Non-Emer. Dispatch)
Ambulance	323-838-0542
Police	323-887-1313
Los Angeles County Sheriff (East Los Angeles)	323-264-4151
Gas (Southern California Gas Company)	800-427-2200
Electric (Southern California Edison)	213-367-4211
Water (Southern California Edison)	562-692-3756

**D. Emergency Resource Team Chart**  
**Order of Contact Information During a Crisis**



## Part One: Emergency Plan

### A. Major Emergency Guidelines:

1. The major emergency procedures outlined in this guide are designed to aid in the protection of lives and property through effective use of available college resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the Campus Director or designee may declare a state of emergency and implement these guidelines.
2. The Campus Director or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist NPCollege employees in determining the appropriate response.
  - a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the College. Report immediately to the Campus Director or his designee at extension 102. In the event that Campus Director is not on the premises, report immediately to the Operations & Compliance Director at extension 103 or the Director of Education at extension 119 .
  - b. **Major Emergency:** Any incident that affects the entire building, which will disrupt the overall operation of the College. In this case outside emergency services will be required, as well as major resource efforts from the Emergency Resource Team. Call 911.
  - c. **Disaster:** Any event that seriously impairs or halts the operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all college-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated by the Emergency Resource Team and the appropriate support and operational plans will be executed. Call 911.
3. The Campus Director or designee will make the determination if a state of emergency is to be declared and the type. During a college emergency, the Campus Director or designee will place into effect the necessary measures to secure the College personnel and property. Only authorized persons will be allowed on the college premises during the declared state of emergency. The Emergency Resource Team, and others designated by the Campus Director as essential will comprise authorized personnel.

### B. Reporting Emergencies:

1. For police, fire, or ambulance: **dial 911**
2. Immediately notify beginning with the top of the Emergency Resource Team.

### **Off-Campus Resources of Assistance:**

Fire	323-881-2411 (Non-Emer. Dispatch)
Ambulance	323-838-0542
Police	323-887-1313
Los Angeles County Sheriff (East Los Angeles)	323-264-4151
Gas (Southern California Gas Company)	800-427-2200
Electric (Southern California Edison)	213-367-4211
Water (Southern California Edison)	562-692-3756

### **C. College Notification System:**

The telephone system is the primary means of emergency notification. The phone system will be used as a college wide paging system in the event of an emergency. During an emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with team members should be made through the telephone system. The message that comes over the telephone system will indicate which emergency is occurring, code followed by a color. If the phone system is not functioning, the Emergency Director will indicate by word-of-mouth, which code is occurring.

### **D. Direction and Coordination:**

#### **1. Definitions**

- a. **Emergency Director** - The Campus Director or designee shall direct all emergency operations. In the absence of the Campus Director, the Operations & Compliance Director or an assigned administrator shall assume operational control of the emergency.
- b. **Emergency Coordinator** - The Campus Director shall coordinate all operations of the administrative emergency resource team. The administrative emergency resource team shall consist of the Campus Director and his administrative staff.
- c. **Emergency Command Post** - The emergency command post is to be set up in the Campus Director's office. If this sight is not useable, the Emergency Director will select an alternative location.

#### **2. Responsibilities**

##### **a. Emergency Director/ Campus Director**

1. Provides overall direction of the College emergency response.
2. Prepares the College's specific response.
3. Declares and cancels the College's state of emergency
4. Notifies ACCSC and other applicable agencies.
5. Approves media communication.

**b. Administrative Team**

1. Oversees coordination of the College's emergency response.
2. Notifies other employees and other companies (not associated with NPCollege-if needed) in the building of the emergency.
3. Works with the Director of Education and the Operations & Compliance Director in establishing alternative classroom areas as required.
4. Implements plan for media coverage if applicable.
5. Maintains contact with the Campus Director for handling communications and public information.
6. Obtains the assistance of utility companies as required.
7. Surveys habitable space and relocates essential functions.
8. Aids in directing students to safe areas and assists with accountability of students.
9. Provides directional assistance where needed.
10. Coordinates counseling resources and services as needed.
11. Contacts appropriate personnel in the building to inform, update, and communicate status of emergency.
12. Administers evacuation plans for the building.

