



# Emergency Preparedness Plan

Revised: January, 2019

## Introduction

Every academic and administrative department at PREMIERE CAREER COLLEGE is responsible for emergency and disaster preparation.

The Plan is aimed at

- Protecting the lives of students, faculty and staff;
- Protecting College property; and resources related to the mission of the College
- Protecting the environment, health, and safety of students, faculty, and staff;
- Coordinating the unit-level emergency response with campus-wide procedures;
- Implementing specific emergency response activities.

## Purpose

This Emergency Preparedness Plan for the protection of its faculty, staff, students, and visitors in the event of an emergency, and to ensure continuity of its mission essential functions during any situation that may disrupt normal operations.

Specifically, this plan has been developed to identify:

- Work rules and policies for response to an emergency
- Appropriate emergency information and training for all personnel.
- Secure storage locations for college's first aid and emergency supplies.
- Effective emergency reporting and notification protocols
- communication strategies during an emergency
- Pre-defined recall procedures for essential personnel.

## Plan Development, Maintenance, and Implementation

### Plan Development

All campus departments headed by the directors/ supervisors share the responsibility for emergency and disaster preparation.

This step is designed to:

- Develop the department Preparedness plan
- Identify and obtain emergency supplies and equipment to support the plan.
- Appoint monitors to assist emergency evacuations.
- Arrange appropriate safety training and ongoing information programs for staff and faculty.

### Plan Maintenance

In order for the plan to be useful during an emergency it must be regularly updated and revised. The College's Emergency Coordinator will conduct annual assessments to review and update the Emergency Preparedness Plan and related procedures in accordance with established maintenance and planning requirements outlined below in this section.

## Premiere Career College Emergency Preparedness Plan

Action	Frequency
Inspect Department Emergency Kits	Every 6 months
Update/test Emergency Call Tree	Every 6 months
Review entire Plan	Annually, on July 1 <sup>st</sup>
Distribute plan to employees	With every revision, and to every new hire

## Incident Preparedness and Management

This section explains how the College will implement its Emergency Preparedness Plan following a major emergency or other disruption in normal operations. This section also explains how the College will manage its resources to support response and continuity operations.

### Concept of Operations

When an emergency occurs, each employee has a responsibility to evaluate the situation, notify emergency personnel, and implement the emergency preparedness plan. Evaluation involves an immediate assessment of the circumstances to determine the nature of the emergency. Following the evaluation, appropriate emergency and College personnel, including 9-1-1, will be implemented, following all instructions from police, fire, medical, EH&S, or other authorized College personnel.

In accordance with Title 19 of the California State Fire Marshal's Office, in the event of an emergency, or upon notification of fire, fire alarm or upon orders of an authority having jurisdiction, buildings or structures within the scope of the regulations of the California State Fire Marshall shall be immediately evacuated or occupants shall be relocated in accordance with established plans.

Should an emergency occur and there is no notification, either by alarm or nearby individuals, employees who feels the need to evacuate should relocate themselves in accordance with procedures contained in the plan. This does not mean that individuals should go home. They should gather in the designated assembly area and wait for further instruction from designated emergency personnel.

The following are the Preparedness Activities and Tasks to be performed in any incident:

#### **TASK 1: Safe Incident Preparedness**

The College's first priority in a major emergency is the protection of its personnel (employees, students, volunteers, visitors, etc.), property and the environment.

#### **TASK 2: Account for Personnel**

During an emergency or disaster, personnel accountability is critical. The workplace Preparedness Plan will ensure that all individuals are accounted for after an emergency at the designated Assembly Area.

#### **TASK 3: Assess Impact**

In the event of an emergency, the College shall rapidly organize to assess the impacts of the event on its operations and determine needed actions. Initial status reports may be verbal or written, depending on the situation as requested by the Executive Officer/ President.

### **TASK 4: Communicate instructions to personnel**

As soon as possible following an emergency, the College Coordinator shall begin the process to notify all employees of the status of the college and specific actions to be taken. This may be done in the form of a phone tree, hotline, website, or some other communication method.

### **Recovery from an Emergency**

Once the immediate danger to life and property has passed, recovery efforts begin. Two major elements that must be addressed include the concerns of employees and cost recovery.

