

ATI COLLEGE

**Emergency Response
&
Evacuation Procedures**

[2020 - 2021]

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PHONE NUMBERS:

Ambulance, Fire and Law Enforcement	911
Whitter Police Department	(562) 567-9200
Los Angeles County Fire Department	(562) 698-7333

ON-CAMPUS EMERGENCY CONTACT INFORMATION

Campus Director: (562) 864-0506 Extension 106	Lisa Jee
Student Advisor: (562) 864-0506 Extension 103	Julie Yang
Office Administrator: (562) 864-0506 Extension 101	Susana Espinoza

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

BUILDING EMERGENCY EVACUATION PLAN A

HOW TO REPORT AN EMERGENCY:

Call appropriate emergency number and calmly state:

- Your name
- The building and/or room (location) of the emergency
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number where you can be reached

NAME OF INSTITUTION: ATI College

PHYSICAL ADDRESS: 15141 Whittier Blvd., Suite 420, Whittier, CA 90603

*** Corner of Whittier Blvd. & Colima Rd. ***

PHONE NUMBER: (562) 864-0506

BUILDING EVACUATION:

Upon hearing the fire alarm or announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed outside the building (to the announced “safe area- parking lot”) using the planned evacuation route.
- If you can, close windows and doors as you leave.
- Instructors: take your Attendance Roster with you for a correct head count. Report IMMEDIATELY to the designaed "safe area" located in the parking lot.
- Check in with the Campus Director who will be taking a head count from individual Instructors.
- Wait for instructions from emergency response personnel.
- Do not re-enter the building until told by an official that it is safe to do so.

SAFE AREA LOCATION

1. West side entrance parking lot – go to the furthest point of the parking lot
2. East side entrance parking lot – go to the furthest point of the parking lot

BUILDING SAFETY SYSTEMS:

The building ATI College is housed will use the following safety systems:

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system.

Fire Extinguishers and Pull Stations – Pull Stations are located in the emergency stairways. Extinguishers are located in each room and office area.

Manual Alarm Pull Station- Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these alarms with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention. There are first aid kits located in the main office. One may ask the office administrator for assistance.

Locate the emergency equipment in your area and know how to use it.

EVACUATION PERSONNEL:

Evacuation Warden: Campus Director

Alternate Warden: Student Advisor

Searcher: Office Administrator

Stairway Monitor: Student Advisor, Career Advisor

Date of Last Evacuation Drill: October 8, 2019

Evacuation Drills are to be held in the first and third quarter of each year, two times annually.

EVACUATION PERSONNEL DUTIES:

Designated Evacuation Personnel Duties Will Alternate per Area

If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. A flashlight will be provided in case of a power failure.

Evacuation personnel should never be placed in imminent danger.

Evacuation Warden Duties:

1. Announce any disaster to all areas.
2. Use the whistle blower that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement.
3. Supervise assembly of Evacuation Personnel in the area.
4. Report to the Command Center.
5. Ensures all people from the area proceed to the designated meeting place to check in and announces the "All Clear" to re-enter the building.
6. "All Clear" will originate from the Command Center.
7. Report any and all problems to the Command Center.

Command Center will be the **Fire Department or other Emergency Services Vehicle**.

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Stairway Monitor Duties: May be more than one person depending on the size of the area to be searched – (Area should be searchable in 3 minutes or less).

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Notify any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Evacuation Warden that the floor/building is "Clear" and proceed to safe area.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN B**FIRE EMERGENCY**

If you discover fire or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

1. Remove/evacuate individuals away from danger, without endangering your safety.
2. Activate Alarm: Pull fire alarm at pull-box and/or call 911.
3. Confine/contain fire smoke by closing doors and windows if possible.
4. Extinguish/Evacuate:

- Extinguish fire only if you are trained to do so and only if the fire is small and manageable by using nearest fire extinguisher.
- Evacuate by nearest safe exit.
- NEVER use elevators.
- Do not run; crawl if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

5. Follow instructions for the building evacuation plan.

- Check door with the back of your hand to ensure it is cool before opening.
- Walk quickly, but **Do Not Run** - follow your instructor out of the building to the designated safe area.
- Instructors: lead your students to the designated safe area (located in the parking lots).

DO NOT RE-ENTER THE BUILDING UNTIL “ALL-CLEAR” IS ISSUED BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL!

EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN C

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these following guidelines should be followed:

Campus Director – Responsibilities:

Immediately notify the appropriate law enforcement agencies (911)

1. Secure the building:
 - Lock down suite/building, and do not let any students that are not in class enter the suite/building.
 - Alert all departments and individual classrooms of the event.
 - Command instructors to lock their classroom doors and not let students leave or re-enter.
2. Notify the College President.
3. Monitor hostage situation the best you can without doing anything to intensify it.
4. Follow instructions of law enforcement officials who will take over when they arrive on scene.

If the attacker comes in the area:

All other Faculty and Staff – Responsibilities:

1. Remain calm. Talk with the intruder in a low-key, non-threatening manner. Do not argue with or antagonize in any way.
2. Keep your distance.
3. Give the intruder ample personal space.
4. Do not attempt to deceive or threaten the intruder.
5. Suggest marching the students and/or staff quietly out the room.
6. Back off if this approach agitates the intruder.
7. Constantly be aware and prepared for violence.
8. Initiate the **Drop, Cover and Hold Action** if the intruder opens fire (see page 7 for Action instructions).

