



EMERGENCY RESPONSE QUICK REFERENCE

INTRODUCTION

The information guide is being disseminated to assist Los Angeles Southwest College employees and students respond to different emergencies they may confront in the course of their duties or while attending classes. This guide is a summary of the college's Emergency Response Plan. A copy of this Emergency Response Summary Plan (ESRP) is located in the office of the Vice President of Administration. This guide should be posted in a visible area where it will be immediately available during an emergency.

Please become familiar with the contents of this guide as it will serve as a quick reference for effective action in the event of an emergency. New employees and students should become familiar with the ERSP as part of the departmental orientation program.

The name of Safety Representatives and Alternates working within the building should be listed in "Safety Representatives/Emergency Numbers."

INTRODUCTION

CIVIL DISTURBANCE OR DEMONSTRATION

1. Do not interfere with a person who creates a disturbance or with authorities who have responded to the scene.
2. If a civil disturbance and/or demonstration becomes unlawful, call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311. To avoid escalating the situation, use a private office to make this call whenever possible.
3. Calmly alert all employees in the area about the situation.
4. Continue with your normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.
5. If a threat to a person or property is evident, cease operations and plan to leave the area. Lock all doors and secure all files, documents and equipment.

CIVIL DISTURBANCE OR DEMONSTRATION

CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with a criminal except in the case of self-protection.
2. If it is safe to do so, stop and take the time to get a good description of the criminal. Note their height, weight, sex, race, approximate age, clothing, direction of travel as well as his or her name if it is known. This information is of the utmost help to investigating officers. If the criminal is entering a vehicle, note its license plate number, make, model and color as well as any outstanding characteristics.
3. Call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311. Provide your name, location and department. Advise the dispatcher of the situation and stay on the line until told to do otherwise. If you are safe in your place, remain where you are until contacted by personnel from the college Sheriff's Office.

CRIME IN PROGRESS

EVACUATION OF A PERSON WITH DISABILITIES

It is suggested that a wheelchair occupant or the person with mobility impairment should prepare for emergencies ahead of time by instructing a classmate or an instructor about how to assist him or her in the case of an emergency.

In the event of an emergency, persons in wheelchairs and other disabled individuals should observe the following evacuation procedures:

1. Flash a light on and off to alert deaf or hard of hearing persons. Write notes to them to explain what is happening.
2. All persons should move toward the nearest exit.
 - a. As a first choice, the wheelchair occupant or person with mobility impairment may use a building's elevators, but never in the case of a fire or an earthquake.
 - b. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.
 - c. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or the stairway or landing. He or she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting attention.

EVACUATION OF A PERSON WITH DISABILITIES

CHEMICAL SPILLS/FIRE

If chemicals come in contact with your skin, immediately flush the affected area with clear water. Use an emergency shower or eye wash if available, and then call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311. Provide your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.

1. If a chemical fire occurs:
 - a. Close windows and doors where the fire is located and immediately sound the building alarm.
 - b. Call the college Sheriff's Office at extension 5311.
2. If the spill is large, very smoky and/or rapidly spreading, immediately evacuate the building. Inform others in the building who may not have responded to the alarm to immediately evaluate the situation. The alarm may not continuously sound. If the alarm stops, continue to evacuate. Warn others who may enter the buildings after the alarm stops.
3. Walk but do not run to the nearest exit.
4. When fire alarms sound, do not use elevators. An elevator may become inoperative. Provide assistance to (and help carry, if necessary) all disabled persons using the stairs.
5. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by emergency personnel.
6. Notify emergency personnel on the scene if you suspect someone may be trapped inside the building

CHEMICAL SPILLS/FIRE

FIRE ALARM

1. Before a fire situation arises:
 - a. Know the location of the extinguisher in your area as well as how to use it.
 - b. Become familiar with the emergency exit plan for your department. The emergency evacuation map is posted on each floor next to the elevator.
2. Upon discovering a fire:
 - a. Close the door to the room where the fire is located and immediately sound the building's fire alarm.
 - b. Call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311. Provide your name, department and the location of the fire. Do not hang up until the dispatcher tells you to do so.
3. If the fire is small, you may wish to fight it with a fire extinguisher or the building's fire hose.
4. If the fire is large, very smoky and/or rapid spreading, immediately evacuate the building. Inform others in the building who may not have responded to the alarm to immediately evacuate. The alarm may not continuously sound. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
5. Walk but do not run to the nearest exit.
6. When fire alarms sound, do not use elevators as they may become inoperative. Give assistance to (and help carry, if necessary) all disabled persons using stairs.
7. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by emergency personnel.
8. Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

FIRE ALARM

EMERGENCY RESPONSE TELEPHONE NUMBERS

In case of an emergency, you should immediately contact the college Sheriff's Office. The office is available seven days a week, 24 hours a day to respond to an emergency.

