

# ANGELES UNIVERSITY

**City of Industry Campus**



## Emergency Plan of Action (EPoA)

**City of Industry Campus (Branch)**  
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## OVERVIEW OF EMERGENCY PLAN

### Part I. Purpose

This plan serves as a guide for all College personnel in the event of an emergency at or near the campus of Angeles University (formerly Angeles College) (City of Industry), including any situation requiring the closing of the campus or the suspension of classes. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel and property and to enhance the capability of College response in coordination with local emergency response agencies. Specifically, this plan outlines emergency management actions and resources required to:

- A. Minimize loss of life and property damage
- B. Care for the health and safety needs of personnel
- C. Maintain law and order and a safe working environment
- D. Restore essential services
- E. Provide for continuity of operations
- F. Provide recovery operations to expedite the return to normal College operations and resume class schedules
- G. Provide timely and accurate information to the public and the media

### *Definitions:*

An **emergency** at Angeles University (formerly Angeles College) is defined as: any occurrence or condition that requires prompt and immediate action to remedy any possible negative effects.

A **disaster** at Angeles University (formerly Angeles College) is defined as: any occurrence, or series of occurrences, that would significantly disrupt the normal operations of the College, and possibly jeopardize the safety, health and well-being of Angeles Administration, Faculty or the Student Body. The following are classifications used in defining a disaster:

1. Accident – fire, explosion, medical, transportation, etc.
2. Environmental – earthquake, hurricane, power failure, etc.
3. Human Origin – riot, sabotage, arson, physical violence, etc.

## Emergency Telephone Numbers

|  |  |
|--|--|
| CI -Campus Safety and Security:                              | Angeles University (formerly Angeles College): 626.625-4640<br>After hours: 626.625.4640 |
| CI - Building Related Issues<br>Electrical / Plumbing / HVAC | Building Security: 626.625.4640<br>626.625.4640  |
| CI - PARKING Related Issues                                  | Property Management: 626.625.4640  |

**CALL 911 for outside assistance beyond scope of Angeles University (formerly Angeles College) resources.**

### Part II. Concept of Operations

#### A. General

##### 1. Campus Emergencies

- a. College personnel will respond to most campus emergencies using Angeles University (formerly Angeles College) resources. When the College (or one of its campuses) is designated as “closed”, non-emergency employees shall not come to the College (or onto the designated Angeles University (formerly Angeles College) campus) unless specifically directed to do so by their supervisor.
- b. Some situations will require emergency response from local government agencies which have the necessary trained personnel and emergency equipment.

##### 2. Off-Campus Emergencies

In some cases, emergencies occurring off campus will affect the College and its normal operation.

#### B. Phases of College Emergencies

##### 1. Mitigation/Preparedness Phase

- a. Through training and awareness, Angeles University (formerly Angeles College) will take aggressive action to prevent emergencies from occurring.
- b. The College will take all actions necessary to maximize preparation for emergency situations.

##### 2. Response Phase

The College will ensure that there are sufficient resources available to handle routine emergencies on campus and will coordinate with local emergency response agencies for emergencies requiring additional assistance.

3. Recovery Phase

The College will take all necessary actions to facilitate a rapid and thorough recovery from any emergency situation in order that normal College functions can be resumed expeditiously.

C. Command and Control

1. The School Director/On-Site Administrator will direct all emergency response operations and preparations on campus, including suspending and reconvening classes, as outlined in this plan. In the event the School Director/On-Site Administrator is unavailable, this responsibility shall be assigned to the respective *designee*. If both are unavailable, the responsibility will pass to the Business Officer within the Emergency Operations Team.

The building command post and operations center is the Angeles University (formerly Angeles College) Administration Office area for each respective campus location.

***When local emergency officials respond to campus emergencies, direction of emergency response operations will be assigned to the official having legal jurisdiction and authority granted by state statute.***

2. In the event the first two tiers are unavailable or otherwise incapable in performance of emergency operations, the chain of command shall proceed along to the next in line or designee according to emergency operations team administrators listed below.

D. Authority, Organization and Responsibilities

1. Authority

The authority for this emergency plan is derived from OSHA Regulations and from Angeles University (formerly Angeles College) Safety Policy, all of which mandate that emergency preparations and an emergency plan be established in accordance with ABHES IV.J.2. – Angeles University (formerly Angeles College) has in place a written emergency plan that is available to all students and staff.

2. Organization

- a. The College’s Emergency Operations Team, comprised of key College administrators outlined below, will report to the School Director/Emergency Director and direct the tactical and operational aspects of this plan.
- b. The College’s Emergency Operations Team, comprised of key College personnel with specialized areas of expertise, will report as needed to the president and direct implementation of this plan.

3. Responsibilities of the Emergency Operations Team

As outlined on the following pages, the following College administrators and their staff are assigned specific responsibilities under this plan.

