



# **Emergency Action Plan Handbook Yo San University**

**13315 West Washington Blvd. Los Angeles, CA 90066**

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## Table of Contents

Communication .....	3
Evacuation Routes .....	4
Emergency Phone Numbers .....	5
Reporting and Evacuation Procedures for Emergencies:	
Medical .....	6
Fire .....	7
Severe Weather .....	8
Threatening Individual-Lockdown .....	9
Bomb Threat/Suspicious Package .....	11
Extended Power Loss .....	14

## COMMUNICATION

The official mode of communication for all University announcements is email. Students, faculty and staff members have the responsibility to provide the Registrar with current email address.

Students may choose to submit their phone numbers for texting to receive announcements via cell phone.

In the event of an emergency or crisis situation, all students, faculty and staff members will be notified by email and mass texting as soon as possible.

**When on campus students, faculty and staff can use any of the intercom system in classrooms or lounges to report incidents or to request updates during an ongoing incident and to place a 911 call.**

The following are key intercom system extensions with their location:

### **Weekdays Daytime**

Admin Reception	110
Registrar	121
Academic Dean	133
President	111
Clinic Front Desk	321/322
Dean of Clinical Education	325
Library	112

### **Evenings / Weekends**

Clinic Front Desk	321/322
Clinic Manager	323
DAOM Dean	115 (on Residency Weekends)
Library	112

When an emergency situation or crisis arises, which necessitates an evacuation or lockdown, a verbal instruction will be given by a member of the administration or by an officer of the Culver City or Los Angeles Police Departments.

Only designated University administrators or city officials (Culver City Police or Fire Department) are authorized to initiate an evacuation or lockdown procedure, and to issue an "All Clear".

## **EVACUATION ROUTES**

Evacuation route maps are posted in each classroom, all student, faculty and clinic lounges as well as all treatment and restrooms.

An original emergency assessment will be made by the Registrar/Director of Operations or other designated university representative.

On Saturdays and Sundays the Clinic Manager or designee are responsible. Evacuation procedures will be coordinated and supervised by the members of the administrative staff.

When a decision to evacuate is made, the Culver City Police and Culver City Fire Departments will immediately be notified of the details of the evacuation via telephone and asked for assistance if deemed necessary.

The entire student body, faculty and staff will notified of the evacuation as soon as possible via email, mass text message and intercom system. Evacuation status updates will also be sent to the entire student body, staff and faculty as those updates become available.

All students, clinic patients and employees will be evacuated with the assistance of the administrative team.

### **DESIGNATED GATHERING AREA:**

The OUTDOOR PARKING LOT on east side of Ekkamai Café (W. Washington Boulevard, just east of Redwood Avenue).

### **ALTERNATE GATHERING AREA** (if deemed necessary by Captain):

OUTDOOR PARKING LOT at OneWest Bank on north side of Washington Boulevard, one block west of Walgrove Avenue (next to Unleashed)

## EMERGENCY PHONE NUMBERS

Intercom system in each classroom and lounge can be used for calling

# 911

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### Non-Emergency Phone Numbers

*Intercom system in each classroom and lounge cannot be use for calling these numbers. Please use personal cell phone.*

CULVER CITY FIRE DEPARTMENT:	<b>(310) 253-5900</b>
CULVER CITY POLICE:	<b>(310) 873-6161</b>
FIRE ALARM SYSTEM (Pacific Alarm):	<b>(310) 390-6661</b>
BUILDING MANAGER (Marka Meyer):	<b>(323) 939-0033 (home)</b> <b>(310) 260-0013 (office)</b>

## MEDICAL EMERGENCY

- **Call medical emergency phone number: 911**  
(Please use a land line if possible)
  
- **Provide the following information:**
  - Nature of medical emergency,
  - Location of the emergency (address, building, room number), and
  - Your name and phone number from which you are calling.
  
- **Do not move victim unless absolutely necessary.**
  
- **Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:**  
  
Clinic Front Desk                      **321/322**
  
- **If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:**
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
  
- **In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.**

## **FIRE EMERGENCY**

### **Fight the fire ONLY if:**

- The Fire Department has been notified.
  - The fire is small and is not spreading to other areas.
  - Escaping the area is possible by backing up to the nearest exit.
  - The fire extinguisher is in working condition and personnel are trained to use it.
- (Note: Fire extinguishers are located along the second and third floor corridors.)**

### **Upon being notified about the fire emergency, occupants must:**

- Leave the building using the designated escape routes.
- Assemble in the designated area: Parking lot at Ekkamai Thai Restaurant or Parking lot at OneWest Bank
- Remain outside until the competent authority announces that it is safe to reenter.

### **Designated Official, Emergency Coordinator or supervisors must:**

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

### **Area/Floor Monitors must:**

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

### **Assistants to Physically Challenged should:**

- Assist all physically challenged employees in emergency evacuation.