Dial extension 5311 to reach the college Sheriff's Office from any campus phone.

- If you are using a "Code Blue" station on campus, press the emergency button to connect you directly to the college Sheriff's Office
- If you are using your cell phone, dial 323-241-5311 to connect to the college Sheriff's Office.

Please note: If you dial 911 from your cell phone or pay phone on campus, it will not connect you directly to the college Sheriff's Office, but to outside emergency services

Facilities, Maintenance and Operations (FMO)

In case of issues concerning environmental health and safety, maintenance, operating systems and custodial services, contact the Physical Plant at extension 5238 or 323-241-5238

EMERGENCY RESPONSE TELEPHONE

UTILITY FAILURE

Utility failure can occur at any time. The most common utility failure at the college are electrical power outages, which are usually brief and generally do not disrupt activities for more than a few moments. All or part of the college will be closed in the event of a major failure that poses a potential danger to members of the college community. Employees are not allowed to leave the campus until authorized to do so by the college president or designee.

1. Electrical/light failure: Most campus buildings are equipped with emergency light systems designed to provide enough illumination in corridors and stairs for safe exiting. In the event of electrical failure, call the Physical Plant at extension 5238. Provide your name, location and advise the person answering the phone about the situation.
2. If you are in an unlighted area, cautiously proceed to an area that has emergency lights or evacuate the building. Provide assistance to students, visitors and staff in your immediate area including impaired person(s).
3. Elevator failure: All elevators are equipped with emergency alarms. Stay calm. Use the intercom telephone or the emergency button. Sheriff's personal will be dispatched to the elevator for assistance.
4. Plumbing failure and flooding: Cease using all electrical equipment, vacate the area, and call facilities at extension 5238.
5. Steam line failure: Vacate the area and call facilities at extension 5238.
6. Ventilation: If smoke or burning smells come from the ventilation system, immediately vacate the area and call the college Sheriff's Office at extension 5311.
7. Telephone system failure: Should a telephone become inoperable during the course of a routine work day, send a work request to the Information Technology Department.
8. Should college telephones become inoperable during an emergency situation such as those associated with an earthquake, a runner-communication will be established. When dispatching a runner, the primary point of contact should be the Emergency Operations Center (EOC) in the Facilities FMO Building, or in another area as directed by the president or designee.

UTILITY FAILURE

BOMB THREATS

Bomb threats are usually received by telephone, and the person receiving the threat should remain calm and attempt to obtain as much information as possible from the caller by using the "Telephone threat" information listed below. Call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311. Provide your name, location and telephone number and inform the dispatcher of the situation, including any information you may have about the location of the bomb as well as the time it is set to explode and when you received the call. Then inform your supervisor and/or department head.

Suspicious Object or Package

In the event a suspicious object or potential bomb is seen on campus, do not handle the object. Immediately clear the area and call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311.

If instructed to evacuate the area move a safe distance away from the building. Move to another building that is a safe distance away if inclement weather conditions exist. Do not return to an evacuated building unless instructed to do so by emergency personnel.

Telephone threat

1. Attempt to keep the caller talking in order to get the following:
 - When will the device explode?
 - Where is the device located?
 - What does the device look like?
 - What kind of incendiary device is it?
 - Did the caller place the device?
 - Why did the caller place the device?

2. Attempt to determine and record the following:
 - Caller's speech pattern or accent,
 - Background noises and the caller's name or address from which call is being made,
 - Caller's age and sex,
 - Caller's emotional state,
 - Date and time of call.

3. Immediately contact the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311.

BOMB THREATS

EARTHQUAKE

1. During the earthquake:
 - a. Stay calm and try to calm and reassure others.
 - b. If indoors, stay indoors. Seek refuge under a sturdy desk or table. Drop to knees, clasp both hands behind neck, bury face in arms, and make the body as small as possible. Close eyes and cover ears with forearms.
 - c. If outdoors, get into an open area away from trees, buildings, walls and power lines.
 - d. Stay away from windows, shelves, heavy objects or anything that can fall.
 - e. Do not rush for exists. Stairways may be broken and walkways may be jammed with people.
 - f. Do not use elevators as the power may go off.

