

IN A LIFE-THREATENING  
EMERGENCY

**DIAL 911**

followed by  
24-Hour OFFICE OF  
PUBLIC SAFETY HOTLINE

**800-834-0064**



# **CAMPUS EMERGENCY PROCEDURES GUIDE**

**For Faculty, Staff and Students**

# TABLE OF CONTENTS

<b>SAFETY TIPS</b> .....	3
<b>MEDICAL EMERGENCIES</b> .....	4
<b>SUICIDE THREAT/MENTAL</b> .....	5
<b>HEALTH EMERGENCY</b> .....	5
<b>DEATH</b> .....	5
<b>FIRE / EVACUATION</b> .....	6
<b>PROCEDURES</b> .....	6
<b>FIRE EXTINGUISHER USE</b> .....	7
<b>WEATHER EMERGENCIES</b> .....	7
<b>EARTHQUAKES</b> .....	9
<b>EVACUATION PROCEDURES FOR DISABLED INDIVIDUALS</b> .....	11
<b>SEXUAL ASSAULT OR RAPE</b> .....	12
<b>ASSAULT / ACTS OF VIOLENCE</b> .....	13
<b>PERSONAL SAFETY TIPS</b> .....	13
<b>CIVIL DISTURBANCES / PROTESTS</b> .....	14
<b>BOMB THREATS – WEAPONS / EXPLOSIVES</b> .....	15
<b>ACTIVE SHOOTER</b> .....	16
<b>CHEMICAL OR HAZARDOUS MATERIALS SPILL</b> .....	17
<b>GAS LEAK - FUMES - VAPORS</b> .....	18
<b>SUSPICIOUS PACKAGES OR OBJECTS</b> .....	19
<b>BASIC FIRST AID</b> .....	20
<b>SCHOOL EVACUATION</b> .....	23
<b>PROCEDURES</b> .....	23
<b>OUTSIDE SAFE REFUGE AREAS</b> .....	23
<b>OUTSIDE SAFE REFUGE AREAS MAP</b> .....	24
<b>RISK ASSESSMENT</b> .....	25
<b>LOCKDOWN</b> .....	25
<b>MEDIA</b> .....	25
<b>INSTRUCTIONAL CONTINUITY PLAN</b> .....	26
<b>COMMUNICATIONS</b> .....	26
<b>TRAINING AND TESTING</b> .....	27

# SAFETY TIPS

## **Remain Calm**

By remaining calm, you will be able to think clearly and respond appropriately.

## **If Reporting an Emergency**

If reporting an emergency, call police or a local emergency agency. Provide essential information, e.g., the type of emergency, the location, any injuries, a description of the attacker(s) and the type of weapons involved.

## **Get Away, If Possible**

Only do this if you can escape quickly and safely. Identify an escape route first. Leave all belongings behind. If possible, stay behind furniture, buildings, cars, etc. Warn others as you go.

## **Lock Down**

If you cannot escape, hide in the nearest room. Lock or barricade doors, close and cover windows. Turn off lights and remain very quiet. Do not open doors until law enforcement officers give the "all clear" signal.

## **Take Cover**

If attackers are armed, hide in a place that totally blocks you from view of the attackers. If there is nowhere to hide, lie flat on the ground. Stay away from doors and windows. If a shooter is in the same room with you and gunshots have been fired, it may help to "play dead" until escape is possible or help arrives.

If violence strikes, know how to respond. Participate in the periodic emergency drills and follow all instructions given by College officials and local law enforcement.

# MEDICAL EMERGENCIES

## In the event of a medical emergency:

- Remain calm and do not move the victim unless his/her location poses a possible danger.
- Immediately notify or ask someone in the vicinity to call **911** and the Office of Public Safety (800-834-0064)
- Let Public Safety and responding emergency personnel know if the victim
  - is unconscious
  - has trouble breathing
  - has chest pain or pressure
  - is bleeding severely
  - has pressure or pain in the abdomen that does not go away
  - is vomiting or passing blood
  - has a seizure
  - has a severe headache or slurred speech
  - appears to have been poisoned or exposed to hazardous materials
  - has injuries to the head, neck, or back; or
  - has possible broken bones
- Care for life-threatening conditions and provide first aid only if you have the proper training.

