

2018

ANNUAL SECURITY REPORT



Mt. Sierra College

2018

**SIERRA COLLEGE SYSTEM
ADMINISTRATION**

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of MSC annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual MSC security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off campus buildings, or on property owned or controlled by Mt Sierra College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, and the reporting of crimes, sexual assault, and other matters.

REPORTING AND DISCLOSURE

The College recognizes that crime prevention is the responsibility of each person working at, or attending school at, or visiting, a College facility. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior. The College is, therefore, committed to providing a safe environment for learning and working.

Reporting: The Facilities Department prepares the Mt Sierra College Annual Campus Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full report can be found at: <http://mtsierra.edu/campus-policies>. The College maintains contact with local law enforcement agencies for the protection of its constituents as well as for the purpose of keeping official records of criminal incidents. Each year, the College's community members receive a notice of the Annual Security Report.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, student services and human resources. The College updates information on

their educational efforts and programs to comply with the Act.

SAFETY AWARENESS

Prevention: Each person should have a preconceived plan of action in the event they should become involved in, or be a witness to, a criminal act. By following the generally prudent rules listed below, each employee or student can help ensure that they will not become the victim of a crime.

- Park your car in College-designated parking areas, if possible.
- Do not leave items in your car which are visible from the outside; rather, place the items in the locked trunk of your car, or under a car seat, if possible.
- Lock all car doors, and check them, before leaving your parked car. Keep your car key in your hand until you are in a well-lighted or heavily trafficked area. This will allow you to rapidly reenter your vehicle, should you see a suspicious person in the area.
- You may want to invest in a mechanical locking device or electronic alarm system for your car. If you have such a device/system, ensure that you use it each time you park your car.
- Be alert for strangers in the classroom or work area. If you see an unfamiliar face in the vicinity, proceed to your work/class area, and then report the matter immediately to campus security.
- If you work in a College office, get in the habit of closing and locking your office door each time you must leave the office unattended.
- If you leave valuable articles in open view in your office, place them in a locked desk drawer or in a sheltered location.
- Have a plan of action in mind, should you be accosted. If you have an *authorized antipersonnel protection device (e.g., mace or*

pepper spray) with you, ensure that is readily accessible and ready for use.

- In case of personal attack, scream as loudly as you can and run toward a more lighted or highly trafficked area. Do not voluntarily enter an assailant's automobile or go with an assailant to a more remote location.
- If an assailant demands your money, you may want to take out a pre-positioned amount of money and throw it away from you and then take off running as fast as you can, in the opposite direction.
- Try to note the size and physical characteristics of your assailant, as well as the color and make of the car (if appropriate), and give the person to whom you are reporting the crime as much information as you can.
- Should you be accosted, give the assailant your purse or wallet and do not attempt to resist.
- If you are not able to report the crime immediately, write down your recollections so that you can better recall the information when you do report the crime.

All meetings of student organizations must be held on College property and during hours when security personnel are present to monitor any safety or security issues.

Campus Security Procedures: Upon enrollment, students are informed of services offered by the College including a copy of the Code of Conduct, information on how to obtain the Mt Sierra College Annual Campus Security Report and how and where to report incidents. Annually, existing students receive a link in the Student Portal including the Code of Conduct Policy and access to the Safety Report.

TIMELY WARNING NOTIFICATIONS AND EMERGENCY RESPONSE

In the event that a situation arises, either on or off campus, that, in judgment of the College President constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the student message center, e-mail or by phone, depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals.

The College will alert staff and students in the event a pattern of criminal activity becomes apparent (e.g., a number of automobile break-ins or assaults on visitors in a specific geographic area). The names of victims will be withheld from timely warnings.

Emergency Evacuation: The College’s Emergency Action Plan Policies and Procedures (EAP) include information about the Crisis Response Teams, College operating status parameters, evacuation guidelines, and communication plans. *See Exhibit A*

Emergency Contact Information: Students, faculty, and staff are responsible for having current and accurate information on file with MSC College to ensure they receive notifications. MSC College does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions; human or technical error; lost, delayed, or garbled data; transmissions, omission, interruption, deletion, defect or failures of any telephone, computer line, network, computer equipment, or software; or any other factors which may cause a lost notification.

FACILITIES

Safety and Access: Our goal is to provide a campus environment that is as safe and secure as possible. During regular business hours, the College will be open to students, parents,

employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued. Emergencies may necessitate changes or alterations to any posted schedules.

Maintenance: College facilities management personnel maintain and repair campus facilities. The Facilities Department performs regular reviews of landscaping, locks alarms, and lighting to identify and update areas of concern. The College makes every effort to keep its buildings and grounds secure. Lighting and appropriate landscaping for crime prevention is provided. The College secures its buildings, and whenever possible, its parking lots each evening.

CAMPUS SECURITY

Mt Sierra College provides academic advising services and/or offers academic classes at one location. Security at this location is provided as indicated below.

- **College-Leased Facility:** The College provides security services for the leased facility. Security services are coordinated on behalf of the College through the Human Resources Department.

In general, Mt Sierra College security personnel are unarmed and may only make a “citizen’s arrest” of a person who is in the act of committing a crime. Security personnel are instructed not to attempt to apprehend a suspect, unless the person is caught in a criminal act.

Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the College and the appropriate policy agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Security personnel maintain close liaison with local police departments and keep them apprised of any criminal activity on campus. Local police may be called when appropriate by either

security personnel or the senior administrator or staff person on campus.

The College recognizes that laws and policies are necessary for society to function and supports the reinforcement of law by governmental agencies and policies by officials of the College. All persons on the campus are subject to these laws and rules at all times. The College does not maintain any special relationships with State and local police and does not have an agreement with those law enforcement agencies (such as a written memorandum of understanding) to investigate alleged crimes.

REPORTING CRIMINAL

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to campus administrators and appropriate law enforcement agencies when the victim of such crime elects to or is unable to make a report.

Reporting: Report any criminal offense or possible criminal offense you witness or are a victim of to the Title IX Coordinator as soon as practicably possible, and to security personnel if they are present at the time the crime takes place. If no one is available to meet with you in person, or, if you or someone else is in danger and/or College personnel or security personnel are not there to assist you, call “9-1-1” (9-9- 1-1 from a College extension) and make your report directly to the local city police, following up with a report to the appropriate College personnel at your earliest opportunity.

In all cases, any security violations or crimes that occur at Mt Sierra College where classes are provided shall be communicated to the Title IX Coordinator and /or to the College Provost; if the incident involves an employee as a victim. The College will investigate and take action, as it deems appropriate, in the event of a report of criminal activity.

Confidential Reporting: If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice

system, you may still want to consider making a confidential report. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime about a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime’s statistics for the institution.

Pastoral and Professional Counselors:

Although counselors typically have significant responsibility and involvement in student and campus activities, they are exempt from Clery Act reporting requirements. They are, however, contacted and encouraged to forward non-identifying information to Mt Sierra College on crimes that may be reported through their offices for inclusion in the Annual Security Report. MSC has a Licensed Marriage and Family Therapist (LMFT).

DRUG AND ALCOHOL ABUSE PREVENTION

The possession, use or distribution of illicit drugs and alcohol is governed by Mt Sierra College Policy on Drug and Alcohol Abuse Prevention and California State Law. Mt Sierra College’s Drug and Alcohol Abuse Prevention Policy can be found at: <http://mtsierra.edu/wp-content/uploads/2018/06/Msc-Catalog-17.pdf> pg.30.

In addition, a drug and alcohol abuse prevention statement of policy is given to each student upon enrollment and each employee upon hiring.

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, referrals for services, and College disciplinary actions.