**Emergency Operations DIRECTORY: Campus/Site Director (site specific)**

**CITY of INDUSTRY CAMPUS  
EMERGENCY OPERATIONS**

| <b>TEAM ADMINISTRATOR</b>  | <b>FUNCTION</b>  |
|--|--|
| School Director and designee: Lloyd Sun (Kalvin Latimer, Designee)                       | <b>Emergency Director</b>  |
| Administrative Coordinators to EMERGENCY DIRECTOR:<br>1. Kalvin Latimer<br>2. Mandy Duan | <b>Emergency Operations Center Coordinator / Associate School Director</b> |
| Media Services:<br>1. Lloyd Sun<br>2. Kalvin Latimer                                     | <b>School Director<br/>Assistant School Director</b>                       |

**ANGELES UNIVERSITY (FORMERLY ANGELES COLLEGE) – CI Campus Contact Information:**

| <b>CITY OF INDUSTRY – (626) 965-5566</b>            |          |
|---|----------|
| <b>Emergency Director:</b><br>Lloyd Sun             | Ext. 102 |
| <b>Assistant School Director:</b><br>Kalvin Latimer | Ext. 113 |
| <b>Associate School Director:</b><br>Mandy Duan     | Ext. 118 |

4. Specific Duties during Emergency

**Emergency Director (School Director and School Director’s Designee)**

**City of Industry:** Lloyd Sun, Kalvin Latimer and Mandy Duan

- a. Direct emergency response actions of College
- b. Declare campus emergency, suspend classes and activities, close and reopen campus
- c. Communicate emergency status to campus personnel and student body
- d. Activate internal telephone call-down list (tree) to alert personnel (use written emergency message)
- e. Assemble and direct emergency operations team members for immediate action
- f. Approve emergency related requests and actions
- g. Appoint representatives for funeral/memorial services
- h. Conduct liaison with other local, state, national officials
- i. Maintain written record of emergency actions
- j. Notify families of death or personal injuries to faculty, staff and students

**PREPLANNING STEP: Conduct drills and coordinate training**

**POST PLANNING STEP: Conduct or coordinate investigations and debriefings**

***Emergency Operations Center /Student Services Coordinators***

(Administrative Coordinators to School Director)

**City of Industry:** Calvin Latimer and Mandy Duan

- a. Activate internal telephone/text/email call-down list (tree) to alert personnel and student body
- b. Coordinate messages/information distribution within emergency operations team and group
- c. Provide Emergency Director the names of injured or deceased for notification of families
- d. Provide information regarding injured for AU representative follow-up at hospitals
- e. Coordinate activities and schedules of emergency operations team: including logistics of staffing, housing, food, maintenance of communications for team and group
- f. Take immediate action to protect all essential electronic data, records and College documents
- g. Notify Emergency Director of gifts and donations applicable to emergency preparedness, plan of action, or readiness
- h. Maintain written record of emergency actions and develop a written report
- i. Coordinate legal matters related to the emergency to attention of Emergency Director

**GENERAL EVACUATIONS: Building-Specific Information**

When required to evacuate the Angeles University (formerly Angeles College) campus building, occupants proceed directly to the General Assembly Area (illustrated below), which is determined by respective campus location.

