Immediate Actions If **Indoors**:

- DUCK or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. Hold on to furniture you are under and protect face
  - INSTRUCT OTHERS TO DUCK, COVER, AND HOLD!
  - Stay away from glass windows, wall shelves, and heavy equipment
- DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL AFTER TREMORS CEASE. Be aware that earthquake aftershocks may cause further damage. Once the main tremor has ceased, calmly evacuate buildings to evacuation assembly area. Assist those with physical disabilities
- GAS LEAKS - If you smell gas, cease all operations. DO NOT SWITCH LIGHTS ON OR OFF
- HAZARDOUS MATERIALS INCIDENT - Some gases are odorless and colorless. Do not enter any areas where hazardous materials are stored or suspected until uniformed personnel or other trained authorized person has inspected and cleared the areas

Immediate Actions If **Outdoors**:

- Quickly move at least 300 feet away from buildings, utility poles, and other structures. CAUTION: ALWAYS avoid power or utility lines.

What to do in case of a fire?

Immediate Actions:

- Smell Smoke or Detect a Fire. Prior to opening doors, feel if the door is HOT. Open cautiously
  - If SMOKEY, stay near the floor where less smoke accumulates
  - Pull fire alarm
- Evacuate from the area to the designated assembly area. Assist person with disabilities and children
  - Alert classes, students and employees nearby
- Call 9-1-1 or your college local emergency number from cell phones and describe location, nature and extent/size of fire. Be sure to mention if there are any know or suspected persons trapped inside the fire area or if hazardous materials are involved
If Fire is Minor and Controllable:

- Direct fire extinguisher(s) toward base of flames
- Evacuate immediate area if appropriate

What to do in case of gunshots, weapons, and suspicious people?

If you hear a sound that might be a gunshot, assume that it is until you know otherwise.

If you see someone with any weapon or anyone exhibiting dangerous behavior, and you are not in immediate danger: GET OUT (go to any safe location). If you can't get out, you might have to Hide or Surrender.

CALL 9-1-1 and warn others.

CARE for anyone who is injured using basic first aid techniques.

**DO NOT call family or friends. Their arrival on campus could put them at risk of injury.

What to do in case of hazardous material release?

**Immediate Actions:**

- Safeguard lives and isolate materials if safe to do so.
  - Notify 9-1-1 or your college emergency phone number from cell phones
  - Minimize property damage

Determine need to EVACUATE building:

- Alert others in building - activate alarm
- Evacuate immediately. Assist persons with disabilities or injuries
  - Close doors leading into the building to isolate release
- Move and stay upwind, up slope, upstream, at least 300 free from building (to evacuation staging areas if safe)
- Keep streets and walkways clear for emergency equipment
- Notify 9-1-1 or your campus emergency phone number from cell phones

Advise emergency services with:

- Exact location of spill, including room number if inside a building
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- Name of spilled material
- Quantity
- Appearance - solid, liquid, odor, color, etc.
- Injuries or physical effects to those who have been exposed
- Whether any victims are trapped within the isolated area
- Area of contamination
- Your name, department, and the phone extension you are calling from

If hazardous material is on a person remove any excess material and check Materials Safety Data Sheets (MSDS) to ensure that following immediate treatment is appropriate:

- Hazardous materials in eye: brush away any dry materials, then hold the eye open and flush with water at least 15 minutes
- Hazardous materials on skin: remove contaminated clothing, brush away any dry materials and flush area with water in a safety shower for at least 15 minutes

Seek medical attention immediately! Send Materials Safety Data Sheets (MSDS) with the injured!

Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

What to do in case of a lockdown?

LOCKDOWN - only if you cannot GET OUT safely

WARNING: When the campus becomes aware of a shooter on campus, take immediate action.

First Choice: GET OUT

Second Choice: HIDE OUT & KEEP OUT

- Help others and treat injuries - Learn Simple Triage and Rapid Treatment through campus safety
- Find protection (behind a wall, tree, pillar, or other solid object)
- Avoid places that trap or restrict movement
  - Find a room that locks
- Blockade the door (desks, cabinets, etc)
  - Close blinds, cover windows
  - Lights out!
- Be silent - turn off radios or other noise producing objects and silence cell
phones or pagers
• Call 9-1-1 or your college campus emergency phone number from a cell phone

SPREAD OUT
• It's much easier to shoot a group of people who are huddled in one place, than if they are scattered around the room
• Quietly talk about what you’ll do if the shooter enters, Play dead, take out, etc.