Mt Sierra College provides an overall coordination of the Drug-Free School Program. Students may receive referrals to the local and national substance abuse resources and outside counseling services.

National Resources: We encourage anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program:

- Al-Anon & AlaTeen (888) 425-2666
- American Council on Alcoholism (800) 527-5344
- National Council on Alcoholism (800) 622-2255
- National Institute on Drug Abuse Hotline (800) 662-4357

DRUG-FREE CAMPUS

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol include various deleterious physical and mental consequences including addiction, severe disability, and death. In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, Mt Sierra College has enacted the following policy applicable to all students and employees.

Laws regarding the possession, use, or distribution of Alcohol is controlled by the California Department of Alcohol and Beverage control (ABC). Violators are subject to College disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21. The

possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public, is illegal. It is also a violation of Mt Sierra College Policy for anyone to consume or possess Alcohol in any public or private area of the campus without prior College approval.

It is the policy of Mt Sierra College to maintain a drug-free workplace and campus. The unlawful possession, use, or distribution of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited at Mt Sierra College or as part of any of the College's activities. The workplace and campus are presumed to include all premises where activities of the College are conducted.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be determined by the Vice-President of Academic Affairs.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Mt Sierra College prohibits domestic violence, dating violence, sexual assault, and stalking. The College prohibits retaliation against an individual because that individual testified or participated in any manner in the College administrative process related to domestic violence, dating violence, sexual assault, or stalking.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

All faculty and supervisory employees of Mt Sierra College are required to complete an online training program within ninety days of hire (one hour for faculty and two hours for supervisory employees). The training addresses physical and nonphysical sexual harassment, discrimination, and retaliation. Employees are required to complete a refresher course every two years.

Employee Training: Provides for a foundational online course customized for jurisdiction definitions for domestic violence, dating violence, sexual assault, stalking, and consent. The training also provides information on bystander prevention and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

PROCEDURES FOR VICTIMS

A victim of domestic violence, dating violence, sexual assault, or stalking may consider the following procedures.

A. Medical Attention

Medical providers can treat injuries and test for pregnancy and STDs. Some Medical providers can perform a Sexual Assault Forensic Exam which preserves evidence for use in a criminal case.

B. Police Reporting

It is a victim's decision whether or not to report to the police. For the quickest police response, a victim should dial 911. To preserve evidence of a physical assault, a victim should avoid washing their body, brushing their teeth or changing clothes or touching anything the accused individual touched. If the victim believes they may have been drugged and wishes to have blood or urine tested, this should be done as soon as possible at a medical facility.

A victim should be aware that some physical evidence must be collected close in time to the incident. Even if a victim already cleaned up or if the incident occurred in the past, the victim can still report to the police. The College can provide the legal definitions that might be relevant to the incident, including the definition of consent in the relevant state, and can assist a victim in reporting to police if the victim so chooses. The College can also assist a victim who wishes to apply for a civil or criminal restraining order pursuant to law.

C. Confidential Support

A victim may wish to talk with a person who can provide support while maintaining

confidentiality. In Los Angeles County, a victim can contact the Center for Community Solutions which provides free comprehensive services to victims of sexual assault, relationship violence and stalking.

Reach them by phone at (888) 385-4647 or on the web at <http://www.ccssd.org/get-help/hotline>.

In California, a victim can contact CALCASA (California Coalition Against Sexual Assault) at (888) 922-5227 or on the web at <http://www.calcasa.org>; they can direct a victim to support in their county.

Outside of California, a victim can contact RAINN (Rape, Abuse & Incest National Network) at (202) 544-3064 or on the web at <https://www.rainn.org>.

Other nation-wide resources include:
Sexual Assault Hotline (800) 656-4673
Domestic Violence Hotline (800) 799-7233
Center for Victims of Crime Hotline (202) 467-8700.

These organizations can provide support and information on what types of conduct are prohibited by law and can assist a victim with information about reporting to the police or in applying for a civil protection order. Importantly, these organizations can assist a victim in considering all of the available options.

D. Reporting to the School

A victim may report to the College to access support or to file a complaint against a College student, faculty, or staff member who engaged in the unwelcomed behavior.

The College is committed to maintaining a positive learning and working environment and will address all complaints appropriately through either the Vice-President of Academics Affairs or Title IX Coordinator.

Accessing Mt Sierra College Support: If the accused individual is not affiliated with the College as a student, faculty or staff member, or

if the accuser chooses not to identify the accused individual, the College can still assist the accuser with locating counseling and other support services and may assist in rescheduling course requirements, assigning an incomplete in a class or allowing an accuser to transfer class sections.

INSTITUTIONAL DISCIPLINARY ACTION

The Title IX coordinator and ADA/504 coordinator for Mt. Sierra College is:

Brian Chilstrom
President
800 Royal Oaks Drive, Suite 101
Monrovia CA 91016
bchilstrom@mtsierra.edu
626-873-2152

The College will take the steps necessary to prevent the reoccurrence of discrimination, including harassment if it is found and remedy discriminatory effects on the complainant and others, if appropriate.

The College provides for the resolution of complaints regarding discrimination, hostile environment, and harassment on the basis of protected categories or activities. The following discrimination complaint procedures applies to all allegations of discrimination, as articulated in the Statement of Non-discrimination, whether carried out by employees, other students, or third parties, including allegations on the basis of disability, and for the failure to provide or implement approved auxiliary aids and services. Complaints of discrimination or harassment can be made orally or in writing to an instructor, Department Chairperson, administrator, or any management employee of the College. The Discrimination Complaint Procedure described below applies to complaints filed by students against any of the parties listed above.

A formal grievance should be filed as soon as possible following the actions considered discriminatory. The College will provide an adequate, reliable, and impartial investigation that will be documented and thorough

which adheres to the following process:

1. Neither the party alleged to have discriminated nor anyone related to or associated with the complaint or parties to the complaint will be chosen for the appeals panel
2. An appeals panel shall be selected within 10 business days of the filing of a complaint or grievance
3. The appeals panel will conduct a thorough, documented, and impartial investigation of the complaint.
4. Both the complainant and alleged respondent may present witnesses and evidence for the appeals panel consideration.
5. The appeals panel shall send a memorandum detailing its findings and a recommendation for action within 21 calendar days of the receipt of the complaint/grievance to the complainant and respondent.
6. The written memorandum of finding will include:
 - a. Whether the College found the alleged conduct occurred, and whether it constituted discrimination;
 - b. Any individual remedies offered or provided to the complainant and/or any sanctions imposed on the respondent that directly relate to the complainant; (The respondent's will not include the remedies for the complainant unless they directly concern the respondent.)
 - c. Any other steps the College took to eliminate the hostile environment, if the College found one to exist, and prevent recurrence;
7. The evidentiary standard for the findings of the memorandum shall be preponderance of the Evidence.

8. The memorandum of findings shall be provided to the grievant and respondent and other parties to the complaint in writing

9. The grievant and respondent or other parties may request correction of any mistakes in fact included in the memorandum of findings on the basis of the evidence previously submitted, but may not provide new evidence.

10. Any request for correction to the memorandum of finding must be submitted within three business days of receipt of the memorandum of findings.

11. The President and Vice-President of Academics Affairs has 3 days to resolve any concerns of the complainant and respondent related to the memorandum findings.

12. The President and Vice-President / Academics Affairs shall submit a final written decision related to the complaint to the complainant and respondent within 7 business days after step 11 in this process is completed. When rendered this decision is final.

The President and Vice-President of Academic Affairs at his/her discretion may also consider whether interim measures are needed during and pending the results of the investigation, with minimum burden on the complainant. For example, a change in academic situations, provide counseling, and or academic support. Discrimination and Complaint Procedures are found in the College Catalog. The catalog is available in hard copy or on the college's website. The College Catalog and complaint forms can be obtained from the Academic Services Support Coordinator.