## Local Emergency Resources for Students

**Kheir Clinic** (0.19 miles away)  
3727 W 6th St., Ste 200  
Los Angeles, CA 90020  
**213-235-2500**  
[www.lakheir.org](http://www.lakheir.org)

**Queenscare Family Clinics**  
- **Bresee** (1.09 miles away)  
184 Bimini Place  
Los Angeles, CA 90004  
**213-858-5126**  
[www.queenscarefamilyclinics.org](http://www.queenscarefamilyclinics.org)

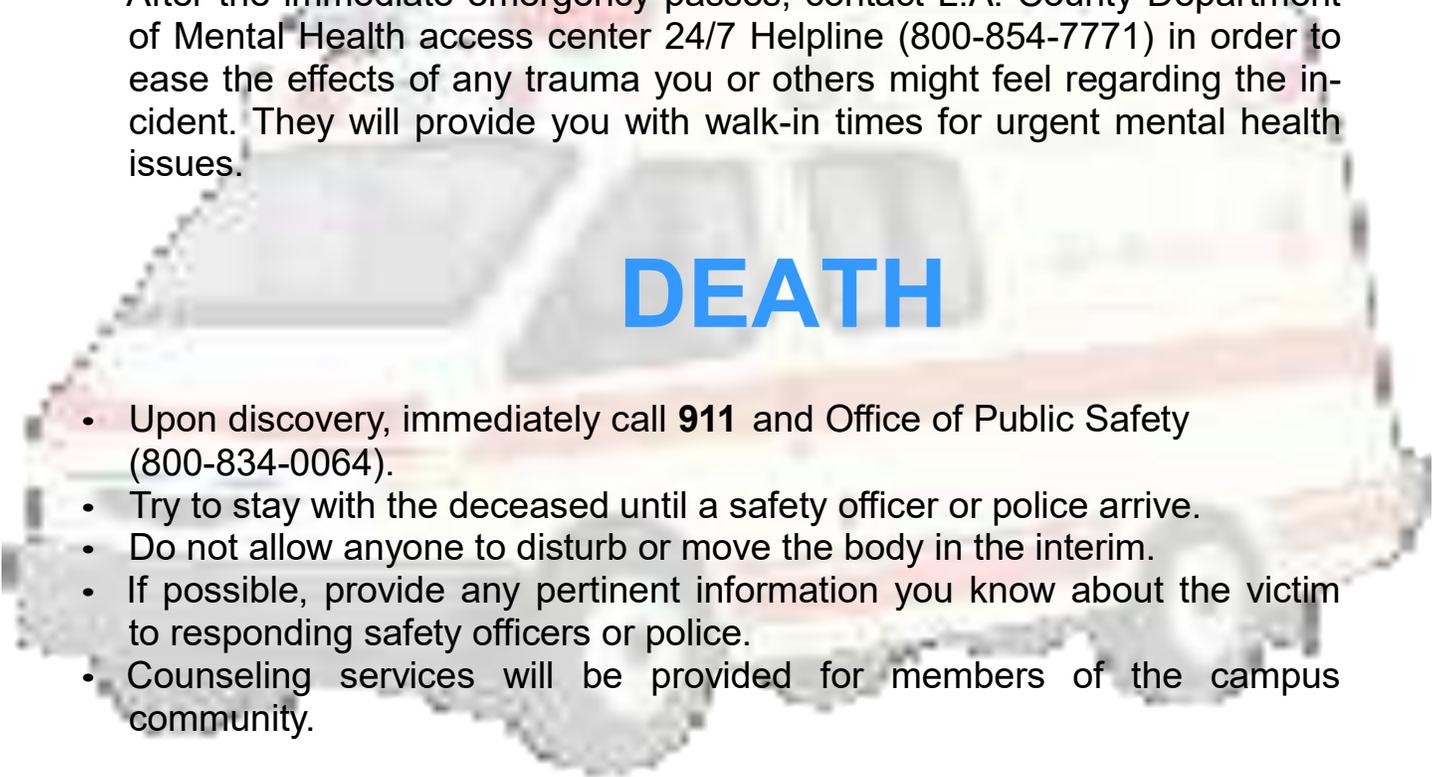
**Benevolence Health Centers**  
(1.27 miles away)  
3533 W Pico Blvd.  
Los Angeles, CA 90019  
**323-734-1600**  
[www.bhchealth.org](http://www.bhchealth.org)