**CITY OF INDUSTRY CAMPUS**

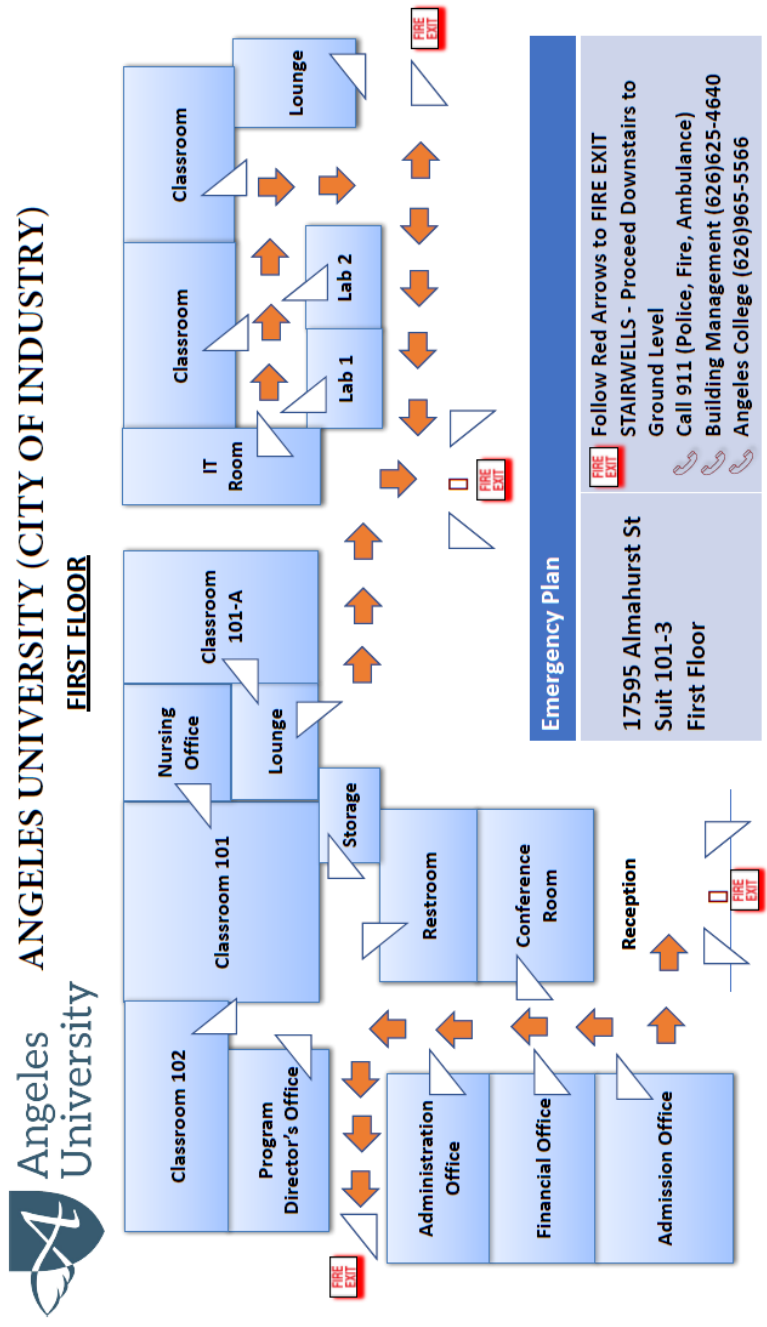


**City of Industry Campus  
EVACUATION General  
Assembly Area  
Move to RED Cross location**

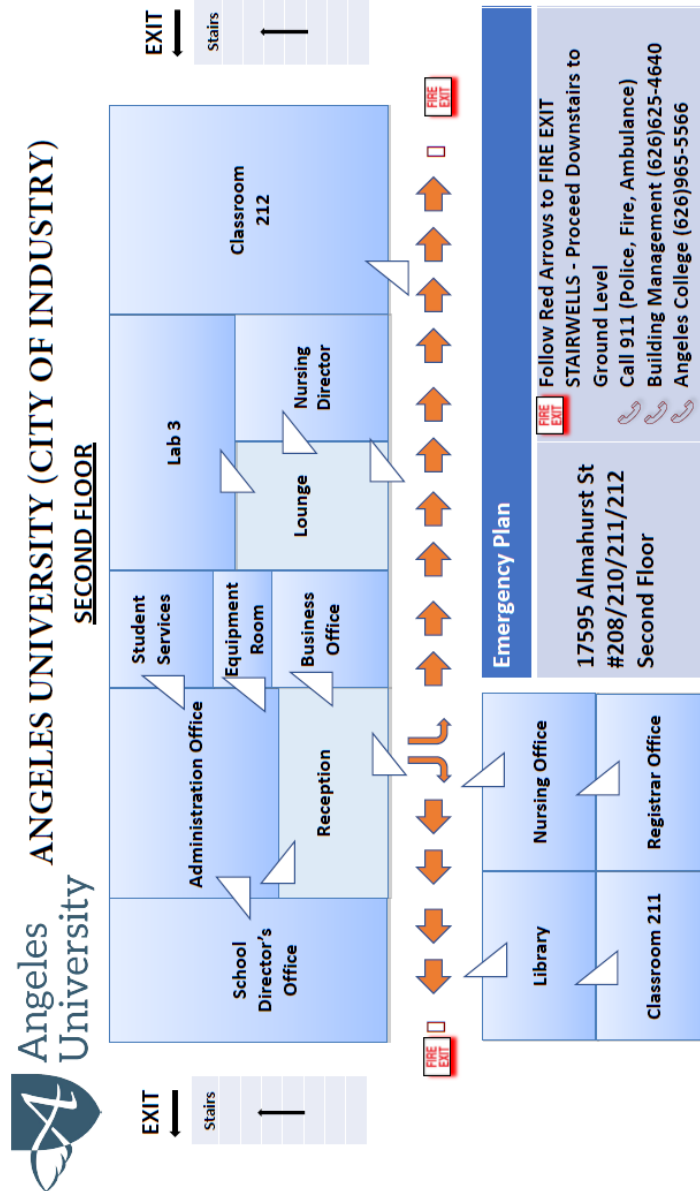


**Proceed Downstairs  
towards front entrance of  
facility/building  
for Assembly Area**

**INTERNAL FLOOR PLAN FOR CITY OF INDUSTRY CAMPUS – 1<sup>st</sup> FLOOR EVACUATION ROUTES**



**INTERNAL FLOOR PLAN FOR CITY OF INDUSTRY CAMPUS – 2<sup>nd</sup> FLOOR EVACUATION ROUTES**



**Part III. EMERGENCY EVENTS:****I. Vehicular Accidents**

If you are involved in or witness any *vehicular accident* on campus, the following steps should be taken:

- A. Check the scene to make sure it is safe for you to respond.
- B. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- C. Notify Public Safety of the accident, providing details about the location, number of vehicles involved, vehicle descriptions, and any injuries that resulted. Remain on the telephone with Public Safety unless instructed otherwise.
- D. Remain at the scene of the accident until a Parking attendant and or Police Officer arrives and advise any parties to the accident that they also need to remain. If a party to the accident attempts to leave prior to the officer's arrival, do not attempt to stop the person. However, do take note of the appearance of the vehicle and person, and attempt to record the license plate number.
- E. Upon arrival, the responding Parking attendant or Police Officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, and submission of any required motor vehicle collision reports.

**II. Workplace Accidents**

If you are involved in or witness a *workplace accident* on campus, the following steps should be taken:

- A. Check the scene to make sure it is safe for you to respond.
- B. Render any immediate first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition such as a fire exists.
- C. Notify Angeles University (formerly Angeles College) front office of the accident, providing details about the location, nature of the accident, and any injuries that resulted. Remain on the telephone with AU front office unless instructed otherwise.
- D. If the cause of the accident still poses a danger to others, notify the officer and provide whatever assistance you are requested to and capable of rendering to reduce or eliminate the danger.

- E. If the accident involves injury to an AU employee, work-study student, or student working in a clinical or off-site location, notify AU School Director/Emergency Director as soon as feasible.
- F. If the accident involves injury to an AU student or visitor, the School Director must also be notified. Building Management Security shall provide this notification in all instances when it has been notified of an accident and responded.
- G. Upon notification, Building Management Security will notify the School Director of a serious accident or injury to an AU student or visitor.
- H. Upon notification, Building Management Security shall document accidents in an incident report. When possible, the cause of the injury will be identified. When appropriate, the College shall then take steps to eliminate any causes of the injury that are within its purview.

### III. Bomb Threat

- A. **Do not immediately initiate an evacuation unless you are certain the threat is real and immediate.**
- B. Do not touch or disturb suspicious objects.
- C. If you receive a bomb threat by telephone, obtain as much information as possible from the caller, including detonation time, floor and location of the bomb, type and size, why it was placed in the building, and caller's voice type whether male or female.
- D. Report any bomb threat (or suspicious activities or objects) to first 911 and then Building Management Security at 626-625-4640 (CI Campus) and follow their instructions.
- E. If you observe a search or are told of a bomb threat, remain calm and wait for instructions.
- F. If an evacuation is deemed necessary and the alarm system sounds, immediately initiate evacuation procedures. Direct everyone to take with them their personal items such as purses, coats, and book bags, so these items will not have to be examined and cleared during the subsequent bomb search.

#### **IV. Bomb Explosion**

- A. If a bomb explodes on an occupied floor without warning, initiate evacuation procedures and treat the emergency the same as for a fire. Immediately evacuate those able to leave the building without assistance.
- B. Contact Building Management Security at 626-625-4640 (CI Campus) // 911 Emergency Services and provide information about the explosion, including the extent of the casualties and request assistance in treating and evacuating injured persons as necessary. Provide what information you can about possible structural damage to the building.

#### **V. Active Shooter**

- A. Do not initiate a building evacuation.
- B. Initiate a Building Lockdown (See Appendix) respectively for all rooms under control of Administrators/Staff/Faculty with keys
- C. Immediately call 911 AND notify Building Management Security at 626-625-4640 (CI Campus) ; speaking calmly and clearly, request activation of a Building Lockdown protocol, and describe the emergency situation.
- D. Be certain to say that you are calling from “Angeles University (formerly Angeles College)”— AU is responsible for our building location and if you fail to adequately describe your location, critical time may be lost if responders are directed to the wrong location or building.
- E. Stay on the line until you are told it is ok to hang up because there may be other critical information you will be asked to provide.
- F. If you are in an office, classroom, or other closed room, lock the door, turn off the lights, and hide in a location not visible from the hallway. If you are in a class, assist your students to be calm and quiet.
- G. Prepare to defend yourself in any way possible, including arming yourself and others with heavy objects. If possible, throw objects at shooter upon immediate entry into occupied room allowing possibility of subduing. Position alongside entry way others who can perhaps subdue intruder, exercise this tactic in a preferable dark/darken room to decrease visibility of intruder.