Non-Academic Grievance Procedure

Students may grieve actions of a non-discriminatory nature taken as a result of the imposition of discipline, violations of College Policy or other actions by college staff or other students that are deemed inappropriate by the student. The following procedural due process shall be followed:

- The student shall submit a written request to the President and Vice-President of Academics Affairs for either a review of the case or an appeal of action taken by the College against the student for violations of College Policy

- The Committee shall consider all relevant testimony and supporting documentation presented by the student filing the request for appeal or review. Legal counsel cannot represent the student

- Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the President and Vice-President of Academics Affairs. This shall take place within 30 business days from the filing of the request for appeal or review. The President and Vice-President of Academics Affairs will render a final written decision

Retaliation Policy

Retaliation against individuals who have engaged in activities protected by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the ADA Amendments Act, Age Discrimination Act, and all other federal and state laws and regulations, or in violation of the Statement of Non-Discrimination is prohibited. Colleges are prohibited from threatening, harassing, intimidating, or otherwise retaliating against any person who engages in an activity protected by these statutes.

Examples of actions that constitute retaliation include, but are not limited to, an instructor's or administrator's disclosure of student's disability status to other students, disclosure that a student has filed a discrimination complaint, or public attempts to enlist the support of classmates against a student who has filed a discrimination complaint.

Sanctions: Mt Sierra College disciplinary proceedings, as well as special guidelines for cases involving misconduct are outlined in the Mt Sierra College General Catalog. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College.

Changing Academic Situation: Student victims have the option to change their academic schedule or environment following an incident of sexual assault or misconduct.

Additional Information for Victims:

Confidentiality: The College will protect the confidentiality of victims and of records relating to an incident to the greatest extent permissible by law.

Services: The College does not offer on-campus counseling services or treatment programs for victims. However, a Licensed Marriage and Family Therapist (LMFT), which can provide counseling or therapy referrals.

The College encourages victims to utilize the resources identified above (Confidential Support) for counseling, victim advocacy, legal assistance, mental health, or other support.

The College will work with victims regarding assistance in changing academic, transportation, or working situations within the College's control if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report to law enforcement.

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act provides tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The State of California (Penal Code 290) requires sex offenders already required to

register within the State, within five working days, to also register with the city police department in which the campus or center he or she is attending classes or employed. The State makes this information available to law enforcement agencies. The following list includes the location where you may find such information, according to the Mt Sierra College campus nearest you:

STATE OF CALIFORNIA:

www.meganslaw.ca.gov

LOS ANGELES COUNTY:

<http://sheriff.lacounty.gov/wps/portal/lasd/search/?querytext=megans+law&department=LASD>

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh College in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

2017 Crime Statistics Reporting Table

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
NEGLIGENT MANSLAUGHTER	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Rape	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Fondling	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Incest	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Statutory Rape	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
ROBBERY	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Aggravated Assault	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Burglary	2017	0	n/a	0	0
	2016	1	n/a	0	0
	2015	0	n/a	0	0
Motor vehicle theft	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Arson	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
HATE CRIMES	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Stalking	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Dating Violence	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Domestic Violence	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Arrests & Referrals for Offenses					
Alcohol Violations					
Arrests	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0

Referral	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Drug Violations					
Arrests	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Referral	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Weapon Violations					
Arrests	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0
Referral	2017	0	n/a	0	0
	2016	0	n/a	0	0
	2015	0	n/a	0	0

EXHIBIT A

**Mt Sierra College
Emergency Action Plan**

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Mt Sierra College Emergency Action Plan

A. PURPOSE

Cal-OSHA's Emergency Action Plan Standard, as found in CCR Title 8, Section 3220, requires that **MT SIERRA COLLEGE** retains a written Emergency Action Plan (EAP), which addresses emergencies that may reasonably occur during regular business operations. This written plan will be made available upon request, to employees, their designated representatives, and any Cal-OSHA officials.

Pursuant to EAP, employees will be informed of the plan's purpose, emergency escape procedures and route assignments, procedures to be followed by employees who remain to control critical plant operations before they evacuate, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. This plan will be reviewed and updated as deemed necessary and will be made available to all employees.

In Addition, per DOE regulation(CFR.668.46(g)), an institution must include a statement of policy regarding its emergency response and evacuation procedures in the annual security report.

Refer to **Appendix A** for the text of Emergency Action Plan standard, to **Appendix B** for additional specific response procedures per the nature of an emergency, and to **Appendix D** for company vehicle emergencies.

MT SIERRA COLLEGE management or designated employees will:

1. Develop a written EAP and abide by all local fire codes and regulations as specified.
2. Immediately notify the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the campus.
3. Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.
4. Conduct drills to acquaint employees with emergency procedures, and review the effectiveness of each plan.
5. Train employees to use fire extinguishers and the application of medical first aid techniques.
6. Keep key management personnel telephone numbers in a safe place in the office for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained for use in communicating an emergency occurring during non-work hours.
7. Direct others to shelter-in-place or evacuate the workplace in the event of an emergency.

B. EMERGENCY ESCAPE PROCEDURES AND ASSIGNMENTS

The emergency escape procedures and assignments are designed to respond to many potential

Mt Sierra College Emergency Action Plan

emergencies including:

- Earthquake
- Fire
- Flooding
- Bomb Threat
- Hostile Encounter / Workplace Violence

Employees need to know what to do when they are alerted to a specific emergency. The following guidelines will be followed to ensure employee readiness:

1. All employees will be trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. Floor plans and workplace maps clearly show the emergency escape routes will be included in the EAP, posted in the workplace, and communicated to the employees.
3. Visitors and volunteers working alongside employees will be advised on current evacuation procedures and will be supervised in an event of an emergency
4. No employee is permitted to re-enter the building until advised by emergency services personnel after determination has been made that such re-entry is safe.
5. Local refuges/safe zones will be determined, and their location will be put on record and communicated to the employees (a refuge zone is a meeting area designated in a location deemed safe for each group of employees within).

Management will need to be aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, a designated employee will check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Once each evacuated group reaches designated assembly areas, the following must take place:

- A roll call is performed (if the group was split up following an emergency evacuation).
- Make sure all persons are accounted for. Any missing persons must be immediately reported to responding emergency personnel.

C. RESCUE AND MEDICAL DUTY ASSIGNMENTS

Rescue and medical aid may be necessary during emergency situations. Circumstances calling for rescue and/or medical aid shall be as deemed necessary; however, all employees shall be instructed to immediately call 911 to request emergency services assistance.

A list of individuals with current CPR / AED / First Aid certification may be compiled.

Professional emergency services responding in an emergency will help with and direct all rescue

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and medical duty assignments upon their arrival on site.

Refer to **Appendix B, Section D** for additional procedures regarding response to a medical emergency.

D. EMERGENCY REPORTING PROCEDURES

All emergencies must be promptly communicated to **MT SIERRA COLLEGE** management and circumstances need to be documented afterwards to the best of one's abilities.

Relevant emergency contact information will need to be decided on, documented, and kept current for quick reference.

Refer to **Appendix B, Section B** for additional procedures.

E. TRAINED EVACUATION PERSONNEL

Employees may be designated and trained to assist in safe and orderly emergency evacuation for all types of emergency situations, as well as to recognize during which situations shelter-in-place is necessary first. These employees are to help direct their colleagues, visitors, and volunteers during emergency evacuation, serve as a resource of information about emergency procedures, and will conduct head counts once evacuation has been completed. A copy of the list of trained personnel is attached in this EAP (see Appendix F).

F. TRAINING

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, (i.e. earthquake, civil unrest, utility failures, etc.) initial shelter-in-place or a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary. Employees must know what is expected of them during an emergency to assure their safety.