- Employees will need prompt and accurate answers to their questions about the college's operational status, safety of the premises and access.
- Thorough documentation is the most important factor in assuring that PREMIERE CAREER COLLEGE obtains the maximum cost recovery possible from federal and state sources. It is important that information on loss and interruption of operations be gathered and passed to the President's Office as quickly as possible.

### **Access and Functional Needs**

Any person with a disability, temporary or permanent, or other condition that would require them to need assistance during an evacuation is considered to have "access and functional needs". Access and functional needs are further defined as anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location, or would slow down evacuation of other occupants within the building.

The privacy and confidentiality of persons with access and functional needs during an evacuation must be respected. As such, individuals cannot be required to disclose they have access and functional needs. Therefore, planning emergency evacuation of persons with access and functional needs must be predicated on self-disclosure. In order to receive assistance, occupants who have access and functional needs during an evacuation must request assistance from the Student Services Department in writing. This will ensure that advance arrangements can be made to meet their needs during an emergency. This information will only be used to assist emergency Preparedness personnel in locating and assisting persons with access and functional needs during an emergency.

### **Emergency Communications**

The PREMIERE CAREER COLLEGE community can be alerted through the use of audible, visual, and electronic technologies. All campus students, faculty, and staff are made be aware of these information.

Currently, components of this information dissemination system are:

- SMS/Text Messaging System
- Mass E-mail alerts
- [www.premierecollege.edu](http://www.premierecollege.edu)
- [Contactus@premierecollege.edu](mailto:Contactus@premierecollege.edu)
- 1(626) 814-2080

## Premiere Career College Emergency Preparedness Plan

- 9-1-1
- Facebook (Premiere Career College)
- Instagram (premierecareercollege)

Instagram and Facebook are secondary means for parents, friends, family, etc., to receive validated information from campus officials.

### **Personnel Accountability and Distribution of Emergency Information**

When an emergency occurs, a flow of information needs to be established and maintained between the campus administration and the departments, and between the departments and the students, faculty and staff for which it is responsible.

The College may choose to use a hotline number for employees to call and to post information to their websites for employees to see. The following information should be communicated as promptly as possible:

- Status of employees/ students
- What is the emergency
- What is the assessment of risk
- When and where the emergency occurred
- Areas affected
- College actions and instructions
- Updates as conditions change
- Expected actions of employees (including staff recall)

Premiere Career College Emergency Preparedness Plan

**PREMIERE CAREER COLLEGE**  
**Emergency Preparedness Plan**  
**Contact Information**  
**Main Telephone No. (626) 814-2080**  
**Website address: [www.premierecollege.edu](http://www.premierecollege.edu)**  
**Email address: [contactus@premierecollege.edu](mailto:contactus@premierecollege.edu)**

<b>Administrative/ Academic Personnel</b>	<b>Position</b>	<b>Direct Contact Information Cell Number</b>	<b>E-mail Address</b>
Fe Ludovico - Aragon	President	626 823-1400	<a href="mailto:doctorfe@premierecollege.edu">doctorfe@premierecollege.edu</a>
Enrique Aragon	Vice-President	626 823-1404	<a href="mailto:eva@premierecollege.edu">eva@premierecollege.edu</a>
Antonio Torres	Director of Education	951 313-4913	<a href="mailto:atorres@premierecollege.edu">atorres@premierecollege.edu</a>
Liza M. David	Accounting Director	909 859-5600	<a href="mailto:ldavid@premierecollege.edu">ldavid@premierecollege.edu</a>
Rowena Gabriel	Director of Student/ Employee Services	951 764-5372	<a href="mailto:rgabriel@premierecollege.edu">rgabriel@premierecollege.edu</a>
Teresa Jimenez	Director of Admissions	626 409-2191	<a href="mailto:t_jimenez@premierecollege.edu">t_jimenez@premierecollege.edu</a>
James Aquino	Director of Financial Aid	626 890-9377	<a href="mailto:jaquino@premierecollege.edu">jaquino@premierecollege.edu</a>
Elenita Sebastian	Nursing Program Coordinator	586 822-8540	<a href="mailto:esebastian@premierecollege.edu">esebastian@premierecollege.edu</a>
Yotsakol Yerabutar	IT Director	714 271-8831	<a href="mailto:gyerabutar@premierecollege.edu">gyerabutar@premierecollege.edu</a>
Wilfredo Cabico	Logistics Supervisor	626 825-1850	<a href="mailto:fcabico@premierecollege.edu">fcabico@premierecollege.edu</a>
Frank Villaflor	Lead Maintenance	323 470-5798	<a href="mailto:fvillaflor@premierecollege.edu">fvillaflor@premierecollege.edu</a>

