

**EAST LOS ANGELES COLLEGE  
EMERGENCY RESPONSE GUIDE**

## ***What to Do for the Following Incidents***

### **ACTIVE SHOOTER**

#### ***If the Active Shooter is INSIDE your building:***

- Remain Calm
- If possible, exit the building via safest possible route away from the threat
- If you cannot get out safely, find the nearest location that provides safety or safe room, lock the doors, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Barricade doors by any means possible.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

#### ***If the Active Shooter is OUTSIDE your building:***

- Remain calm.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until a law enforcement officer advises it is safe to do so or some credible information is received advising the threat is over.

#### ***When Law Enforcement Arrives:***

- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and yelling.

### **BOMB THREAT**

- If you receive a bomb threat on campus, remain calm and take the caller seriously.
- If your phone has caller ID, record the number displayed.
- Gain the attention of a co-worker and have them contact the Sheriff Station at (323) 265-8800.
- Keep the caller on the phone as long as possible.
- **ASK QUESTIONS:**

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Where is the bomb located?

When is it set to explode?

What kind of bomb is it and what does it look like?

Did you place the bomb and if so, Why?

What is your name?

### **CHEMICAL AND HAZARDOUS MATERIAL SPILLS**

- **Avoid direct contact with spilled material and treat all chemicals as hazardous materials.**
- **Stop the source of spill if you can do so without endangering yourself.**
- **If indoors, evacuate immediately and close the door.**
- **If outside, stay upwind away from any toxic fumes or smoke.**
- **Call the Campus Sheriff's Station (323) 265-8800 and report the incident.**
- **Remain in a safe, covered position until first responders arrive and follow their instructions.**
- **Do not re-enter the building until authorized to do so by emergency response personnel.**

### **CIVIL DISTURBANCE**

- **Civil disturbance includes riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.**
- **Call 911 if the disturbance escalates into a situation of imminent threat to life or safety.**
- **If the event is in its initial stage and has not reached a critical point, call the Campus Sheriff's Station at (323) 265-8800.**
- **Do not interfere, interrupt or become involved in the disturbance.**
- **If the disturbance is outside, stay away from doors and windows and remain inside.**
- **If the disturbance is inside, evacuate as soon as it is safe to do so.**

### **EARTHQUAKE**

- **Stay calm.**
- **If indoors, "Duck, Cover, and Hold On" under a table or desk or against an inside wall until the shaking stops. Protect your head and neck with your arms.**
- **If you are in a hallway, drop to the floor against an interior wall and protect your head and neck with your arms.**
- **Do not use elevators.**
- **Do not exit the building during the shaking—there is danger from falling debris.**

### **FIRE OR EXPLOSION**

- **Do not panic and activate the nearest fire alarm.**

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- Call 911 or the Campus Sheriff Station to report the location of the fire.
- If the fire is small, attempt to extinguish it with a fire extinguisher.
- If the fire is large, evacuate the building via the nearest fire exit.
- Close all doors when exiting.
- Use stairways and keep to the right.
- Do not use elevators, they may shut down or stop on the floor of the fire.
- Check all doors for heat prior to opening them.
- If you are caught in smoke, drop to your hands and knees and crawl.
- Breathe shallowly through your nose and use your clothing to cover your nose and mouth.
- Proceed to the nearest evacuation area.
- If you are trapped by a fire in a room:

Place moist cloth material around/under the door to keep smoke out.

Retreat—close as many doors as possible between you and the fire.

Be prepared to signal from windows, but do not break the glass unless absolutely necessary (Outside smoke and draft could be drawn in).

## HOSTAGE SITUATION

### *If you become aware of a Hostage Situation:*

- Immediately remove yourself from any danger.
- Call 911 or Campus Sheriff Station at (323) 265-8800 and provide the following:

Location of incident

Number of possible hostage takers and physical description

Number of possible hostages

Any weapons the hostage takers may have

Any injuries to hostages you witnessed

Your name, location, and phone number

### *When Law Enforcement Arrives:*

- In a rescue situation, “Do Not Run!” Drop to the floor, and remain still. Make no sudden moves that law enforcement may interpret as hostile or threatening.

## SUSPICIOUS PACKAGE/MAIL

- Immediately contact the Campus Sheriff Station at (323) 265-8800.
- Do not sniff, touch, taste, shake, open, or come into contact with any powder or fluid that might have spilled.
- Evacuate the immediate area, close the doors and ensure that no one else enters but emergency first responders.
- If possible, shut down the ventilation systems.
- If chemicals are detected, stay upwind.
- Turn off two-way radios if wires/tin foil or other indications of an explosive device exist.
- Wash hands with soap and warm water and rinse thoroughly.

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- Do not clean up suspicious powders or other residue.
- Remove contaminated clothing as soon as possible and place in plastic bag or sealed container.
- Create list of all people who were in the area or who may have come into contact with the package/envelope since its arrival on campus.

### **VIOLENT, THREATENING OR UNUSUAL BEHAVIOR**

- If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately call the Campus Sheriff's Station at (323) 265-8800.
- Keep a safe distance from anyone active violently or bizarre.
- Advise the dispatcher regarding the nature of the incident or threat, along with the location.
- Description of person(s) involved and weapons if any.
- If a weapon is involved, flee to a safe area and if safe, keep the subject in view to assist first responders.
- Description of injuries if witnessed.

### **FIRST AID/TREATMENT/EMOTIONAL COUNSELING**

All faculty/students who seek first aid or emotional counseling may do so at East Los Angeles College Health Center located in the F5 building room 302; (323) 265-8651.