**St. Anthony Medical Center**  
(1.3 miles away)  
2515 W Pico Blvd,  
Los Angeles, CA 90006  
**213-284-4555**  
[www.stamc.org](http://www.stamc.org)

# SUICIDE THREAT/MENTAL HEALTH EMERGENCY

Mental health emergencies include suicide, attempted suicide, threats of suicide, and other behaviors that directly endanger the affected individual or others.

- If it appears that an individual has caused harm to himself or others or is in need of immediate medical assistance, call **911**, then call Office of Public Safety (800-834-0064).
- Every attempt or statement about suicide should be taken seriously. Don't try to evaluate the validity of the threat on your own.
- If it appears that an individual is threatening to cause harm to herself or others, call Office of Public Safety immediately (800-834-0064).
- Once on the scene, public safety officers will make an initial evaluation and render first aid as needed until support arrives. Police or emergency medical assistance might be requested. Public safety officers will contact appropriate community living representatives.
- If possible, provide responding personnel with any pertinent information you know about the victim.
- After the immediate emergency passes, contact L.A. County Department of Mental Health access center 24/7 Helpline (800-854-7771) in order to ease the effects of any trauma you or others might feel regarding the incident. They will provide you with walk-in times for urgent mental health issues.



## DEATH

- Upon discovery, immediately call **911** and Office of Public Safety (800-834-0064).
- Try to stay with the deceased until a safety officer or police arrive.
- Do not allow anyone to disturb or move the body in the interim.
- If possible, provide any pertinent information you know about the victim to responding safety officers or police.
- Counseling services will be provided for members of the campus community.

# FIRE / EVACUATION PROCEDURES

## Once the alarm is activated:

- Calmly alert others in your area that they must leave.
- Assist disabled individuals in your vicinity, and inform safety officials of their location.
- Take pets with you if you can do so without jeopardizing anyone's safety.
- Do not try to retrieve items in another location in the building.
- Evacuate the building by following the exit signs. Do not use elevators.
- Close as many doors as possible between you and the fire. Touch doors before opening them to see if they are hot.
- Move to the building's designated gathering spot or, as directed by public safety personnel, at least 25 feet away from the building.
- Try to account for all people who were within your vicinity, including visitors.
- Wait for safety officers to tell you when it is safe to return to the affected building.

## If caught in smoke:

- Crawl toward the nearest exit.
- Breathe through your nose, covering your mouth and nose with a shirt or towel.

## If trapped in a building:

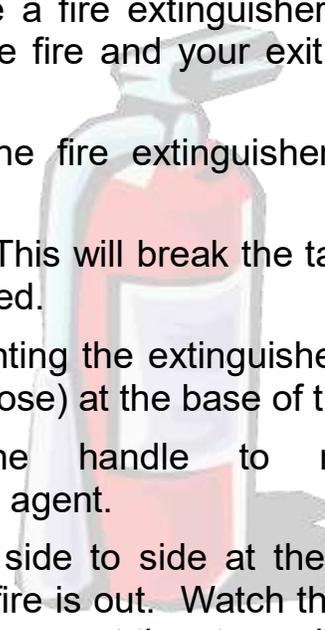
- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building, and call for help using a telephone or cell phone.

### TIPS

- ▶ Locate and remember every regular and emergency exit from the building where you work, live, and take classes.
- ▶ Know the locations of the building's fire alarms and extinguishers.
- ▶ Write down and post your building's designated evacuation gathering spot.