H. Do not huddle together in groups—occupy separate locations to the extent possible to make it more difficult for a shooter to cause injury.

I. Remain hidden until an all clear signal is given by the police authority.

J. Always immediately obey the commands of police authority. Do not approach police officers—keep your position and obey their commands. Always keep your hands open and visible to police officers at all times. Remember that police officers may not be able to know immediately which persons are victims and which are perpetrators.

## VI. Civil Disturbance

The City of Industry campus would presumably have a lower incidence of such an event.

Nonetheless, these actions may include orderly and peaceful demonstrations, riots, snipers, kidnapping, theft, arson, the taking of hostages, and other disruptive actions.

1. Immediately contact 911 and the Building Management Security at 626-625-4640 (CI Campus) and assess the situation and relay as much information to them as possible.
2. Encourage students and others to stay calm, avoid over reaction and confrontation.
3. Continue normal operations if possible and advisable.
4. If demonstrators or groups of disruptive persons enter the building, do not try to block or obstruct their entry—if that situation occurs, it will be handled by police or Building Management Security.
5. If you are inside, remain there and secure your immediate area by locking your classroom or office door, your desk, file drawers, and any lockable cabinets.
6. Stay away from doors and windows.
7. If disruptive groups enter your immediate work area, log off the network and turn off your computer.
8. Do not leave the building unless directed to evacuate.

## VII. Earthquake

1. Call Building Management Security at 626-625-4640 (CI Campus) and advise them that your location is Angeles University (formerly Angeles College) with any significant status and/or relevant situational information.

2. Instruct students and others to stay under cover (such as a desks, tables, or doorways); move away from the windows, bookcases, etc., to avoid falling debris.
3. Remain calm and wait for instructions, either on the building alarm system or by professional emergency responders. Do not evacuate initially until specifically instructed to do so. If communications are out and it becomes evident that the building is unstable and is unsafe, initiate an evacuation. Be aware that all occupants may be evacuating the building at the same time, so it may take longer to clear the building; remain calm, assist others who may need help, and be patient. Do not use elevators. Be ready for aftershocks.
4. Treat or assist injured people with first aid and CPR as needed and as your level of expertise permits. Don't move victims unless they are in immediate danger. If necessary, put out small fires with portable fire extinguishers located on your floor.
5. Avoid areas where structural damage may have rendered the building unsafe. Wait in a safe place for instructions. You and those with you could be there for several hours. Expect fire alarms and other protection systems to activate.
6. First aid may have to be administered to the injured until they can be attended to by trained medical professionals or transported to a hospital for treatment. Fire equipment may also be delayed due to blocked streets, communication failures or an overload of requests for their services throughout the city.
7. Do not flush toilets because sewer lines may not be intact.

## **VIII. Fire**

1. Immediately activate the nearest fire alarm station and evacuate everyone on your floor.
2. Contact Building Management Security at 626-625-4640 (CI Campus) and provide specific information about the fire, including the extent of the casualties.
3. Proceed to the designated Evacuation Assembly Area (Rally Point) and remain there until further instructions are given by police or fire responder authority. (Refer to Evacuation Map page 9 and page 10 for each AU Campus evacuation route.)

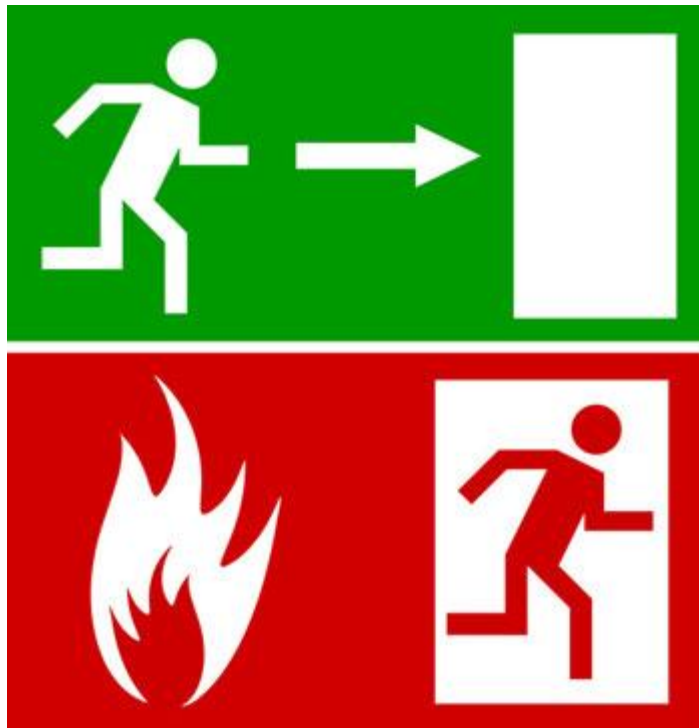


***Be prepared to PULL MANUAL  
FIRE ALARM STATION***

***AND/OR***

***UTILIZE  
FIRE EXTINGUISHERS during  
EXIT STRATEGIES***

***AND FOLLOW EMERGENCY  
EVACUATION SIGNS.***



## IX. Emergency First Aid / Medical

Each emergency first aid situation is unique; therefore, the steps you should take in response to these situations may vary, as may the order of the steps. What does not vary, however, is that **all injuries and illnesses requiring medical attention must be reported to Emergency Director (School Director)**.

