



EMERGENCY ACTION PLAN

2017-2018

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**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

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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.

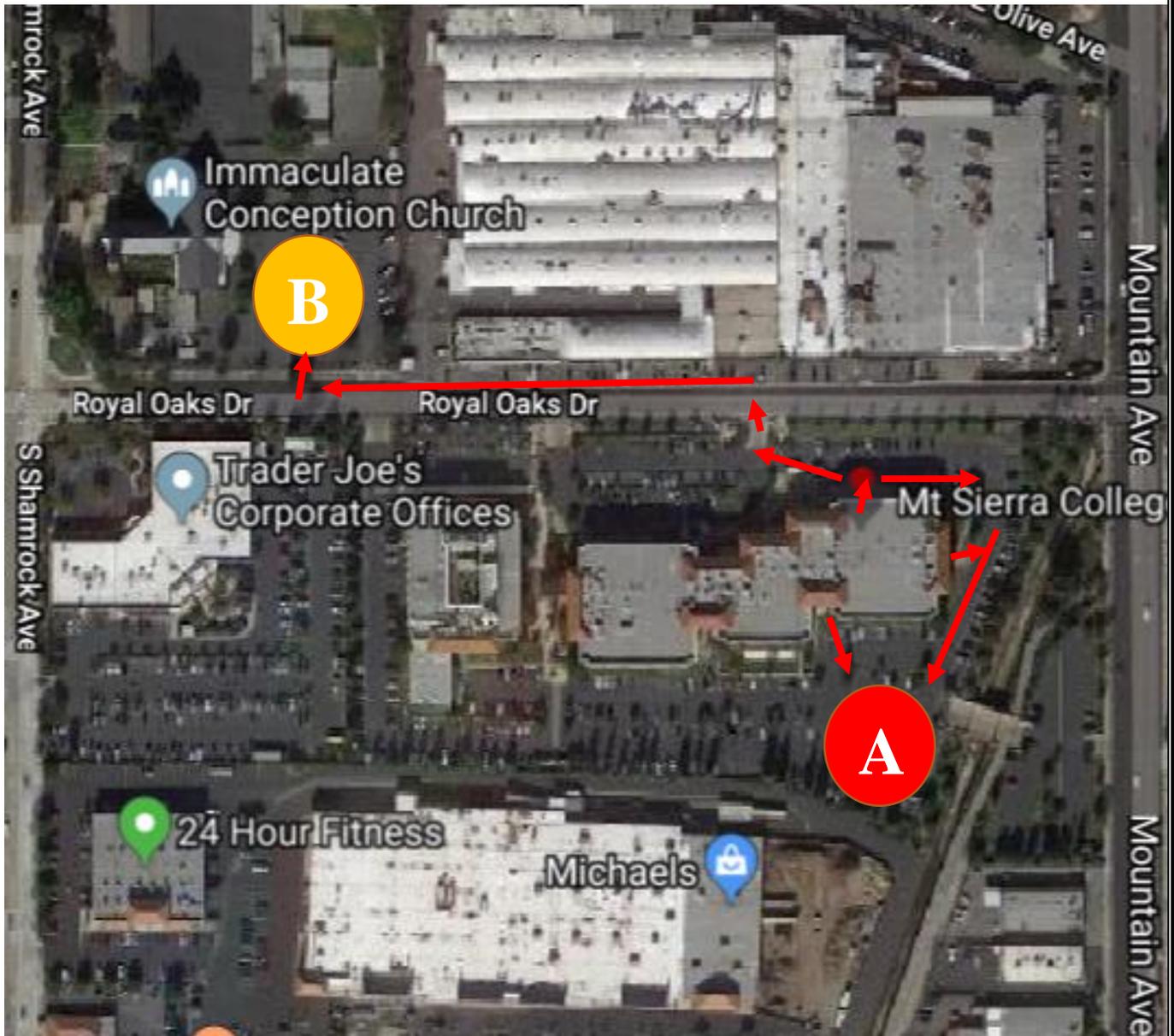
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Appendix E: Evacuation Map

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.