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APPENDIX A – CALIFORNIA REGULATIONS

Employee Emergency Plans and Fire Prevention Plans

California Title 8 –General Industry Safety Orders §3220. Emergency Action Plan.

- (a) Scope and Application. This section applies to all emergency action plans. The emergency action plan shall be in writing, except as provided in the last sentence of subsection (e)(3) of this section and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.
- (b) Elements. The following elements, at a minimum, shall be included in the plan:
 - (1) Emergency escape procedures and emergency escape route assignments;
 - (2) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
 - (3) Procedures to account for all employees after emergency evacuation has been completed;
 - (4) Rescue and medical duties for those employees who are to perform them;
 - (5) The preferred means of reporting fires and other emergencies; and
 - (6) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
- (c) Alarm System.
 - (1) The employer shall establish an employee alarm system which complies with Article 165.
 - (2) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.
- (d) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.
- (e) Training.
 - (1) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
 - (2) The employer shall advise each employee of his/her responsibility under the plan at the following times:
 - (A) Initially when the plan is developed,
 - (B) Whenever the employee's responsibilities or designated actions under the plan change, and
 - (C) Whenever the plan is changed.
 - (3) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

California Title 8 – General Industry Safety Orders - §3221. Fire Prevention Plan.

- (a) Scope and Application. This section applies to all fire prevention plans. The fire prevention plan shall be in writing, except as provided in the last sentence of subsection (d)(2) of this section.

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- (b) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:
 - (1) Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
 - (2) Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and
 - (3) Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.
- (c) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.
- (d) Training.
 - (1) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.
 - (2) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.
- (e) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed in the workplace to prevent accidental ignition of combustible materials.

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APPENDIX B – EMERGENCY PROCEDURES

INTRODUCTION:

The following information will be retained on-file as part of the business continuity measures and will be updated as necessary:

- A. Emergency Telephone Numbers
- B. Building Emergency Exit Plan

The following response procedures are to be used in case of a corresponding emergency (additional procedures / precautions may be added for individual office branches and camps):

- C. Fire
- D. Serious Injury or Illness
- E. Earthquake
- F. Flooding
- G. Bomb Threat
- H. Angry or Hostile Encounter
- I. Active Shooter or Attacker / Robbery

A. Emergency Telephone Numbers

- **Use land line/hardwired phone when possible**

- (a) Local Fire Department 911
- (b) Local Police Department 911
- (c) Local Emergency Medical Services (EMS) 911

- **Non-Emergency Numbers**

- (1) Local Fire Department 626-256-8181
- (2) Local Police Department 626-256-8000
- (3) Local Occupational Medical Center Regal Medical 626-446-8492
- (4) Landlord / Property Management contact Nic@samuelsonandfetter.com 626-305-5530

James 909-568-1584

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- (5) Company Main Contact #1 Monica@samuelsonandfetter.com 626-305-5530

- (6) Company Main Contact #2 James@samuelsonandfetter.com 626-305-5530

MT SIERRA COLLEGE will also retain *an emergency contact list* for all current employees in case a mass notification regarding an emergency needs to be made or if to check up on employees and confirm their status following an emergency.

An emergency contact list may be further expanded to include commonly used vendors, partner organizations, and current clients.

B. Building Emergency Exit Plan

The Building Emergency Exit Plan is to be posted in each area to illustrate the proper and exact evacuation routes to be taken. The Building Emergency Exit Plan illustrates all exits, all fire extinguisher locations, and all doors that are to remain unlocked during business hours. This drawing will also emphasize the inside hallways which should be occupied during any tornado or high wind alert decreasing the chance of injuries occurring from broken glass.

C. Fire

1. Regardless of the size of the fire, the following action points must be accomplished immediately in the order listed.

2. Action Points:
 - a. Alert all individuals on premises through the throb light / sound alarm or other available means that there is a fire in the building.
 - b. Call the fire department and initiate an evacuation.
 - c. Assist any physically challenged personnel, underage children, and visitors.

3. Exit the building in a safe and orderly fashion and assemble at a pre-designated location.

4. Once outside the building, await the arrival of the Fire Department and advise them to the location of the fire.

5. Take a head count of all evacuated individuals.

D. Serious Injury or Illness

1. In case of a serious injury or illness, employees will be expected to assist to the best of their abilities with accommodating an injured individual or at least by following directions and alerting emergency services by promptly calling 911 (preferably from a landline phone).

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2. Employees that have been trained to administer CPR, deploy portable defibrillators, and perform basic first aid may **ONLY** do so after calling 911 and notifying emergency services.
3. Employees will be instructed on where the first aid kits are stored on-site and what the contents are.

E. Earthquake

DUCK, COVER, AND HOLD

1. During an earthquake, *duck* or drop to the floor, take *cover* under a sturdy desk or table, and *hold* onto it so that it doesn't move away from you. Wait there until the shaking stops.
2. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades, and architectural details are the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside.
3. Do not try to run outside or to another room--severe shaking will make it difficult to move. Duck, cover, and hold--wherever you are. Doorways are no safer than elsewhere in the work place. If the building actually begins to collapse, you are safest under a sturdy piece of furniture that can shield you from falling debris.
4. Begin evacuating the premises once the shaking stops and no noticeable aftershocks are occurring. Beware of any falling debris. Do not return back inside the building.

F. Flooding

1. Alert all individuals in the vicinity that the flash flooding warning was issued via emergency notification system or if large pools of standing water are visible around the building.
2. In an orderly fashion, head for the higher ground, or, only if safe to do so, release the staff for the day as long as local traffic conditions permit.
3. Take a head count of all evacuated individuals (or those sheltering within the building).

G. Bomb Threats:

1. Stay calm and keep talking
2. Signal a co-worker to contact police or security
3. Call police
4. Quietly let others know to evacuate building
5. Exit building and assemble in pre-designated area.
6. Assist all physically challenged personnel or visitors
7. Ask caller to repeat message and write it down.

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8. Listen for background noises and write down what you hear
9. Write down whether it is a man or a woman; pitch or tone of voice or accent
10. Try to gather caller's name, location and phone number.
11. Call paramedics and/or ambulance and/or fire department if needed

H. Angry or hostile encounter:

1. Stay calm
2. Listen attentively
3. Maintain eye contact
4. Be courteous and patient
5. Do not argue or make statements that will intensify anger
6. Do not make phone calls yourself
7. Discretely signal a co-worker or supervisor for help

I. Active Shooter or Attacker / Robbery:

1. Attempt to evacuate as quickly as possible and contact 911
2. If unable to evacuate and inside an office, stay there and secure the door
3. If unable to evacuate and in a hallway, get into a room and secure the door
4. If outdoors during an attack, stay low to the ground and continuously seek cover / shelter
5. If approached by an armed person, stay calm, maintain eye contact, and stall for time
6. Keep talking but follow instructions of the person with the weapon.
7. Do not risk harm to yourself or others.
8. Give them any possessions they are demanding.
9. Watch for a safe chance to escape, then contact security or police

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**APPENDIX C
FIRE PREVENTION PLAN**

Scope and Application: This section applies to a business fire prevention plan as presently required by Cal-OSHA. Whenever the office space undergoes any maintenance, repairs, or build-up during which new fire hazards may arise, the contracted vendor will be responsible for notifying all affected **MT SIERRA COLLEGE** employees and applying necessary fire hazard controls.