While it is impossible to address every conceivable injury or illness, the following procedures generally apply.

1. Check the scene to make sure it is safe for you to respond.
2. Call or instruct someone else to call the Front Administrative Office and convey the following information: the nature of the illness or injury; the location of the ill or injured person; a description of the person, including approximate age, race, and sex; a description of the person's medical symptoms or complaints; and, if known, a description of the person's activities prior to the onset of the symptoms or complaints.
3. Remain or ask someone to remain on the line with the Front Administrative Office dispatcher in case follow-up information is necessary.
4. Render any immediate first aid you are qualified to provide (CPR/AED). Do not move injured persons unless a life-threatening condition such as a fire exists.
5. Remain or instruct someone to remain at the scene as long as necessary to assist responding personnel.

## X. Power Outage

1. Call and report the situation and follow the specific instructions they may have as it pertains to the incident and power loss.
2. In the event of a total or near-total loss of power to the building, it is essential for all building occupants to remain calm, especially if it is late evening or night. Offer reassurance to students and others in your area. Speak in a calm voice and offer appropriate assistance.
3. The AU campus buildings are equipped with lighting fixtures that will provide reduced, emergency lighting for several hours, permitting safe evacuation if it becomes necessary.

NOTE: Campus (IP) telephones and computers will not be operative during a general power outage.

4. If it is determined that the loss of power is extensive and may last for an extended period of time, AU administration will notify the College community by the most expeditious or appropriate method and initiate an orderly evacuation of the building. Be sure to conduct a thorough search of your floor to ensure that everyone has left the floor before it is secured.

## **XI. Threatening Person**

1. Do not confront or argue with persons who are behaving in a threatening manner.
2. Immediately call Building Management Security at 626-625-4640 (CI Campus) and connect to Security and give the exact location and description of the situation.
3. Encourage others to avoid the immediate area and the person behaving in a threatening manner.

## **XII. Threatening Phone Call**

1. If possible, write down the telephone number and name of the caller and the time the call began.
2. Remain calm and do not react emotionally to anything the caller says.
3. Make written notes during the conversation including the types and nature of any threats, names of persons the caller mentions, characteristics of the caller's voice, and any other information that may help identify the caller or assist during a later investigation.
4. Ask the caller's identity and to whom they wish to speak.
5. Do not give out any information about persons the caller threatens during the call.
6. If the caller's evident purpose is only to shock you with profane or abusive language or to lure you into an argument, immediately terminate the call without comment.
7. Immediately report the call to the Emergency Director and notify Security via the Building Management Security at 626-625-4640 (CI Campus) as soon as the call is ended.
8. If possible, write down the telephone number and name of the caller and the time the call began.

### **XIII. Media Relations**

1. Designate a spokesperson (and a back-up) to speak formally to the news media on behalf of the organization, throughout an emergency. The spokesperson should have in-depth knowledge of the school's operations and should have excellent communication skills. Only designated spokespersons should communicate with the media about the emergency and the company's response to it.
2. Provide a press kit to the news media before an emergency strikes. This kit should include a general overview of the organization, the latest annual report, and information about the person who has been designated as the school's media contact.
3. Get to know members of the news media. Invite them to informal meetings, open houses, and when the Emergency Plan of Action is tested during a full-scale exercise.
4. Provide a press release immediately after an emergency. Stick to the facts (What, Who, When, Where, Why and How). Determine appropriate and alternative ways of communicating this information.
5. Promptly follow-up with members of the news media. Ensure that all promises to provide information have been fulfilled.
6. Upon the conclusion of the emergency, issue a final statement which outlines the school's actions, remedial steps, and future actions.
7. Provide facilities and resources that will support effective communications with the media during an emergency.
8. Ensure access to photocopy and facsimile machines, overnight mail envelopes, and a debriefing area.

### **XIV. Training**

1. School personnel have an emergency preparedness plan training skills including, as necessary: building and area evacuation, first aide, light search and rescue, student supervision, shelter, nutrition and sanitation.
2. School schedules annual in service training for faculty and staff.
3. School includes Emergency Plan of Action (EPoA) training for new and returning students during orientation.
4. School's Emergency POA fosters at all levels including students, teachers, and staff.