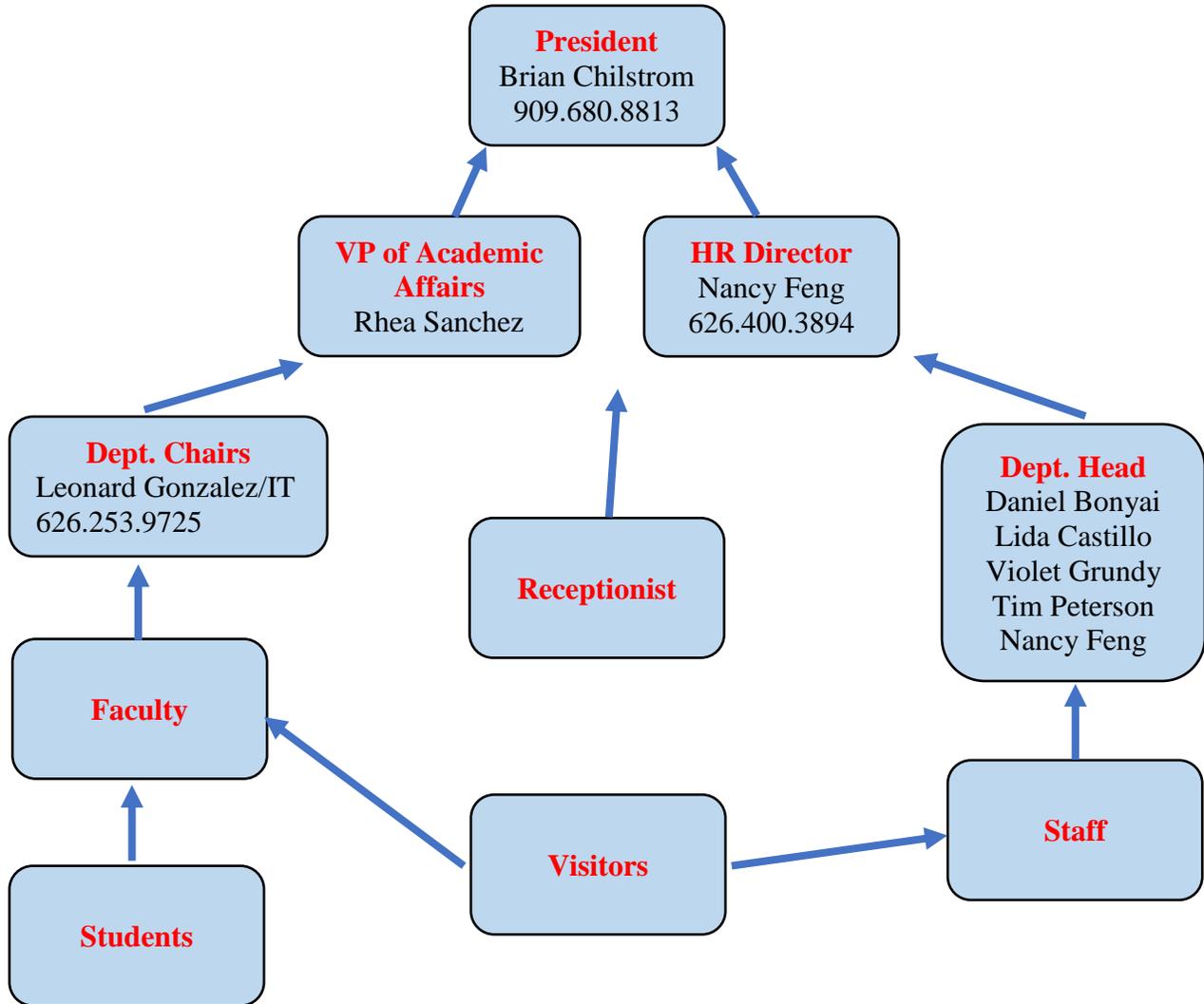
Safe Zone B is in the Immaculate Conception Church's parking lot on the corner of Royal Oaks Dr. and Shamrock Ave. This will be used for instances such as an active shooter or when relocating further away from the building is advisable.

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



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Chain of Command Contact List



Additional Contacts

Business:	Violet Grundy	(909) 815-7252
FA:	Lida Castillo	(562) 755-6440
Facility:	Vincent Medrano	(626) 201-6060
HR:	Rhinda Thomas	(626) 367-7020
IS Dept.:	Vanessa McNamee	(626) 673-3788
IS Dept.:	Tim Peterson	(626) 475-2511
Security:	Mario Ramos	(818) 445-7087

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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.

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

- Insperty - 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
Dr. Rhea Sanchez	Vice-President 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
Vanessa McNamee	Information Services Assistant
Vincent Medrano	Facilities Manager
Valerie Shay	Lead Faculty

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.

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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.

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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