Definition – Fire Prevention can be defined as the correction of unsafe practices (employee performance errors) or unsafe conditions (management system failures) which could result in fires. Unsafe practices and unsafe conditions which each employee must be aware of include:

- (i) Unsafe smoking procedures
- (ii) Unsafe electrical equipment
- (iii) Poor housekeeping or improper inspections
- (iv) Use of open flame or heat sources (i.e. candles and space heaters)

Each employee must constantly be on the alert for fire hazards and take immediate corrective action on any unsafe practice or condition they observe during regular business operations. Basic fire hazard prevention in an office shall include but not be limited to:

- (1) All flammable materials shall be stored in an approved cabinet.
 - (2) No smoking will be permitted on premises.
 - (3) All electrical appliances must be placed in a safe location, away from combustible materials.
 - (4) All electrical breaker boxes will be provided with at least 3 feet of clearance space.
 - (5) All appliances must be Underwriter’s Laboratory or Factory Mutual approved.
 - (6) The appliance must be in proper working order with electrical cords and plugs in good condition. Periodic inspections on the condition of the appliance must be conducted monthly.
 - (7) If the unit develops cords with frayed wiring, defective plugs, or other defects, it must be taken out of service immediately.
 - (8) Provide designated smoking areas with proper equipment.
 - (9) Before the repaired unit is returned to service, safety personnel must approve it.
- (3) **Housekeeping:** The employer shall control accumulation of flammable and combustible waste material and residues so that they do not contribute to a fire emergency. The housekeeping procedures are as follows:
- (i) Accumulation of all types of dusts should be cleaned at regular intervals from motors, electrical panels, overhead pipes and beams, and any place combustible materials are stored.
 - (ii) All trash cans inside and outside are to be emptied on a weekly basis. No cardboard,

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wood pallets, or paper refuse is to be thrown on the floors or areas near where combustible materials are stored.

- (iii) No items will be stored in a manner that will obstruct passageways leading out of the building and prevent safe evacuation in an event of an emergency.
- (4) **Training.** Employees will be trained on common fire hazards found in an office environment and means to control these hazards. This training is to occur:
- (i) Initially when the plan is developed
 - (ii) Whenever the employee's responsibilities or designated actions under the plan change
 - (iii) Whenever the plan is changed
 - (iv) Whenever a new employee hired
- (5) **Maintenance.** The employer will regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

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APPENDIX D – COMPANY VEHICLES EMERGENCY PROCEDURES

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - a. Call for medical aid if necessary.
 - b. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
 - c. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - d. Necessary information to obtain includes: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
3. Provide the other party with your name, address, driver's license number, and insurance information.
4. Immediately report the accident to the Director of Human Resources. Provide a copy of the accident report and/or your written description of the accident to your manager.
5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

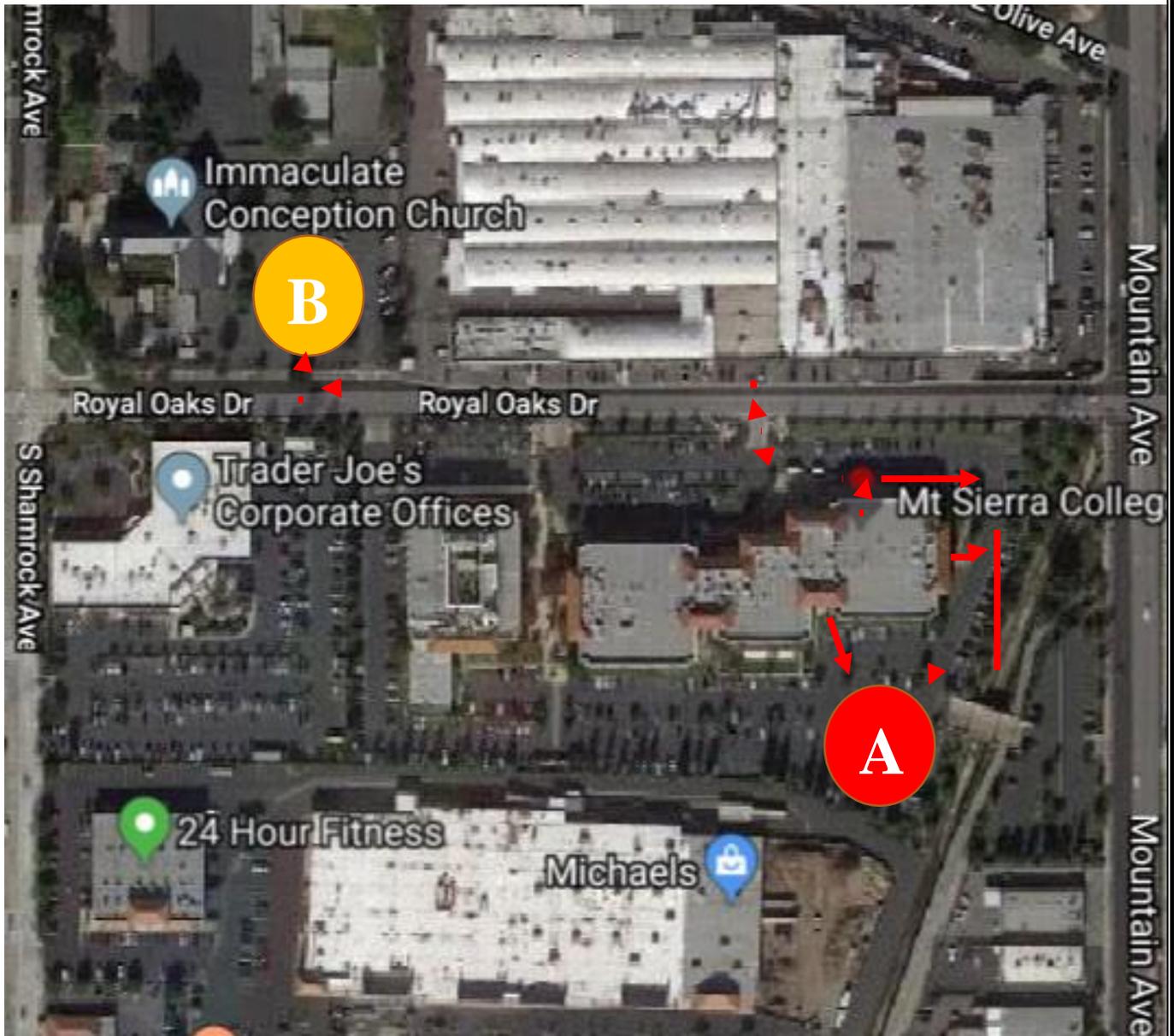
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Appendix E: Evacuation Map

Safe Zone A is in the parking lot, east towards Mountain Ave and is before the wash bridge. Exit the building and head towards the student parking area just to the right of the bridge. This will act as the primary evacuation site.

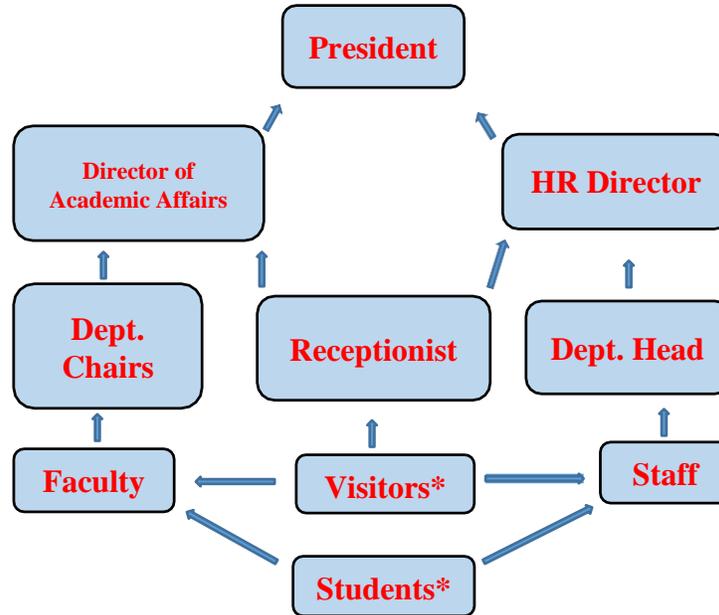
Safe Zone B is in the Immaculate Conception Church's parking lot on the corner of Royal Oaks Dr. and Shamrock Ave. This will be used for instances such as an active shooter or when relocating further away from the building is advisable.