5. Examples of preparedness actions include maintain School’s Emergency POA, conducting training, planning and implementing drills and exercises, etc.
6. All staff and students are expected to participate in training and exercise plan’s procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

## APPENDIX

### • METHODS OF COMMUNICATION

Angeles University (formerly Angeles College)'s Emergency Alert System (EAS) is used to communicate vital information to academic credit students and employees as quickly as possible before, during and after a campus emergency.

The Emergency Alert System (EAS) includes the following notification components:

1. **EAS Mobile:** Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must register to receive messages. See directions below.)
2. **EAS Email:** Email alerts sent to email accounts. (Students/employees must register to receive emails. See directions below.)
3. **EAS Campus:** Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. **EAS Web:** Alerts posted on AU's website (<http://angelesuniversity.edu/>), and on AU's Facebook page.

### **Important Emergency Alert Registration Information - Directions**

You must register with the AU Emergency Alert System to receive timely notification of campus emergencies. The quickest notification method is a text message, so you are strongly encouraged to provide a number for a text (SMS) capable device at time of enrollment.

### • LOCKDOWN PROCEDURE – Angeles University (formerly Angeles College) Campuses

In the event that an emergency situation, event, or issue arises to the level that the Emergency Director initiates an Emergency LOCKDOWN of the campus controlled facilities, the following actions should be taken by faculty / administrative personnel:

1. Activate communication level instruction of Campus Lockdown to all essential faculty and administrative personnel.
2. Coordinate a repositioning of campus personnel and student body to areas where security and safety can be best utilized.
3. Verify and check each room before LOCKDOWN of vacant areas is secured.

4. Depending on the reason for the Emergency LOCKDOWN, further precautions and or actions should be taken to reasonable secure, defend and protect life.

- **SHELTER IN PLACE**

What “Shelter-in-Place” Means

One of the instructions you may be given in an emergency situation is to “Shelter-in-Place”. That is, to remain indoors due to a developing dangerous/hazardous situation outdoors. These guidelines are aimed at keeping you safe while remaining indoors. “Shelter-in-Place” means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building or barricading the room you are using for shelter. If you are told to “Shelter in-Place”, follow the guidelines provided.

***Why You Might Need to “Shelter-in-Place”***

For any type of emergency where guidelines for “Shelter-in-Place” would be appropriate, information will be provided by College authorities through the Emergency Text Messaging System. The important thing is for you is to follow these guidelines and know what to do if you are advised to “Shelter-in-Place”.

***How to “Shelter-in-Place”***

- Stop classes or work, or close business operations.
- If there are students, faculty, staff, or visitors in the building, provide for their safety by asking them to stay. When College authorities suggest to “Shelter-in-Place”, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.

- It is ideal to have a hard-wired telephone in the room(s) you select. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s).
- Be alert for ENS updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

### **Supplies**

For the workplace, where you might be confined for several hours, the following supplies are suggested to have available:

- Flashlight
- Battery-powered radio
- Food – high-energy foods like granola bars, energy bars, etc.
- Water
- Medications – If you use prescription medications, keep at least a small supply of these available.

### **More Information**

Additional information may be accessed at the American Red Cross web site: [www.redcross.org](http://www.redcross.org)

## Evacuation of Individuals with Disabilities

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### GENERAL INFORMATION

People who live with disabilities will usually, but not always, know best what kind of assistance they will need. Be sure to ask how you may help before assisting. Many disabled persons do not use obvious aids and are not visibly restricted. However, they may have difficulty evacuating safely by themselves. These people might have heart or respiratory difficulties, back pain, or other internal conditions which are not outwardly evident. Be aware of students and other employees who may need assistance. Please remember that each emergency situation will be different and that it is important to use your best judgment while making use of any available resources.

In an emergency situation, you may need to call out, “Who needs help?” Be alert for those people unable to respond because of a hearing impairment or injury.

Our main focus in the following sections is on assisting individuals with mobility-related disabilities.

Keep in mind that practicing the evacuation techniques outlined in this document will improve your performance and confidence in a real emergency. However, safety of each individual is of the utmost importance. Never put anyone at unnecessary risk, either during a practice session or in a real emergency. Assist mobility-impaired individuals to a location at the floor command post and remain there with them, or assign a steward to remain with them, until assistance to evacuate arrives.

### WHEELCHAIRS

Most literature states that the wheelchair should be left behind in an evacuation. Many individuals who regularly use a manual wheelchair disagree strongly with this assumption. A person’s wheel chair is their means of mobility and, without it, they need continuing support and assistance. Use your best judgment in an emergency situation as to whether it is advisable to abandon a wheelchair or not.