After an earthquake, an emergency operation center will be established in the FMO Building (or another area as directed by the president or designee). Should damage occur all or part of the college may be closed.

2. After the Earthquake
 - a. Evacuate buildings if the earthquake seemed serious enough to cause structural damage by moving quickly to the evacuation point shown on the emergency Exit Plan posted at the building's main entrance.
 - b. Expect aftershocks. Move carefully and use extreme caution when moving around damaged buildings because aftershocks can cause further damage.
 - c. Check for injuries, trapped persons and disabled persons in you vicinity.
 - d. Check for fires. If you can, put them out with a fire extinguisher. If not, leave the area and call the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311.
 - e. Clean up spilled chemicals or other potentially harmful materials or contact facilities at extension 5328.
 - f. Do not use electrical equipment, turn electrical switches on or off or light matches.
 - g. Do not touch downed power lines, other exposed wires, or objects touched by downed lines.
 - h. Do not use telephones unless an emergency requires it.
 - i. Check closets and storage shelf areas. Open doors carefully and watch for falling objects.
 - j. Listen for damage reports and evacuation information. Do not spread rumors.
 - k. Do not return to an evacuated building until instructed to do so by emergency personnel.

EARTHQUAKE



FIRST AID PROCEDURES

COLLEGE SHERIFF – Ext: 5311

STUDENT HEALTH SERVICES – Ext: 5252

PHYSICAL PLANT SERVICES – EXT: 5238

CAUTION

ONLY RENDER FIRST AID TO A WILLING INJURED OR ILL PERSON AND TO THE EXTENT OF YOUR TRAINING, KNOWLEDGE AND EXPERIENCE. FIRST AID MAY BE RENDERED TO AN UNCONSCIOUS PERSON WITHOUT THE PARTY'S EXPRESSED PERMISSION, RENDERING FIRST AID TO AN UNCONSCIOUS PERSON IS PREFORMED UNDER "IMPLIED CONSENT"

IN CASE OF LIFE THREATENING EMERGENCY

- Call the college Sheriff's Office at extension 5311 if using a campus phone.
- From your cell phone, dial the Sheriff's Office's emergency number of 323-241-5311 or 911 for an outside emergency.
- Assure that someone remains with the victim at all times.
- Administer CPR, if needed.
- Do not move the victim unless absolutely necessary.
- Stop any bleeding by placing pressure directly on the wound.
- Keep the victim as comfortable and calm as possible.

For First Aid Services

- Call the college Sherriff's Office at extension 5311 or from your mobile phone dial 323-241-5311.
- Know where the first aid kit is in your work area.
- Follow instructions as outlined in the guide located in the first aid kit.

IN CASE OF LIFE THREATENING EMERGENCY

EMOTIONAL EMERGENCIES

- If the person is a threat to himself/herself or others, contact the College's Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone or the safety officer at extension 5238 for assistance.
- Stay with the person at all times.
- Reassure them that help is on the way.
- Offer comfort measures (i.e., tissues, privacy, a cool drink).

EMOTIONAL EMERGENCIES

SERIOUS ACCIDENT/INJURY

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call the College Sheriff's Office at extension 5311. Give your name, location and telephone number. Provide as much information as possible regarding the nature of injury and illness, whether or not the victim is conscious, etc. Offices will arrange for a paramedic and an ambulance if required.
- Return to the victim. Keep the victim as calm and comfortable as possible.
- Remain with the victim until Sheriff's personnel arrive.

SERIOUS ACCIDENT/INJURY

BONE INJURIES (FRACTURE)

Contact the college Sheriff's Office at extension 5311 or from your mobile phone dial 323-241-5311 or the safety office at 5238 for assistance.

Until help arrives assume a bone fracture is present

- Closed fractures: No protruding bones; immobilize
- Open fractures: Immobilize and control bleeding

Do not move the injured part.

BONE INJURIES (FRACTURE)

HEAT EXHAUSTION

Contact the college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone.

Until help arrives:

- Have the victim lie down in a cool, shady area.
- Attempt to cool with fanning.
- Apply cool and wet compresses.
- Offer cool fluids to drink.

HEAT EXHAUSTION

CHEST PAIN

Contact the college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone.

Until help arrives:

- Keep comfortable and loosen tight clothing.
- Stay calm.

If breathing and/or circulation are absent, CPR must be administered as soon as possible.

CHEST PAIN

BEE STINGS

For life-threatening situations:

- If the person is having difficulty breathing, call the college Sheriff's Office at extension 5311.