The direction of your exit will depend on which is closest and safest.



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Chain of Command Contact List



**Visitors and Students should generally report to whom they are with at the time.*

Department Heads:

President:	Brian Chilstrom	(909) 680-8813
Dir of AA:	Valerie Shay	(630) 777-1333
HR:	Nancy Feng	(626) 400-3894
Admission:	Daniel Banyai	(818) 515-0669
Business:	Violet Grundy	(909) 815-7252
FA:	Lida Castillo	(562) 755-6440
Facility:	Vincent Medrano	(626) 201-6060
IS Dept.:	Tim Peterson	(626) 475-2511
Security:	Mario Ramos	(818) 445-7087
HR:	Rhinda Thomas	(626) 367-7020

Department Chairs

Chair (IT): Leonard Gonzalez (626) 253-9725

The President or Vice President will exit the property and wait for the proper authorities to arrive. Leadership is the final contact to ensure all students, staff, and faculty are safe and accounted for.

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During an evacuation, everyone should evacuate as quickly and calmly as possible.

All staff will be expected to escort any persons they come across, as they evacuate, to the Safe Zones. They should be instructed not to take any items and not to go to their cars. *Car use may cause more hazards and impact emergency services.*

Students should stay with their class and make every effort to find their instructor when they reach the Safe Zone.

Faculty should account for all their students or visitors and report to their Department Chair.

Staff should report to their department head or manager and account for any visitors they have.

Visitors should be escorted and guided to the Safe Zones and be accounted by whom they are with.

Department Chairs should account for instructors and students and will report to the Vice President.

Department Heads should account for all staff and visitors and report to the Director of Human Resources.

The Vice President and the Director of Human Resources are responsible for collecting reports of present, missing, and injured persons. Reports will then be given to the College President.

The College President will report missing and injured persons to emergency services.

HR & IS Staff & Faculty Contacts

- Insperity - will have remote access to employee contact information.
- Brivo – may run online reports (remotely) for attendance and campus presence.

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Appendix F: TRAINED EVACUATION PERSONNEL

Brian Chilstrom	President
Valerie Shay	Director of Academic Affairs
Timothy Peterson	Information Services Lead
Rhinda Thomas	Human Resources Assistant
Nancy Feng	Human Resource Director
Lida Castillo	Financial Aid Director
Violet Grundy	Accounts Payable Manager
Vincent Medrano	Facilities Manager

To ensure emergency response and evacuation procedures, the Emergency Committee meets bi-yearly in November and May to plan and prepare for the December and May drills which occur the 2nd Friday of the respective months. In addition, the committee meets to discuss outcomes of test drills to modify plan and procedures accordingly. All new faculty and staff are trained during their faculty onboarding; safety procedures are reviewed at the end of the terms in the Faculty & Staff mandatory End-of-Term In-Service; and students will receive copies of the Emergency Action Plan procedures during their new student orientation.

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Appendix G: FIRE PROCEDURES

IF YOU DISCOVER SMOKE OR FIRE:

1. **LIFE SAFETY:** If the fire is in an occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing (but not locking) doors as you leave the area.

2. **NOTIFY:** Activate the nearest manual pull FIRE ALARM and call the Fire department by dialing **9-1-1**. You may use (626) 256-8120 as a secondary emergency number if a problem occurs with the 911 system. **Always dial 9-1-1 first.**

Give the following information:

- ✓ I want to report a fire at: Mt. Sierra College, 800 Royal Oaks Dr Suite 101.
 - ✓ Cross streets are Royal Oaks Drive and Mountain Ave.
 - ✓ Give the floor number (if known)
 - ✓ The call-back telephone number is **(818) 445-7087 (Security, Alaris Security, Inc)**
 - ✓ Provide any other information requested by the dispatcher
 - ✓ DO NOT HANG UP THE TELEPHONE UNTIL THE DISPATCHER DOES
3. Call Security at (818) 445-7087 to report your actions.

 4. RETURN TO THE FIRE and use a fire extinguisher to control or extinguish the fire **ONLY IF IT IS SAFE TO DO SO.**

 5. **REMOVE OCCUPANTS FROM ADJOINING AREA:** Go to the nearest safe exit or stairwell and evacuate the floor/building to the nearest Safe Refuge Area.

**THE SAFE REFUGE AREA FOR THIS BUILDING IS
PARKING LOT**

Note: This may change depending on the type and location of the emergency

6. **If evacuation of the building is called for:**
 - ✓ Go to the Parking LOT

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- ✓ Keep well away from the building and Fire Department operations.
- ✓ Check in with your Department Supervisor.
- ✓ Fire Department, Building Management, or Security will inform you when it is safe to return to your workplace.

FIRE PROCEDURES

AT THE SOUND OF A FIRE ALARM OR PUBLIC ANNOUNCEMENT:

1. Remain calm but react immediately.
2. When leaving your office, feel the doors before opening them, and do not open any that are hot. Remember close the doors behind you, but don't lock them.
3. Do not return to the office for personal belongings.
4. If smoke is present, stay low. The best air is near the floor. Do not attempt to run through heavy smoke or flames.
5. **DO NOT USE THE ELEVATORS.** If you are in an elevator when the alarm sounds, do not push the emergency stop button.
6. Proceed to the nearest stairwell and immediately evacuate the floor/building. Exit the building to the safe refuge area.

NOTE: You may be called upon to assist the supervisor with physically challenged on your floor.

IF YOU ARE TRAPPED IN YOUR OFFICE:

1. Wedge a cloth material along the bottom of the door to keep out smoke.
2. Close as many doors as possible between you and the fire.
3. **CALL 9-1-1** (you may use (626) 256-8120 as a secondary number if a problem occurs with the 9-1-1 system. **ALWAYS DIAL 9-1-1 first**):

Give the following information:

- ✓ I want to report a fire at 800 Royal Oaks Dr. Suite 101 Monrovia, CA 91016.
- ✓ Cross streets are Royal Oaks Dr. and Mountain Ave.
- ✓ The call-back telephone number is the number you are calling from.
- ✓ Describe your situation to the dispatcher.
- ✓ **DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER DOES.**

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NOTE: Smoke detectors are provided for your personal safety. Anyone who willfully or maliciously tampers with, damages, breaks or removes any required smoke detectors shall be guilty of a misdemeanor. (L.A.M.C. Sec. 57.112.05)

Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. (P.C. 148.3).

EVACUATION

Evacuation Definitions:

EVACUATION or RELOCATION is the emergency movement of building occupants to a safe location, either within or outside the building. By conducting an orderly evacuation, utilizing trained personnel, occupant safety will be enhanced.

EVACUATION: To withdraw from a place in an organized way, especially for protection.

RELOCATION: The movement of occupants across floors to stairwells or up and down stairwells, to a safe refuge area(s).

RELOCATION OF METHODS:

The “Rule of Five” says that if an alarm is activated on one floor, evacuate five. This means the original floor alarm, two floors above, and two floors below. Depending on your proximity to ground level, you may evacuate completely outside. Otherwise, each of the moving floors will proceed down at least five floors a piece. (Example: Floor #20 moved down to floor #15, floor #19 moves down to floor #14 and so on.)

If additional floors require evacuation, they will be ordered to do so by the fire department.