#### Evacuation in a manual wheelchair (with two assistants)

- To go down stairs, the stronger assistant should be in back of the wheelchair. The chair should be positioned facing down the stairs since their body weight will be tipped back.
- If the occupant of the wheelchair does not have a safety belt already attached, be sure to secure the occupant with a scarf, belt, rope, or whatever else may be available.
- If you remove the footrests, be sure they are taken also.
- The assistant in back of the wheelchair should tilt the wheelchair backwards by grasping the push handles, placing a foot on the tipping lever, and pushing down until the front wheels are well off the floor. The wheelchair should now be balanced and moveable on its rear wheels.
- The assistant in front of the chair should firmly grasp the frame of the wheelchair when it is tipped

back. Do not grasp the removable armrest or footrest unless they are locked securely. These may become detached.

- The assistant at the back of the wheelchair should stand with his or her feet apart for a wide balanced base of support. Then bend at the knees and lean back. This helps to control the downward motion of the wheelchair as it is being lowered one step at a time.
- The assistant in front helps control the downward motion. Do not lift, just guide the chair forward.
- Roll the large wheels over the edge of the step, controlling the forward and downward movement of the wheelchair against the edge of the step.
- Repeat for each step, repositioning and resting as necessary.

## TRANSFERS TO AN ALTERNATE EVACUATION DEVICE

A disabled person may be in a wheelchair and require transferring to another means of conveyance in an emergency. Before beginning the transfer, ask the wheelchair user what is the best way for them to transfer. If they don't know or are unable to communicate with you, then tell them clearly what you are planning to do. An alternate evacuation device may range from a commercial product, designed specifically for evacuation, to a standard fixed-arm, office side chair. If using a fixed-arm office side chair, many of the techniques discussed in the section on manual wheelchair evacuation are applicable.

During the transfer, use good body mechanics: bend at the knees, keep your back straight and stomach in. Keep the person you are transferring close to your body in order to maintain support and reduce back strain.

### Two Person Cradle Transfer

- Always position the person in the wheelchair next to the evacuation device before beginning the transfer. The wheelchair and the evacuation device should be positioned at a 45-degree angle to each other and far enough apart to allow room for the assistants to move freely between them.
- Lock the wheelchair in place. Remove the armrests and footrests, if time permits.
- The two assistants position themselves on each side of the disabled person. They then reach their arms behind the individual's back and grasp each other's forearm with their hands, to form a wristlock.
- The person being assisted places his or her arms firmly around both assistants shoulders. If the person being transferred has limited arm mobility, each assistant places the person's nearest hand over the assistant's head and rests it on their outside shoulder.
- The assistants place their free arm under the individual's thighs, grasping each other's wrist. Counting, "one, two, three, lift," both assistants lift, using their legs to carry the weight.
- Stepping together, move the disabled person forward from the wheel chair to the evacuation device and gently lower onto the device.

### Two Person Fore and Aft Transfer

This transfer is useful if one assistant is stronger than the other.

- Lock the wheelchair in place. Remove the armrests and footrests, if time permits.
- The stronger assistant stands behind the wheelchair and slides his or her arms under the armpits of the person to be evacuated. With the right hand, grasp the left wrist of the person in the wheelchair. With the left hand, grip the individual's right wrist. Cross arms, placing one arm on top of the other. This provides a strong lifting base and secures the arms of the person being lifted.
- The assistant in front should face the person in the wheelchair and position one hand under each thigh of the disabled person, holding securely.
- On a predetermined signal, both assistants lift vertically. The weight should be carried by the legs,

not the back.

- To complete the transfer, step to the side and lower the person into the evacuation device.

## ONE PERSON CARRIES

There are two basic methods for one person to carry a non-ambulatory individual:

### Packstrap

- Scoot the person to the front of the chair. With your back to the person, squat or kneel as close as possible. Place the individual's arms around your shoulders. Keeping your back straight, push up with your legs, assisting the person to stand. Use furniture or, at the stairs, the handrail to help keep your balance.
- The packstrap technique restricts the breathing of the person being carried and may precipitate leg spasms. This method is not recommended to transfer anyone over long distances.

### Piggy-Back

- Scoot the person to the front of the chair, keeping him or her in a sitting position. Stay close, with your back to the person, placing his or her hands around your shoulders.
- Wrap each of your arms around the person's legs. Your elbows should tuck under the thighs, with your wrists and hands at the knees.
- Stand slowly, using good body mechanics.
- The piggy-back technique causes less restriction of breathing. Lifting a person for the piggy-back might be easier at the top of a flight of stairs, where you can use the handrail for support.

### One Person Drag

This may be the choice of evacuation if the disabled person is already on the ground or unconscious, and there is no one else available to help you.

- Slide your arms under the armpits of the person to be evacuated.
- Grasp the person's right wrist with your left hand, and then grasp the left wrist with your right hand.
- Cross your arms and, as gently as possible, drag the person down the stairs head first.
- Try to lift the individual's body as far off the ground as possible, with only the person's feet on the ground as you drag.
- Move slowly in order to prevent injuring the person's feet.

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# Emergency Plan of Action (EPoA)