## **Incident Preparedness and Specific Hazards**

Based on Workplace safety reporting or Occupational Safety and Hazard Administration (OSHA) standards). This information is to be used in conjunction with the Emergency Preparedness Plan.

### **ACCIDENT RESPONSE (LOCALIZED AREA):**

- Call 911 for assistance
- Notify Emergency Coordinator and other key personnel
- Administer first aid ONLY if trained to do so
- Do not attempt to move a seriously injured person unless they are in immediate danger

### **EMERGENCY PREPAREDNESS (CAMPUS-WIDE)**

Depending on your circumstances and the type of emergency, the first important decision is whether to stay put or get away. Understand and plan for both possibilities and the reasoning behind the plan. Use common sense and available information, including the following Preparedness guides, to determine if there is immediate danger. Use available information to assess the situation. In some scenarios, such as hazardous materials spills or police actions, it is safer to remain where you are. In other scenarios, such as fire or earthquake, it is advisable to evacuate your location for a safer space. In any scenario, if you are specifically told to evacuate, do so immediately.

In accordance with California Government Code, the Emergency Coordinator, acting as Commander shall be followed at all times. Violations of these orders, directions, and instructions (including disobeying or interfering with an official in their official duties e.g. – Police, EMT, etc.) may be subject to misdemeanor citation, arrest, and/or detention by law enforcement.

## Power Outage or Failure

### ***IF A POWER FAILURE OCCURS:***

- Remain calm.
- Keep a flashlight in your desk.
- Provide assistance to visitors and other staff members in your area.
- If you are in an area with no lights, proceed cautiously to an area that has some lights.
- Use flashlights to search for guests or staff members caught in unlit areas.
- In public areas, assist guests and escort them to the exits.
- Stand-by for instructions from emergency personnel to evacuate the building in the event that the power cannot be restored in a timely manner.
- Wait for instructions, be patient
- Do not open the doors of refrigerators and freezers unless absolutely necessary so that they will maintain their temperature for longer periods
- Most power outages are resolved quickly
- Evacuation is unlikely

## Fire

*Whenever a fire alarm is activated in your area, immediately evacuate the building by the nearest emergency exit.*

- Remain calm and activate a fire alarm
- Call 911
- If the fire is small, attempt to put it out with a fire extinguisher if you can do so safely.
- Never allow the fire to come between you and an exit path
- If the fire involves electrical equipment that is active, attempt to unplug the device.
- If you are unable to put the fire out, evacuate by the nearest emergency exit.
- Notify the Emergency Coordinator
- Support the safety team's instructions
- Touch closed doors with the back of your hand prior to opening them. If it is hot or if smoke is visible, do not open that door. Seek another exit path.
- If cool, exit carefully
- If there is smoke, crouch near the floor upon exit
- If there is fire, confine it as much as possible by closing doors and windows (do not lock the doors).
- Do not re-enter building until authorized by emergency personnel
- Wait for the Fire Department to declare the building safe to re-entry.
- Use extinguishers on small fires ONLY if safe to do so – use the **P-A-S-S** method
  - Pull the pin in the handle
  - Aim at the **BASE** of the fire
  - Squeeze the nozzle, while employing a
  - Sweeping motion



## Hazardous Materials

**At Premiere Career College, major hazardous materials/ substances are not usually utilized for possible minor spills in the labs:**

- Follow lab procedures for eyewash, rinse or shower
- Vacate persons in the immediate area if necessary
- Clean the spill ONLY by those with suitable training and equipment (MSDS sheets and spill kits are available in each lab, use these sheets for information and correct procedure)
- Wear protective equipment (goggles, gloves, shoe covers)
- Use the appropriate kit to neutralize and absorb
- Collect waste – seal in proper container and label it clearly

**Area-wide HAZMAT Incident (campus or community):**

- Follow instructions precisely; an indoor or alternate outdoor evacuation site may be necessary.