**Part Two: Emergency Procedures**

This section contains the recommended procedures to be observed during specific types of emergencies. These procedures serve as a guide and should be used as such. No guide can cover every conceivable situation and common sense should always prevail.

**A. Evacuation Procedures**

**1. Building Evacuation Procedures-** In the event of emergency, employees should use the following procedures to assure an organized evacuation of all students, faculty, staff and visitors in the building. Procedures should always be followed in sequence, unless in evacuation notification.

- a. All evacuations will occur either when an alarm sounds or when an evacuation notice from the phone occurs. Administration will assist in evacuation notification.
- b. Students, faculty, staff, and visitors should promptly proceed to the nearest exit or emergency route in an organized, timely manner.
- c. Faculty members who have students with disabilities in their classes shall designate specific student(s), as well as staff, to provide primary and backup assistance in the evacuation of the disabled person(s) during the emergency.

**Elevators should not be considered as an exit option.**

- d. Once outside, students, faculty, and staff should proceed to the designated assembly area or at least 200 feet from the building.
- e. **NO PERSONS** should return to the evacuated building until an official emergency personnel give the “all clear” signal.

**2. Evacuation Procedures**

- a. Evacuation of all or part of the building will be announced by an administrator.
- b. All students, faculty, staff, and visitors are to immediately evacuate the area in question.
- c. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to evacuate the area in question.

**B. Disasters and Emergencies**

**1. Earthquakes: Code PURPLE**

- a. Remain calm, and take cover in a doorway, under a desk or table.
- b. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to take cover in a doorway, under a desk or table.
- c. Stay away from glass window/shelves and heavy equipment.
- d. After the initial shock, call 911.
- e. If an emergency exists, activate the building alarm and evacuate the building.
- f. Do not return to an evacuated building until an administrator has given the “all clear” signal.

## 2. Fire: Code RED

- a. If a fire cannot be contained immediately, call 911 and sound the alarm to evacuate the building.
- b. Upon exiting the room, close all doors and windows to contain the fire.
- c. If a minor fire appears controllable, use a fire extinguisher to attempt to put out the fire.
- d. When exiting the building, stay low or crawl to stay below the smoke. Also, cover your nose and mouth to keep from inhaling the smoke.
- e. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals stay low, crawl, or use other means of movement to stay below the smoke.
- f. Once outside, move to the designated assembly area.
- g. Do not return to the evacuated building until an administrator has given the “all clear” signal.

## 3. Bomb Threats: Code YELLOW

- a. If you observe a suspicious object or potential bomb, **do not handle the object. Clear the area and call 911.**
- b. Any person receiving a phone-call bomb threat should follow the bomb threat checklist (Appendix A). Familiarize yourself with the information on the checklist so you will be able to respond to the call and complete the report.
- c. Follow evacuation procedures, as directed.
- d. Faculty, staff or students in proximity to persons with disabilities should proceed to assist those individuals to follow evacuation procedures, as directed.



#### **4. Chemical, Biological, or Radiological Event: Code GREEN**

When evaluating and taking action against a possible chemical, biological, or radiological incident your personal safety is of primary concern. If a chemical, biological, or radiological event is suspected, clear the area that is suspect and call 911.

#### **5. Health or Mental Health Emergency: Code BLUE**

If a health or mental health emergency occurs, the following steps shall be taken:

- a. Call 911
- b. Contact the appropriate administrator, according to policy, where a report can be written. An initial report of an injury sustained during clinical, classroom, or laboratory must be reported within 24 hours of injury.

#### **6. Threats of Violence: Code Orange**

- a. Call 911
- b. Do not leave students unattended with someone who is threatening violence. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If necessary and possible, have students evacuate the classroom into another location in the building.

An employee who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to local law enforcement and his/her appropriate college administrator.