# FIRE EXTINGUISHER USE

- If you must use a fire extinguisher, place yourself between the fire and your exit from the area.
- To discharge the fire extinguisher, follow the **PASS** method.
  - **P**ull the pin. This will break the tamper seal, if one is provided.
  - **A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - **S**queeze the handle to release the extinguishing agent.
  - **S**weep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.



## CAUTION

Improper use of a fire extinguisher can increase the hazard. Please use a fire extinguisher only if you have been trained to do so. If you have any doubt of your ability to fight the fire, exit immediately.

# WEATHER EMERGENCIES

## Severe Storms

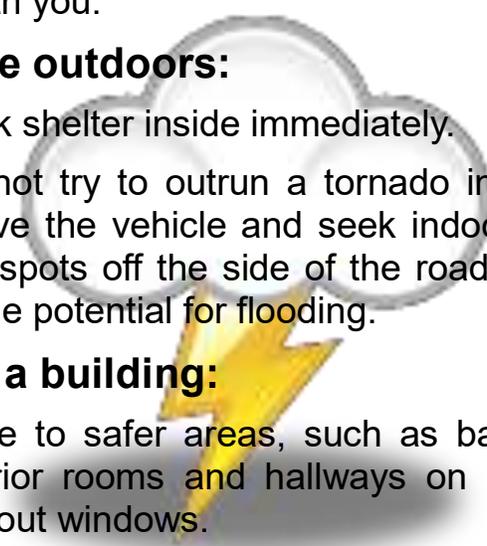
If threatening weather approaches, seek shelter immediately and assist disabled individuals to seek shelter with you.

### If you are outdoors:

- Seek shelter inside immediately.
- Do not try to outrun a tornado in a vehicle. Leave the vehicle and seek indoor shelter or low spots off the side of the road. Be aware of the potential for flooding.

### If inside a building:

- Move to safer areas, such as basements or interior rooms and hallways on lower levels without windows.
- Get under sturdy pieces of furniture and stay away from windows.



## STAY INFORMED

Remember that your car radio might be the easiest way to listen to emergency broadcasts.

KFI - 640 AM KNX  
- 1070 AM KFWB  
- 980 AM KROQ -  
106.7 FM KRLA -  
870 AM KCBS -  
93.1 FM KABC -  
790 AM

**OR CALL 211**

## Heat

- When temperatures are high, prolonged sun exposure may cause dehydration, heat cramps, heat exhaustion, and heat stroke. Never leave children, elderly people, or pets unattended in closed vehicles, even with the windows cracked open.
- Wear light, loose-fitting clothing.
- Drink water or sports drinks often and avoid drinking alcohol.
- Offer help to those in your neighborhood with limited access to air conditioning and transportation, such as seniors or those who are ill.
- During peak heat hours stay in an air-conditioned area. Visit public facilities such as shopping malls, parks, and libraries to stay cool.
- Avoid unnecessary exertion, such as vigorous exercise during peak sun hours.
- Stay out of the sun if you do not need to be in it. When in the sun, wear a hat, preferably with a wide brim.

## Flood

- Do not cross rapidly flowing streams. Stay on one side until the water recedes. Most streams will go down in a couple of hours, once it stops raining.
- During a storm, check drainage systems at your home and driveways to maintain a safe situation and limit damage.
- Watch for mudslides and adjust drainage to reduce mudslides. If you notice a major mud slippage either above or below your location, move your to a safe location, notify your neighbors and call the Department of Public Works at **1-800-675-HELP(4357)**.

## When it's raining...

Plan to arrive at your location in a safe neighborhood before it starts raining and remain there until well after the storm. Burned logs, boulders, mud and other debris can create temporary dams which burst days after the rain has stopped. This could be hours or sometimes even days after the rain has stopped. Be particularly alert when driving. Watch the road for collapsed pavement, mud, fallen rocks, and other hazards. Bridges may be washed out, and culverts overtopped. When you see water across a roadway, there is no way to see whether the road under the water has been washed away. The water may be much more deep and powerful than you expect.