**External Hazardous Material Release (Toxic Cloud):**

- Listen for details on the public address system
- Ensure windows and doors remain closed
- Inform occupants to stay indoors until hazard is declared over
- Ensure maintenance of the safety and comfort of occupants

## Earthquake

### **WHEN AN EARTHQUAKE OCCURS:**

- Follow the “Drop, Cover, and Hold” technique by:
  - Immediately dropping to the ground when you feel the earthquake start
  - Take cover under a sturdy desk or table
  - Hold on to the piece of furniture until the shaking stops



### **FOLLOWING AN EARTHQUAKE:**

- Remain calm and be prepared for aftershocks.
- Do not attempt to evacuate from the building until it is safe to do so.
- When walking through the building, move cautiously to avoid damaged stairways, doors or exposed electrical lines.
- Open doors carefully, watch for falling objects or exposed electrical lines, and be prepared for damaged stairways.
- Do not use matches or lighters until outside.
- When safe, college officers should conduct a search of the building for anyone who might be trapped or afraid to leave.
- Do not attempt to move injured persons unless there is a danger of further injury from collapsing structure, fire, etc.
- Report to the designated personnel and do not re-enter the building until it is declared safe
- Assess college impact and monitor news reports

### **Minor Quake (brief rolling motion):**

- Report any damage to your supervisor/Emergency Coordinator
- Be alert for aftershocks, avoid potential falling hazards
- Review safety procedures and kit
- Await instructions, evacuation is unlikely

### **Major Quake (violent shaking):**

- Report injuries to 9-1-1 and supervisor
- Report damage to your supervisor or Emergency Coordinator
- Evacuate carefully, be alert for aftershocks

## Premiere Career College Emergency Preparedness Plan

- Take emergency supplies
- Be alert for damage and hazards
- Assist others
- Meet at designated assembly area; account for personnel
- Move to designated campus evacuation area for instructions
- Do not enter buildings until they are examined
- Await instructions, be patient, help others

## Active Shooter and Campus Violence

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### 1. **Evacuate: If there is an accessible escape path, attempt to evacuate the premises.**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. **Hide out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

#### ***To prevent an active shooter from entering your hiding place:***

- Lock the door
- Blockade the door with heavy furniture

#### ***If the active shooter is nearby:***

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)• Hide behind large items (i.e., cabinets, desks)
- Remain quiet

#### ***If evacuation and hiding out are not possible:***

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### 3. **Take action against the active shooter** - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

## Premiere Career College Emergency Preparedness Plan

### **How to respond when Law Enforcement arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. In order to best assist law enforcement efforts it is important to follow the following steps:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets) • Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### **Information to provide to law enforcement or 911 operators:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## Flooding and Spills

Serious water damage can occur from a number of sources including burst pipes, clogged

### ***IF A WATER LEAK OCCURS:***

- Notify building maintenance personnel to report the exact location of the leak and if any objects are in imminent danger.
- If there are submerged electrical appliances or outlets in the vicinity of the water, evacuate students, staff and guests.
- If you can safely stop the source of the flooding, do so cautiously.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.

### ***IF FLOODING OCCURS:***

- Notify building maintenance immediately
- If safe to do so, turn off or disconnect electrical devices in the flood area to reduce risk of electrical shocks.
- Protect or remove valuable property that is susceptible to water damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct Preparedness personnel to the site and others away from the site.
- If liquid is contaminated, area must be secured.