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering it may take very little to cause such persons to become violent.

If anyone begins firing a weapon on campus, the following actions should be taken:

Campus Director - Responsibilities:

1. Inform the faculty supervising students in classrooms to initiate the **Drop, Cover, and Hold Action** until the situation is resolved.
2. Immediately notify the appropriate law enforcement agencies (911).
3. Notify the College President.
4. Work in coordination with law enforcement agencies until the situation is resolved.
5. Initiate student release procedures and/or evacuation procedures if situation escalates.

All other Faculty and Staff - Responsibilities:

1. In classrooms, maintain the **Drop, Cover, and Hold Action** until the situation is resolved.
2. In open areas, move students to safer areas as quickly as possible.
3. Only in extreme cases should it become necessary to initiate the **Drop, Cover and Hold Action**; this should be done only when there is no chance for students to reach safer areas.

Designated Safe Areas:

1. In building: Common Area near the elevator and restrooms.
2. Outside the building: the furthest points of the East and West entrance parking lots.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN D

Earthquake Situation Plan

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property. During an earthquake, every person should:

Drop, Cover, and Hold Action!

Regardless of your location on campus (hallway, classroom, multi-story building or outside) it is important to know what to do and how to protect yourself in an earthquake. Practice what to do during an earthquake and teach yourself how to react automatically when the shaking starts. If you are outside when the shaking starts, get into an open area away from trees, buildings, walls, and power lines. Remain in the clear until the shaking stops. If you are on a side walk near a building, duck into a doorway to protect yourself from falling bricks, glass, plaster, or other debris. Once the shaking stops, move to a designated safe area and await instructions from the Command Center.

Procedures for those INSIDE the building:

Drop

- Drop down to the floor.

Cover

- Take cover under a sturdy desk, table, or other furniture.
- If that is not possible, seek cover against an interior wall.
- Protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

Hold

- If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it.
- Hold the position until the ground stops shaking and it is safe to move.

Do not be surprised if the fire alarm or sprinkler system is activated. Once the shaking has stopped and it is safe to move, evacuate the building as quickly as possible.

Do not use the elevators!

Additional Information:

- If you are in a **wheelchair**, stay in it. Move to cover if possible, lock your wheels, and protect your head with your arms.

Injured/Trapped:

- Once the shaking has stopped, and you have been injured or are trapped in a building/room by falling debris, yell for help to notify others of your situation. If a window is available, hang a piece of clothing out of the window to alert others of your location. Once the shaking has stopped and it is safe to move, move to your designated safe area and await instructions from the Command Center.

If you are in an automobile:

- Stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops.

After an Earthquake:

- Remain calm and be prepared for aftershocks. Be guided by emergency personnel if evacuation is ordered.

COMMUNICATION WITHIN THE COLLEGE COMMUNITY

The following strategies can/will be utilized in a crisis to communicate with the campus community:

1. For faculty and staff, mobile phones, text messaging, chat should be used to send out basic information regarding the crisis if possible.
2. If the campus network is available for use, an emergency alert message should be sent to all faculty, staff, and students via e-mail.
3. If voice and data capabilities are not available, the front desk will be used as a central on-campus location where offices and individuals should go to receive information about the emergency.
4. Printed information will be made available at this location for distribution on-campus if possible.

Strategies for Working with the Media:

1. Working quickly and proactively is imperative. Journalists tend to report the first information they get. If information is slow in-coming it invites speculative coverage.

2. The media should be given as much information as possible. When information is withheld, we run the risk of inaccurate reporting, negative editorials, and damaging future media relations.
3. All media correspondence will be handled by the Campus Director with instructions from the College President.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN E

Infectious Disease Emergency Response Plan

Infectious disease emergencies, such as pandemic influenza or novel coronavirus or bioterrorism event, have the potential to cause widespread illness and death. Infectious disease emergencies range from naturally occurring outbreaks of illness (e.g., measles, pertussis, hepatitis A, meningococcal disease) to emerging infectious diseases (e.g., SARS, avian influenza) or intentional acts of bioterrorism (e.g., anthrax). The circumstances of infectious disease emergencies vary by many factors, including type of agent, scale of exposure, and mode of transmission. Planning and preparing in advance of an infectious disease emergency is critical for an effective response.

California Department of Public Health (CDPH) has outlined four scenarios that would be considered by this institution in order to protect students, faculty, and staff as follows:

Scenario I: Measures already underway to prevent the spread of infectious disease.

Campus Director and all other administrators must immediately take steps to slow the spread of infectious diseases.

CDPH recommends implementing the following steps immediately:

- Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.
- Exclude students, faculty, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice (see CDC's Evaluating and Reporting Persons Under Investigation). Additionally, exclude those who have been in close contact with someone diagnosed with the disease from the campus for 14 days from the day of their last exposure.
- Send students, faculty, and staff who present with fever and/or respiratory infection symptoms home immediately.
- Encourage flu vaccine for those who have not had it this season.
- Develop a communications plan to use with the campus community.
- Contact your county emergency operations center if it has been established or your local public health department immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism.
- Encourage all students, faculty, and staff to take everyday preventive actions:

*Stay home when sick.

*Remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.

*Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

*Use “respiratory etiquette”.

*Cover cough with a tissue or sleeve.

*Provide adequate supplies within easy reach, including tissues and no-touch trash cans.

*Wash hands frequently.

*Provide alcohol based hand sanitizers to supplement hand washing.

*Enhance cleaning consistent with CDC guidance.

Scenario II: Measures to be taken if there are two or more community transmission cases, but no staff or students test positive.

If the local public health department has confirmed two or more community transmission cases, but no individuals (staff or students) at campus have tested positive, in addition to the items outlined in Scenario I, CDPH recommends Campus Director and administrators implement the following steps:

- Faculty and staff with any fever and/or respiratory infection symptoms should not be at work. Faculty and staff should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice.
- Consider alternates to congregate programming within the campus including any large or communal activities.

Scenario III: Measures to be taken if one student, teacher or staff member tests positive and exposed others on campus.

If one student, faculty or staff member tests positive and exposed others on campus CDPH recommends that Campus Director and administrators implement the following steps:

- Isolate the student, faculty or staff and immediately contact your local public health department immediately.

- Develop communication plans for campus closure to include outreach to students, faculty, staff, and the community.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.
- Consider developing a plan for continuity of education, medical and social services and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department.
- Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.
- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

Scenario IV: Measures to be taken if multiple students, teachers or staff members test positive.

If more than five students, faculty, or staff on a campus test positive for COVID-19, the Campus Director and administrators should consult with local public health officials for guidance on closing the campus.

- In consultation with the local public health department, the campus director may determine campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.
- Develop communication plans for campus closure to include outreach to students, faculty, staff, and the community.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.
- Consider developing a plan for continuity of education, medical and social services, and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department.
- Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.

- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.

SAFETY COMMITTEE

The Campus Director of ATI College is charged with the responsibility of facilitating a high degree of safety awareness on campus and assessing the effectiveness of safety policies.

EMERGENCY PLAN REVIEW

College Emergency Response Plan shall be reviewed when the evacuation drills are held and revisions, if any, shall be published immediately.

DRILLS AND EXERCISES

Fire and Disaster Drills shall be conducted from time to time to assess the adequacy of current plans and to evaluate the response of faculty, staff, and students. A campus-wide disaster drill model shall be reviewed twice annually.

ATI COLLEGE

15141 Whittier Blvd., Suite 420, Whittier, CA 90603

TEL. 562-864-0506

FAX. 562-8647806

EMAIL. INFO@ATI.EDU

Campus Crime / Incident Report Form

- According to the Higher Education Act, or 20 U .S.C. 1092 now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ATI COLLEGE must collect certain campus crime statistics. This law applies to certain crimes reported to the police and other campus officials.

The details of this report will not be made public. Only the number of crimes occurring will be released. Your name will not be released. It is not required for the report, but it will help ensure the crime is not counted twice.

- Date - must be mm/dd/yyyy format*Required: _____
- Time *Required: __ : __ AM or PM
- Location: _____

Please give building name, parking lot location, street name with cross streets or close address, or nearby buildings if it occurred outside.

- Crime Reported:
 - ☐ Murder
 - ☐ Burglary
 - ☐ Forcible Sex Offense
 - ☐ Liquor Violation
 - ☐ Simple Assault (only applies to hate crime reporting)
 - ☐ Manslaughter
 - ☐ Motor Vehicle Theft
 - ☐ Non-forcible sex offense

- ☐ Drug Violation
 - ☐ Robbery
 - ☐ Aggravated Assault
 - ☐ Arson
 - ☐ Weapon Violation
- Arrested for:
 - ☐ Liquor Violation
 - ☐ Drug Violation
 - ☐ Weapon Violation
- Disciplinary Referral Reported:
 - ☐ Liquor Violation
 - ☐ Drug Violation
 - ☐ Weapon Violation
- To whom disciplinary action was referred: _____
- Head Count for Liquor/Drug/Weapon Violations: _____
- Hate crime?
 - ☐ Yes
 - ☐ No
- Location Classification:
 - ☐ On-campus
 - ☐ Non-campus

- ☐ Public Property
- Law Enforcement Agency(s) the incident has been reported to:
 - ☐ None
 - ☐ Campus/Building Security
 - ☐ City of Norwalk/Los Angeles Police Department
 - ☐ Los Angeles County Sheriff's Office
 - ☐ Other
- Police Report Number: _____
- Please give a brief description of the crime to help us classify it (use back of page if necessary):

- Reporting Department: _____
- Date- must be mm/dd/yyyy format: _____
- Name of Departmental Official submitting this form: _____
- Phone: _____
- Email: _____
- Once you submit this form, in person or via email, a confirmation will be sent to you via email along with a copy for your records. If you have questions about classifying a crime or a location, contact the Police Department at (562) 567-9200 (Whittier Police Department).