#### **7. Immediate Danger: Code BLACK**

- a. Call 911
- b. Do not leave students unattended with someone who is an immediate danger. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If possible, have students evacuate the classroom into another location in the building.
- d. Employees and students who cannot evacuate the building immediately, should seek shelter under a desk or table and crawl on the ground.

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### **C. Training**

1. All administrators will review the Crisis Management Plan annually and will also be responsible for:
  - a. Providing and facilitating training for all staff and faculty, including new hires to assure employees are familiar with the Crisis Management Plan.
  - b. Assuring that all employees are knowledgeable regarding specific emergency situations.
  
2. Students will be notified of evacuation procedures by the following:
  - a. Students can refer to instructions in the event of an emergency posted in throughout the building.
  - b. Instructors will explain that students should follow outlined instructions throughout the building in the event of an emergency.

### **D. Practice Drills**

The administrators shall conduct drills yearly to educate all employees and students about emergency procedures.

**Bomb Threat Checklist**

**DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:**

- 1. When will it go off?      Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_
- 2. Where is it placed?      Building/Department \_\_\_\_\_ Area \_\_\_\_\_
- 3. What does it look like? \_\_\_\_\_

**INDICATE YOUR IMPRESSION OF THE ORIGIN OF THE CALL:**

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Phone Booth \_\_\_\_\_ Internal \_\_\_\_\_

**CHECK THE ITEMS THAT BEST DESCRIBE THE CALLER AND THE CALL:**

- 1. Familiar with the building: Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_
- 2. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Not Sure \_\_\_\_\_
- 3. Approximate age: Under 20 \_\_\_\_\_ 21-40 \_\_\_\_\_ Not Sure \_\_\_\_\_
- 4. Voice characteristics:      Loud \_\_\_\_\_ High Pitch \_\_\_\_\_ Raspy \_\_\_\_\_ Intoxicated \_\_\_\_\_  
    Soft \_\_\_\_\_ Deep \_\_\_\_\_ Pleasant \_\_\_\_\_ Other \_\_\_\_\_
- 5. Accent:      New England \_\_\_\_\_ Southern \_\_\_\_\_ Mid-Western \_\_\_\_\_ Western \_\_\_\_\_  
                          Racial or Ethnic \_\_\_\_\_ Other \_\_\_\_\_
- 6. Language: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_  
                          Other \_\_\_\_\_
- 7. Speech:      Fast \_\_\_\_\_ Distinct \_\_\_\_\_ Stutter \_\_\_\_\_ Slurred \_\_\_\_\_ Slow \_\_\_\_\_  
                          Distorted \_\_\_\_\_ Nasal \_\_\_\_\_ Other \_\_\_\_\_
- 8. Manner:      Calm \_\_\_\_\_ Rational \_\_\_\_\_ Coherent \_\_\_\_\_ Deliberate \_\_\_\_\_  
                          Righteous \_\_\_\_\_ Angry \_\_\_\_\_ Irrational \_\_\_\_\_ Emotional \_\_\_\_\_  
                          Laughing \_\_\_\_\_ Giggling \_\_\_\_\_ Nervous \_\_\_\_\_ Other \_\_\_\_\_
- 9. Background noises:      Office machines \_\_\_\_\_ Factory machines \_\_\_\_\_ Street traffic \_\_\_\_\_  
                          Airplanes \_\_\_\_\_ Trains \_\_\_\_\_ Animals \_\_\_\_\_ Music \_\_\_\_\_ Party \_\_\_\_\_  
                          Quiet \_\_\_\_\_ Voices \_\_\_\_\_ Other \_\_\_\_\_
- 10. Use of certain words/phrases:  
                          \_\_\_\_\_

**TAKE THE FOLLOWING STEPS IMMEDIATELY FOLLOWING THE CALL:**

- 1. Notify an administrator
- 2. Call 911. Identify your location.

Printed name of person taking call \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

# Evacuation Map 2<sup>nd</sup> Floor (Master)