While it is usually advisable to go downward in a building during an alarm, there are times when it may become necessary to go to an upper floor or to the rooftop. This should only be done if lower floors are untenable due to heat and/or smoke, or if directed by the Building Staff or Fire Department.

OUT OF BUILDING EVACUATION SITE (Safe Refuge Area) is in the parking lot or other locations as directed by the Safety Director or Fire Department.

Once at the Safe Refuge Area, Floor Wardens or their designee will take head count to confirm all occupants have evacuated their floor, or to determine any discrepancies.

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The results of this head count will be reported to the Fire Safety Director at the Security Console or place of refuge.

EVACUATION

Physically Challenged Occupants

Any person with disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered “physically challenged.” This may include, but not limited to:

- ✓ Persons confined to wheelchairs
- ✓ Persons dependent on crutches
- ✓ Persons recovering from surgery
- ✓ Persons with significant hearing or sight impairment
- ✓ Extreme cases of obesity
- ✓ Pregnancy

Physically challenged could be further defined as anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building.

Those occupants who are physically challenged must request assistance, in writing, from the Office of the Building. While the list is not made available to the general public, it is accessible, so the Building cannot guarantee total privacy. This information will only be used to provide safe and quick evacuation in emergency conditions or drills.

The supervisor for the floor of the physically challenged occupant will be given this information, in order to identify a minimum of two (2) Assistant Monitors. The Assistant Monitors will then work with the physically challenged occupant to determine how they can best help the occupant in an emergency evacuation.

Evacuation Techniques for the Physically Challenged

The following pages give a few examples of transporting a person to an exit.

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Appendix H: EARTHQUAKE PROCEDURES

BEFORE AN EARTHQUAKE OCCURS:

Following are some of items to consider before an earthquake, which might reduce the risk of injury and property damage:

DUCK/COVER/HOLD – Determine ahead of time the safest location for you to take cover. Keep the area underneath your desk clear of clutter, so there is room for you to take cover.

WINDOWS/GLASS – If your work station is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass. Drapes or blinds over windows greatly reduces risk of being injured by flying, broken glass.

HEAVY OBJECTS – If your work station is near a temporary wall, partition, tall filing cabinets or shelves, make sure it is securely anchored.

LOOSE OBJECTS – Most injuries sustained in earthquakes are caused by flying loose objects. If you have material stored on top of cabinets to shelves, determine if these items should be secured or moved to a safer location.

EMERGENCY EXITS – Make sure that boxes and other items are not stacked in the halls or near an Emergency Exit. Those items will shift and fall in an earthquake, blocking your exit.

IF AN EARTHQUAKE OCCURS:

- DUCK:** Immediately duck down close to the floor and seek cover.
- COVER:** Take cover under a table, desk, other sturdy furniture or stay close to an interior wall and cover your head and neck with your arms. Avoid light fixtures, skylights, shelves, file cabinets, or glass windows.
- HOLD:** If you are under something, hold tight onto it and be prepared to move with it.

Remain in the HOLD position until all of the shaking has stopped!

NOTE: Do not run for a doorway for protective cover. Ducking under a sturdy surface is safer. If the doorway is your only option, drop down to the floor and brace yourself so your back is to the doorjamb, where the door is hinged to the frame. While the door can still swing and pinch your back, your hands will not be injured.

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EARTHQUAKE PROCEDURES

AFTER THE SHAKING STOPS:

1. Keep calm. Do not go outdoors, unless there is immediate danger from fire or signs of severe structural damage. You are in greater damage outside from falling glass and debris. Instead, make the area safe for aftershocks and “shelter in place”, unless instructed otherwise by the building’s HR/ Safety Director or your Department Wardens.
2. Check your area for hazards, injuries, missing or trapped people and report what you find to your Floor Warden. They will report all findings to the HR/Fire Safety Director.
3. If trained, render first aid. If not trained, assist those rendering aid.
4. Cooperate with your Floor Warden. The Floor Warden may need you to assist in making the area safe for aftershocks by moving items that did not fall in the initial earthquake but may fall in an aftershock. Clear emergency exits, **ONLY IF SAFE TO DO SO.**
5. If a fire occurs, activate the nearest fire alarm pull station (as the system may still be functional).
6. Refrain from using the telephone, except to report life-threatening emergencies.

NOTE: If you are handicapped and non-ambulatory, remain in your permanent work location and wait for your Assistance Monitor.

EARTHQUAKE PROCEDURES

ELEVATOR INFORMATION

The elevators in the MSC building have a seismic-sensor alarm that is activated whenever there is significant ground motion. If the elevator is moving when this occurs, it will stop at the next floor. All elevators will open their doors and cease operations. Technicians must manually reset the seismic-sensor alarm and will only do so once the elevator has been inspected and found undamaged.

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IF YOU ARE IN AN ELEVATOR IN AN EARTHQUAKE:

1. Duck down, cover your head and neck with your arms, and wait for the shaking to stop.
2. The elevator will continue to the next floor, stop, and doors will open.
3. Get off the elevator and exit the building.

IF YOU ARE IN AN ELEVATOR THAT GETS STUCK:

1. The elevator will provide you with a level of protection from falling objects. The elevator is designed not to fall down the shaft.
2. If you have a medical or other emergency, press the EMERGENCY CALL button to activate the intercom to Security, and state the nature of your emergency.
3. Building personnel will contact each elevator car as quickly as possible and advise you about how you will be rescued.

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Appendix I: OTHER EMERGENCIES

This section outlines the procedures to be followed for the following emergencies:

- ✓ Air Crash
- ✓ Bomb Threat
- ✓ Medical Emergency
- ✓ Power Outage

In each of these events the Director of Human Resources is responsible for assuming the role of Incident Commander and activating the MSC Command Post in the Security breakroom and adjoining offices (depending on the particular needs of the emergency). The HR/Safety Director and Building Staff are responsible for initiating emergency response efforts per the procedures established in the Disaster Response Plan.

**Mt Sierra College
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OTHER EMERGENCIES

Air Crash

1. If you observe an Air Crash, you should immediately notify the fire department by calling 9-1-1. You may use (626) 256-8120 as a secondary number if a problem occurs with the 9-1-1 system. **ALWAYS DIAL 9-1-1 first**:

Give the following information:

- ✓ I want to report an Air Crash at Mt. Sierra College 800 Royal Oaks Drive Suite 101 Monrovia , CA 91016
 - ✓ Cross streets are Mountain and Royal Oaks Ave.
 - ✓ The call-back telephone number is **(818) 445-7087 (Security)**
 - ✓ Provide any other pertinent information available as requested by the dispatcher regarding victims, hazards such as fires or gas leaks, etc.
 - ✓ **DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER DOES.**
2. Call Security at (818) 445-7087 and report what has occurred.

IF YOU ARE IN A BUILDING THAT HAS BEEN DAMAGED OR HAS CAUGHT FIRE FROM THE AIR CRASH:

1. Immediately check yourself for injuries.
2. Check fellow workers to see if they require medical assistance and the nature of their injuries.
3. Do not attempt to move seriously injured persons, unless they are immediate danger from further injury.
4. Follow the instruction of the supervisor.
5. Check for trapped persons.
6. Check for hazardous conditions, such as fires, gas leaks, and downed electrical wires and barricade, if possible.
7. Reports any dangerous conditions you find the supervisor.
8. If directed to so do by the supervisor or Building Staff, begin evacuating using the procedures outlined in the Fire Procedures section of this manual.

REMEMBER...There may be life-threatening hazards from the secondary explosions.

