

F. 2

EOP Excepts

EOC: THE FIRST STEPS -- 7:00AM – 5:00PM

- NOTIFY SHERIFF & PRESIDENT:** When an urgent or emergency situation is called in the Sheriff (or otherwise brought to the attention of the Sheriff), the President's Office and Facilities should be notified by the Sheriff. If the first notice is received by the President's Office or Facilities, the recipient office should notify the other two.
- DECIDE EVACUATE/ALARM/LOCK-DOWN:** The Sheriff, in conjunction with the President and/or Facilities – when appropriate – will decide if an order of Evacuate BUILDING, Evacuate CAMPUS, Lock-Down or Check Alert should go out. If alarms are not already sounding, decide if alarm should be turned on.
- COMMUNICATE EVACUATE/LOCK-DOWN:** If Evacuate Building(s) or Campus, Facilities turn on alarms. If Lock –Down.... somebody does something..what?
- SUMMON OUTSIDE HELP:** The Sheriff will summon and coordinate any other agencies that need to be involved (fire, ambulance, etc)
- ISSUE EMERGENCY ALERT:** The President (*or Facilities in his absence*) will contact the PR Office (*or Shalamon Duke or Vicky Nesia in their absence*) to send out an alert on as many of the following as possible: 1) text 2) wlac.edu 3) campus phone operator 4) office phones 5) runners

- EOC REPORT:** If an alarm is sounding, EOC staff should report to the EOC.

If no alarm is required, the President's Office (*or Facilities in his absence*) will summon the EOC Staff and the Special Teams via walkie talkie and/or phone.

The EOC is the Facilities Trailer unless otherwise specified.

- SPECIAL TEAMS REPORT:** If an alarm is sounding, Special Teams are to report to the EOC EXCEPT FOR Emergency Response Supervisors who are to remain in the section of campus to which they are assigned.

Special Teams are:	Emergency Response Supervisors	Facilities Staff
	First Aid / Triage	Runners

- EOC Staff will assemble, be briefed by the Incident Commander (*Sheriff, President or Facilities depending on event*) and begin their functions.

THE FIRST STEPS – Faculty / Staff / Students

IF EVACUATE BUILDING

- FACULTY** should let students know that there is an urgent or emergency situation on campus. If information is not already posted online and on the text alert, it will be soon. All should gather their belongings and exit the buildings. Faculty should lead their students to Lot 5, the Football Field, Lot 8A or the Practice Field. Follow instructions from emergency responders. **DO NOT LEAVE CAMPUS OR INSTRUCT YOUR STUDENTS TO LEAVE CAMPUS.**
- STUDENTS** should follow their instructors to one of the assemble locations and await further instruction.
- STAFF** should gather their belongings, close their doors and evacuate the buildings. As they leave, staff should ensure that the classrooms and students near them have heard the order to evacuate and understand they should exit the buildings. Look for any disabled students who may need help exiting buildings. Assemble in Lot 5, the Football Field, Lot 8A or the Practice Field. Follow instructions from emergency responders.
- EOC STAFF & SPECIAL TEAMS** should assemble at the EOC except the Emergency Response Supervisors who should go to their area post to help direct evacuation.
- ALL: When safe to do so, check the web & text alert system for additional instructions.**

IF EVACUATE CAMPUS

- FACULTY** should let students know that there is an urgent or emergency situation on campus. If information is not already posted online and on the text alert, it will be soon. All should gather their belongings and exit the campus. Follow instructions from emergency responders. People who did not drive should walk out of the campus or ride out with a friend. Do not wait for a bus or ride. **HELP DISABLED STUDENTS TO A VEHICLE THAT CAN TAKE THEM TO THEIR VEHICLES OR THE RALPHS PARKING LOT.**
- STUDENTS** should evacuate the campus in their vehicles or by foot.
- STAFF** should gather their belongings, close their doors and evacuate the campus. As they leave, staff should ensure that the classrooms and students near them have heard the order to evacuate and understand they should exit the campus. Look for any disabled students who may need help exiting the campus.
- EOC STAFF & SPECIAL TEAMS** should assemble at the EOC except the Emergency Response Supervisors who should go to their area post to help direct evacuation.

- ALL: When safe to do so, check the web & text alert system for additional instructions.**

IF LOCKDOWN

“**Lockdown**” is a procedure used when there is an immediate threat to the school such as in the case of a school intruder. Lockdown minimizes access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by the Los Angeles County Sheriff Department.

Sheriff notifies ? that campus must go on Lockdown

? sends puts out instructions via text & web

Sheriff uses loud speaker to announce lockdown?

- ALL: IMMEDIATELY** proceed, *if possible, out of the line of sight of window and doorways*, to the nearest classroom or secure space.
- FACULTY / STAFF:** should check corridors outside their classrooms or offices for nearby students and direct any students in the immediate vicinity into their classroom or office. Faculty/Staff should **NOT** leave the classroom or office to get students. Direct students to follow the instructions below.
- ALL:**
 - Lock classroom doors. If there is not lock, barricade the door with available objects.
 - Turn off all lights and electrical devices. Leave cell phones on so that you can receive emergency updates. Check for text updates as able. **PUT PHONES ON SILENT** mode.
 - Seek cover or concealment. If gunshots or explosive are heard, stay behind cover or concealment and lie on the floor or get as close to the floor as possible without giving up your cover.
 - REMAIN IN LOCK DOWN** response until the all clear is give by the Los Angeles County Sheriff Department.