Notify the administrator or any employee of any damage as soon as possible

## Bomb Threats, Suspicious Devices and Explosions

*Explosions can occur from improvised explosive devices (IED), faulty equipment or chemical reactions, creating life threatening conditions.*

### **BOMB THREAT:**

- Take all bomb threats seriously
- Report threats 911 immediately
- Notify supervisor immediately
- Do not search for a device or touch suspicious objects
- If you receive a bomb threat call, try to note:
  - Caller's gender, age, unique speech attributes
  - Indications about where the device is, when it is set to go off, what it looks like, why it was placed
- If a threat was delivered, describe messenger or any suspicious persons in the area
- Evacuation decisions rest with designated personnel (see contact list)
- Follow instructions precisely as evacuation may be to an alternate site

## Civil Disorder

### ***CIVIL DISORDER:***

- Remain calm and evaluate the severity of the situation
- Do not confuse a demonstration with civil disorder. Civil disorder involves felonious behavior (arson, burglary, assault, serious property damage)
- Follow College instructions exactly
- Help the College disseminate accurate information and instructions
- Support an authorized lockdown or evacuation order
- Do not contribute to the spread of rumors
- Obtain updates directly from College

## Evacuations

Specific instructions and evacuation routes can be found in the workplace Emergency Action Plan. The following are generic guidelines to be followed for an evacuation of any building.

### Building Evacuation Instructions

- Remain calm. Immediately proceed to the nearest emergency exit and get out of the building.
- Be alert to broken glass, particularly in the lobbies.
- As you evacuate, check for other employees, students or visitors who may be disabled or disoriented and assist them in exiting.
- Take only your keys, purse or emergency supplies that you need. Do not attempt to take large or valuable objects that might slow your progress.
- Shut (but do not lock) doors behind you as you exit.
- Designated college marshals should ensure that all members of their department evacuate the building, and that they are accounted for at the Assembly Area.
- Do not leave the evacuation site without supervisor's consent
- Emergency personnel will authorize building re-entry when conditions permit
- If a full campus evacuation is announced, follow instructions precisely to avoid gridlock.
- If it is determined that employees, students or visitors remain inside the building, this information should be conveyed to responding emergency workers. Rescue teams may be sent in only if it is deemed to be safe to proceed

### Assisting People with Access or Functional Needs During an Evacuation

#### To Alert Visually Impaired Persons:

- Announce the type of emergency
- Offer your arm for guidance to lead them. Do not push or pull them
- Tell the person where you are going. Alert them to obstacles you encounter.
- When you reach safety, ask if further help is needed.

#### To Alert People with Hearing Limitations:

- Turn lights on/off to gain person's attention or
- Indicate directions with gestures or
- Write a note with evacuation directions

#### To Evacuate Persons Using Crutches, Canes or Walkers:

- Evacuate these individuals as injured persons.
- Assist and accompany them to the evacuation assembly area if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety.

**To Evacuate Wheelchair Users:**

- Non-ambulatory persons' needs and preferences vary.
- Individuals at ground floor locations may exit without help.
- Others have minimal ability to move. Lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirator get priority assistance.
- Consult with person to determine best carry options, usually Fire Department will evacuate them.
- Reunite person with the chair as soon as it is safe to do so.

## Emergency Supply Kit Contents and Locations

### Emergency Preparedness Plan

Suggested supplies for a College Emergency Supply Kit include:

- Employee Roster
- First Aid Kit (including gloves and splints)
- Laboratory Kits
- Dust Masks
- Tools (especially a crowbar)
- Communications equipment (including portable AM/FM radios, walkie talkies, and extra batteries)
- Department Emergency Preparedness Plan
- Phone Directory
- Leather gloves
- Hard hats
- Keys required for emergency access
- Sign-making supplies (including markers, thumb tacks, tape, paper, post-its)
- Duct and Caution tape
- Flashlights and batteries
- Light sticks
- Food
- Water
- Whistle
- Change of clothes for those involved in emergency coordination.

This list is meant to serve as a guide only and should be augmented to fit from time to time the needs of the college.

### Personal Emergency Kits

In addition to the Departmental Emergency Supply Kits, employees are encouraged to assemble personal emergency kits and have them accessible at all times. Suggested items include:

- Flashlights and batteries
- Battery-operated radio
- Sturdy, closed toe shoes
- Backup eyeglasses and prescription medications
- Wrapped snacks
- Water packets/bottles
- Emergency telephone numbers
- Out-of-area emergency contact numbers