**Notification Team:** The original emergency assessment will be made by the The Registrar/Dir. of Operations or other designated university representative or (on Saturdays) the Clinic Manager or designee. Evacuation procedures will be coordinated and supervised by the following members of the administrative team

## SEVERE WEATHER AND NATURAL DISASTERS

### **Earthquake:**

- Stay calm and await instructions from the Emergency Coordinator
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator

### **Tsunami or Severe Flood:**

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### **Hurricane:**

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

#### *Once a hurricane warning has been issued:*

- Be ready to evacuate as directed by the Emergency Coordinator
- Leave areas that might be affected by storm tide or stream flooding.

#### *During a hurricane:*

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and  
Rooms constructed with reinforced concrete, brick, or block with

## THREATENING INDIVIDUAL-LOCKDOWN

**A building “Lockdown” will be initiated when instructed by the Los Angeles Police Department, the Culver City Police Department, officials from local fire departments, or designated Yo San University officials (including, but not limited to the University President, the Registrar/Office Manager, Student Services Coordinator, the Dean of Academic Affairs, the Dean of Clinical Education and the Clinic Manager).**

### DEFINITION

A “Lockdown” is the temporary sheltering technique used to limit civilian exposure to an active threat. When alerted, occupants of the Yo San University building will lock all doors and windows not allowing entry or exit to anyone until the “all clear” has been sounded by university officials and/or police and/or fire department officials.

### PURPOSE

In the event of a police emergency, it may become necessary to “Lockdown” the Yo San University building, including the Community Clinic. .

### INITIATION OF “LOCKDOWN” PROCEDURE

The Registrar/Office Manager or other designated university representative will give the order to “Lockdown” the Yo San Building. **University Administrators will be able to communicate with each other through the telephone intercom system**, though communication needs to be clear and concise. .

### **SCENARIO ONE: Threatening incident is occurring within the yo san building**

- **Remain calm.**
- Initiate basic steps of Lockdown Protocol using the 3-step framework: **“LOCKS, LIGHTS, OUT OF SIGHT”**
- **LOCKS:** Remain indoors (in any room where there is no immediate threat as long as that room as a door that can be locked: Your classroom, in the clinic, or in an office).
- If you are not in a room that can be locked, proceed as quickly as possible, with appropriate caution to a room that can be locked.
- Close and lock all doors.
- **LIGHTS:** Turn off all lights.
- If safe to do so, turn off gas and electrical appliances in your room.
- **OUT OF SIGHT:** St on the floor, away from windows (the middle of the room is safest)

- If gunshots are heard lay on the floor using heavy objects for shelter (tables, filing cabinets, desks, etc.)
- Do not shelter yourself in open areas such as hallways, corridors or stairwells.
- Only use phone to notify police—it is important to be as quiet as possible.
- Await for additional instructions from police department, fire department or University officials.

**SCENARIO TWO: Threatening incident is occurring in a building next to or across the street from the Yo San building**

- **Remain calm.**
- **Designated University personnel will secure the perimeter of the building by locking all external entrances. (This is known as a “LOCKOUT.”)**
- Follow the lockdown guidelines outlined in Scenario One (“**LOCKS, LIGHTS, OUT OF SIGHT**”)
- **Await instructions** from police department, fire department or University officials.

**EVACUATION**

If it is determined that it is safe and appropriate to evacuate the building, evacuation instructions will be given by the police, fire department or designated Yo San University officials. Please follow instructions to maximize your safety and the safety of those around you.

## **BOMB THREAT/SUSPICIOUS PACKAGE**

**A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.**

### **If a bomb threat is received:**

- Remain calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call **911**, from another landline telephone. This call should be made out of hearing range of the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area, if requested.
- Provide for an orderly evacuation if ordered by emergency personnel.

**Bomb Threat Check Sheet is provided on the next page.**

**If you receive or discover a suspicious package or device: Do not touch it, tamper with or move it!**

**Immediately call 9-911 from a landline telephone.**

### **The following constitutes a suspicious letter or parcel:**

- Any powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given the size, or is lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as “personal;” or “Confidential.”
- Strange odors or stains.

**What to do if you receive a suspicious package or parcel:**

- Handle with care. Do not shake or bump and isolate it immediately.
- Do not open, smell, touch or taste.
- Treat it as suspect and call local law enforcement authorities.
- Call **911** from any landline telephone

**BOMB THREAT CHECK SHEET**

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROX. AGE \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated      _____ _____ Other	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred      _____ _____ Other	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul      _____ Other
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Region <input type="checkbox"/> Race	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Trains <input type="checkbox"/> Music <input type="checkbox"/> Animals <input type="checkbox"/> Office <input type="checkbox"/> Quiet <input type="checkbox"/> Machines <input type="checkbox"/> Voices <input type="checkbox"/> Street <input type="checkbox"/> Airplanes <input type="checkbox"/> Traffic <input type="checkbox"/> Party ___Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Call **911** and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

## **EXTENDED POWER LOSS**

**In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:**

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Check the elevator. If it is discerned that passengers are stuck between floors call elevator maintenance (Amtech) **(562) 981-0490**.
- Do not light candles or torches
- Be aware that each of the garage doors can be opened or closed with the manual operation of the attached chain.
- Advise clinic patients of the power loss.
- If a power loss extends beyond 20 minutes and it is after dark classes in session are cancelled.

### **Upon Restoration of power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