OTHER EMERGENCIES

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BOMB THREAT

IF YOU RECEIVE A BOMB THREAT CALL:

1. Attract the attention of a co-worker. Have your co-worker call 9-1-1 (you may use (626) 256-8120 or (626) 256-8000 as a secondary number if a problem occurs with the 9-1-1 system) to request the call on your line be traced and for local Law Enforcement to respond.
2. Get as much information from the caller as possible about the bomber's location, type and time of detonation.
3. Ask about the bomb's appearance and who placed it.
4. Listen for back ground noises or distinguishing voice characteristics that might aid Law Enforcement.
5. Once the call is complete, confirm that 9-1-1 has been notified.
6. Call the Building Security at (818) 445-7087 and inform them of the situation.
7. Survey your immediate work area and report any suspicious items to Building Security. Do not touch a suspected bomb or unusual device.

IF A SUSPICIOUS PACKAGE OR DEVICE IS FOUND:

1. DO NOT TOUCH A SUSPICIOUS OBJECT. Make sure the object is not moved or covered and note its description and exact location.
2. Call Security at (818) 445-7087 and report what has occurred.

NEVER USE A RADIO OR CELL PHONE DURING A BOMB THREAT SITUATION.

3. Only initiate evacuation procedures at the direction of the HR/ Safety Director, Corporate Security or Law Enforcement. Assist the Floor Wardens in evacuation the affected area, using the procedures outlined in the Fire Procedures section of this manual.

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OTHER EMERGENCIES

MEDICAL EMERGENCY

WHEN NOTIFIED OF A MEDICAL EMERGENCY:

1. Survey the scene; determine if it is safe for you to help.

Do not attempt to move seriously injured persons, unless they are in immediate danger of further injury.

2. If trained in first aid, do a primary survey to confirm the airway is open, the victim is breathing and they have good circulation.
3. Call, or direct someone to call the Fire Department by dialing 9-1-1. You may use (626) 256-8120 as a back-up emergency number if a problem occurs with the 9-1-1 system. **Always dial 9-1-1 first.** Give them the following information:

- ✓ I want to report a medical emergency at: Mt. Sierra College, 800 Royal Oaks Drive, Suite 101 Monrovia, CA 91016
- ✓ Cross streets are Royal Oaks Drive and Mountain Ave.
- ✓ The call-back telephone number is **(818) 445-7087**

Be prepared to give the following information:

- ✓ Victim's age and sex
 - ✓ Victim's location
 - ✓ Nature of the medical emergency
 - ✓ What help, if any, is being given
 - ✓ Provide any other information requested by the dispatcher
 - ✓ DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER DOES
4. Call, or direct someone else to call the building Security at (818) 445-7087 and provide them with the same information provided to 911. Security will arrange for personnel to escort the Fire Department to the scene when they arrive.
 5. If victim is in a life-threatening condition, and you are trained in emergency first aid, provide the victim immediate care (e.g. rescue breathing, CPR, pressure bandage)

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6. If victim is not in a life-threatening condition, provide basic first aid as needed and stay with the victim until the Fire Department arrives.

OTHER EMERGENCIES

POWER OUTAGE

If there is a power outage in the building, building emergency power will light the common areas of the building sufficiently for a safe evacuation. Life safety systems will remain fully functional.

WHEN A POWER FAILURE OCCURS:

1. Instruct your staff and occupants in your area to remain calm and assemble in the common area in front of your office.
2. Turn off all light switched except one. Turn off or unplug the power to electrical equipment (e.g. copiers, computers, coffee pots).
3. Stay near your office area and wait for further instructions from the supervisor or Building emergency personnel.

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Appendix J: SUPPLEMENTAL

Fire Drills

Introduction

The City of Los Angeles Fire Code requires mandatory fire drills be conducted on all individual floors at least once per year. All occupants of the Building, including visitors, must participate in the evacuation. Mt. Sierra College fire drills will be scheduled by Emergency Personnel yearly.

All occupants should be relocated to their designated Safe Refuge Area. This will allow occupants to become familiar with their nearest exit, what their evacuation routes are to their Safe Refuge Area, and how communications will be established between those areas and the central alarm and control facility.

Fire Drills are required by the Los Angeles Fire Code Section 57.11.19C.

57.33.19C. Fire Drills: A minimum of one fire drill annually on individual floors is mandatory. Total building evacuation is not required. Documentation of all fire drills on Fire Department approved forms shall be maintained by the HR/ Safety Director. Fire drills may be scheduled in advance, with a notice posted to all tenants. All building occupants are required to participate in the fire drills. Buildings that have stair shaft doors locked for security reasons shall include in the evacuation plan provisions that will allow safe horizontal egress from the stair shaft during a drill or emergency evacuation.

Upon notification of fire, conduct of any fire drill, upon activation of the fire alarm, or upon the orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

All building occupants are required to participate in the fire drills.

Any violation of this section may result in a criminal misdemeanor filing.

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**BY ORDER OF THE
LOS ANGELES FIRE DEPARTMENT
EVACUATION ASSISTANCE REQUEST**

If you have any physical condition, temporary or permanent, that may hinder you in the event that your area must be evacuated, please provide the following information to your Department Warden and/or to Human Resources. They will then assign people who will assist you in the event of an evacuation.

NAME: _____
DEPARTMENT: _____
PHONE: _____
SPECIAL NEEDS: _____ _____ _____ _____
INCLUSIVE DATES (if applicable):

Photocopy this page, or tear out and give to your Department Warden and/or Human Resources.

**Mt Sierra College
Emergency Action Plan**

BOMB THREAT REPORT

Description Detail Report

Questions To Ask:

- | | |
|--|----------------------------|
| 1. When is this bomb going to explode? | 6. Did you place the bomb? |
| 2. Where is it right now? | 7. Why? |
| 3. What does it look like? | 8. What is your address? |
| 4. What kind of bomb is it? | 9. What is your name? |
| 5. What will cause it to explode? | |

Exact wording of threat:

Sex of Caller:	Race:	Age:	Length of Call:	Number at which call is received:	Time:	Date:

Caller's Voice:

- | | | | |
|---------------------------------------|--------------------------------------|---------------------------------|--------------------------------|
| <input type="radio"/> Calm | <input type="radio"/> Stutter | <input type="radio"/> Slow | <input type="radio"/> Deep |
| <input type="radio"/> Loud | <input type="radio"/> Deep Breathing | <input type="radio"/> Normal | <input type="radio"/> Accent |
| <input type="radio"/> Nasal | <input type="radio"/> Excited | <input type="radio"/> Raspy | <input type="radio"/> Soft |
| <input type="radio"/> Clearing Throat | <input type="radio"/> Crying | <input type="radio"/> Disguised | <input type="radio"/> Slurred |
| <input type="radio"/> Angry | <input type="radio"/> Lisp | <input type="radio"/> Rapid | <input type="radio"/> Ragged |
| <input type="radio"/> Laughter | <input type="radio"/> Cracked Voice | <input type="radio"/> Distinct | <input type="radio"/> Familiar |

Background Sounds:

- | | | | |
|---|-------------------------------------|---------------------------------|--|
| <input type="radio"/> Street Noise | <input type="radio"/> Animal Noises | <input type="radio"/> Clear | <input type="radio"/> Office Machinery |
| <input type="radio"/> Music | <input type="radio"/> House Noises | <input type="radio"/> Motor | |
| <input type="radio"/> Factory Machinery | <input type="radio"/> Voices | <input type="radio"/> PA System | |
| <input type="radio"/> Long Distance | <input type="radio"/> Local | <input type="radio"/> Static | |
| | | <input type="radio"/> Booth | |
| | | <input type="radio"/> Other: | |

Threat Language:

- Well Spoken
- Accent
- Message read by threat maker
- Foul
- Incoherent
- Irrational
- Taped

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REVISION
M:02
D: 07
Y: 2019