For non-life-threatening situations:

- Remove the stinger by flicking it upward with a thumbnail. Avoid squeezing or pinching stinger, which will inject more venom into wound.
- Apply a cold compress, if available.
- Refer to Student Health Services for further evaluation.

BEE STINGS

BURNS

1st Degree: Redness only; flush with cool water.

2nd Degree: Blisters; place damp bandage but do not use ointments on wound.

3rd Degree: White or charred, use dry bandage.

2nd or 3rd Degree: Get medical attention.

For minor burns, apply a cool compress and refer the person to student health services for further care if the person is unable to go to the student Health Center. Contact the college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone.

Until help arrives:

- If exposed to dry chemicals, brush off residue.
- Immerse burned area in tap water immediately or flush area with tap water for 20 minutes or until pain subsides.
- Do not use ice.
- Do not apply any ointment, butter or cream.

BURNS

BLEEDING, ABRASION, CUTS, BITES, ETC.

Superficial

1. Clean with water.
2. Apply Band-Aid or gauze dressing.
3. May send to Student Health Services.

Deep

1. Apply continuous, direct pressure over wound with clean pad or gauze. Press for at least five minutes and press hard enough to stop bleeding.
2. Elevate affected part above heart level, if possible.
3. Snugly apply additional dressing and bandage.
4. Do not remove the dressing.
5. If the person is having difficulty breathing, call the college Sheriff's Office at extension 5311.

BLEEDING, ABRASION, CUTS, BITES, ETC...

HEAD AND NECK INJURIES

1. Do not move victim and contact college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone if any of the following are present:
 - Unconsciousness
 - Convulsions
 - Bleeding or fluid from ears
 - Severe headache
 - Nausea and/ or vomiting
 - Incoherent or dazed appearance
2. For a minor blow to the head without any of the above symptoms, contact the college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone for assistance. Also:
 - Apply ice to injured area.
 - Control bleeding with direct pressure.
 - Keep victim still until helps arrives.

HEAD AND NECK INJURIES

CHOKING

When a person cannot speak, turns blue and collapses:

1. Stand behind the victim (whether seated or standing) and place your arms around their waist,
2. Place your fist against the victim's abdomen slightly above the belt line, but below the rib cage,
3. Grasp your fist with the other hand and press into the abdomen above the navel with a forceful upward thrust.

If the victim is laying face up, rescuer should:

1. Kneel astride the victim's hips,
2. Place one hand on the other and place the heel of the bottom hand against the abdomen just above the navel and below the rib cage,
3. Press the hand into the abdomen with a forceful upward thrust,
4. Repeat the maneuver, if necessary. Be prepared to remove object from the mouth of the victim if it is not completely ejected.

Contact college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone.

CHOKING

SEIZURES-FAINTING-HYPERVENTILATION

Seizures, convulsions:

Do not move victim.

Contact college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone if the person is not responding and if the person stops convulsing

Until help arrives:

1. Put person on their side with their face turned to the side.
2. Move equipment and chairs, etc. to prevent injury.
3. Do not restrain person's movements any more than is necessary to prevent injury.
4. Do not place object between teeth or in mouth.
5. Do not try to give fluids, stimulants, fresh air or walking.
6. Loosen tight clothing.

Fainting or feeling faint:

Symptoms include pale color, weakness, dizziness, cold perspiration and uncomfortable abdominal sensations. The person may fall to the ground and lose consciousness. Their pulse is weak and rapid and often irregular.

What to do:

1. Contact the college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone for assistance.
2. Have the patient lie down, elevate their lower extremities and keep them warm.

Hyperventilation:

Occurs in forced respiration, during which fast, deep breathing causes loss of carbon dioxide from lungs. Causes numbness of hands, prickling of skin, racing heart, trembling feeling, light-headedness, muscular cramps and chest pain.

What to do:

1. Contact college Sheriff's Office at extension 5311 or 323-241-5311 from your mobile phone for assistance.
2. Place in comfortable position (sitting or lying). Encourage slow, deep breaths and relaxation.

SEIZURES-FAINTING-HYPERVENTILATION

HEALTH CARE CENTERS FOR WORKERS' COMPENSATION

1. Notify your supervisor or employer
2. Please see your supervisor for authorization slip
3. Go to US Healthworks (open 24 hours)

US Healthworks

19401 S. Vermont Avenue, Building L #100

Torrance, Calif., 92408

310-324-5777

HEALTH CARE CENTERS FOR WORKERS' COMPENSATION