WHEN OFFICERS ARRIVE outside, calmly tell them:
• Location of the shooter
  • Number of shooters
  • Number and type of weapons

WHEN OFFICERS ENTER your room
• Don’t point
  • Keep hands open and visible at all times
  • Don’t scream or yell or run toward officers
    • Be quiet, compliant
    • They don’t know who’s a threat

Law Enforcement’s first responsibility is to eliminate the threat
• Police will not assist with injuries
• Police will not assist you as you get out

Third Choice: IF THE SHOOTER ENTERS YOUR ROOM

TAKE OUT - If there is no other option
• Act as a team with a total commitment to action
  • Do whatever necessary
• This is a life and death decision only you can make
• Disrupt his/her actions or incapacitate him/her
• Total commitment and absolute resolve is critical

PREVENTION:
Ask for help - if you are feeling desperate, we want to help you. Report concerns about your friends to Tip Now or to any campus employee

• Unusually angry or argumentative?
• Noticeable changes in behavior?
• Blame others for their problems?
• Extreme disorganization?
  • Retaliate against perceived injustice?
    • Increasing belligerence?
  • Fail to take responsibility for their own actions?
  • Ominous, specific threats (homicide, suicide, etc)?
    • Preoccupation with violent themes?
    • Hypersensitivity to criticism?
  • Recent acquisition/fascination with weapons?
  • Interest in recently publicized violent events?

What to do in case of a shooter/armed intruder or sniper?

Immediate Actions:

• Lock and/or barricade doors to prevent shooter from entering room
  • Close blinds
  • Block windows
• Turn off radios and dim computer screens
  • Keep calm, quiet, and out of sight
• To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets
  • Silence cell phones

Leaving a secured area:

• Consider risks before leaving
• Remember, the shooter is looking for ‘targets of opportunity’ and generally will need to be stopped by an outside force
• Do not evacuate rooms or buildings unless told to do so by Building Monitor or police officer, or unless it is absolutely clear and safe to do so
• Rescue attempts should only be tried if they can be accomplished without endangering lives. When in doubt, shelter in place and wait for instructions from emergency personnel

Call 911 or your college emergency phone number from cell phones. Do not hang up on the dispatcher until told to do so. Provide the following information:

• Clearly state there has been a shooting or someone has been shot. The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc
• Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s)
• Description of suspect(s), their clothing, vehicle used, and direction of travel
• Condition and number of hostages, and number of known injured or killed
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- Any demands or information supplied by suspect(s)

What to do in case of a utility failure?

Immediate Actions:

- If utility failure occurs during regular hours, notify your facilities or maintenance department
- If there is potential danger or if failure occurs after hours, always notify Campus Police via 9-1-1 or your college emergency phone number by cell phone

Electrical/Light Failure: Keep everyone in their seats for 15-30 seconds (just in case the event is a switching or temporary 'brown out' problem.) If lighting does not resume, vacate area. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, you must keep a flashlight with spare batteries handy.

Plumbing Failure/Flooding: Stop using all electrical equipment immediately. Vacate the area if necessary. Notify Campus Police and Maintenance as instructed above. Stop all operations. Do not use phone or switch on/off lights or any electrical equipment. Get out of the building. Never use any electrical switches with a gas leak! Electrical arcing can trigger an explosion! Call Campus Police and Maintenance from another building.

Ventilation Problem: If smoke odors come from the ventilation system, notify Campus Police or Maintenance as instructed above. If necessary, evacuate the area. If visible smoke comes through, call 9-1-1 (refer to section on FIRE or EXPLOSION).

Water Line Failure: Immediately notify Campus Police and Maintenance. If necessary, evacuate the area.
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- Extra eyeglasses, hearing aids if you have them or have coverage for them
- Battery chargers and extra batteries for hearing aids, motorized wheelchairs or other battery-operated medical or assistive technology devices
- Copies of medical prescriptions, doctors orders and the style and serial numbers of the support devices you use
- Medical alert tags or bracelets or written descriptions of your disability and support needs, in case you are unable to describe the situation in an emergency
- Supplies for your service animal
- Medical insurance cards, Medicare/Medicaid cards, physician contact information, list of your allergies and health history
- A list of the local non-profit or community-based organizations that know you or assist people with access and functional needs similar to yours
- A list of personal contacts, family and friends that you may need to contact in an emergency
- A laminated personal communication board, if you might need assistance with being understood
- If possible, extra medicine, oxygen, insulin, catheters or other medical supplies you use regularly
- If you use a motorized wheelchair, have a light weight manual chair available for emergencies. Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
- Even if you do not use a computer yourself, consider putting important information onto a portable thumb drive for easy transport in an evacuation.