# EARTHQUAKES

During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off your feet. You may be jarred first by a violent jolt—as though your building was hit by a truck. A second or two later you'll feel the shaking and, as in the first example, you will find it very difficult (if not impossible) to move from one room to another.



## DURING THE EARTHQUAKE

### **If you are indoors:**

- Drop to the floor under a sturdy desk or table, Cover your head and face with your arms, and Hold on.
- If suitable furniture is not nearby, sit on the floor against an interior wall and cover your head and face with your arms.
- Stay clear of windows, bookcases, shelves, mirrors and fireplaces.
- Do not use elevators!
- If possible, extinguish any open flames or sources of ignition immediately.

### **If you are outside:**

- Get into an open area away from trees, buildings, walls and power lines.
- If driving, pull over to the side of the road, stop, and stay inside the vehicle until the shaking is over.
- Avoid overpasses, bridges, and power lines.
- If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses or damaged sections of road.

## **AFTER THE EARTHQUAKE**

1. Check for injuries, starting with yourself. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.
2. Keep phone lines open. Do not use the telephone except for genuine emergency calls, such as a serious injury, fire or gas leak.
3. If you suspect or know that someone is trapped in the building call Police at 911 from a campus phone, or, if the phone lines are out, have someone post a message at the front of the building noting the time, date, number of victims and their last known location in the building.
4. Check for gas and water leaks, broken electrical wiring, and broken sewage lines in your area. Check building for cracks and damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area. If there is damage, report it to Police at. Attempt to block off damaged areas to keep people away from the hazard until additional help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Check for hazardous materials spills and releases. If any are discovered, follow the procedures in this guide.
7. If the building is damaged, evacuate and attempt to secure the building against entry. Notify Police by calling 911 from of the damage and evacuation. Do not reenter damaged buildings.
8. If you have to evacuate, post a message in clear view stating where you can be found. List reunion points so that others looking for you later can find you. If you have a radio or cellular phone, take them with you along with batteries and chargers if available. This may be your only method of communication for several hours.
9. Turn on a battery powered radio for damage reports and information. Check KNX FM 1070 for information.
10. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
11. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.

# EVACUATION PROCEDURES FOR DISABLED INDIVIDUALS

Persons whose mobility is impaired are individually responsible for informing their supervisors and the Office of Public Safety (800-834-0064) of their names, building names and room numbers, and nature of disabilities. This information will be given to the Los Angeles County Fire Department during emergencies. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units.

Co-workers may assist in evacuating disabled persons only if this places them in no personal danger.

Always ask someone with a disability how you can help, before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person.

Mobility-impaired persons in wheelchairs on non-ground-level floors should proceed to the nearest enclosed stairwells and wait for the Los Angeles County Fire Department to arrive. Someone should stay with the disabled person, if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons.

Visually impaired persons should have a sighted individual guide them to safety.

Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

# SEXUAL ASSAULT OR RAPE

## **If you have been raped or sexually assaulted**

If you are raped or sexually assaulted, the most important thing is your safety. Get to a safe environment as soon as possible, and call **911** or the Office of Public Safety (800-834-0064).

If you choose to seek medical attention. Rape Treatment Center at Santa Monica - UCLA Medical Center is the nearest hospital equipped with Sexual Assault Evidence Collection Kits.

Seeking medical attention is advisable, even if you think you do not have any physical injuries. A health care provider can talk with you about other possible risks, such as internal injuries, sexually transmitted diseases, and pregnancy.

Medical providers may be required to inform law enforcement. It is your choice to cooperate with police, and you have the right to ask for a rape crisis counselor or advocate to be present.

## **If you choose to report the crime**

If you choose to report the rape or sexual assault, take these important steps in order to preserve evidence:

- Do not shower, bathe, brush your teeth, or even wash your hands.
- Do not change or destroy your clothing.
- Do not disturb the area, room, or vehicle where the assault occurred
- Even if you forget or are unable to take these steps, it's still not too late to report the crime. Reporting the crime does not mean you must press charges.

## **Victims Assistance**

A rape or sexual assault can cause you to experience a range of emotions, some which may be difficult to understand. Talking about what happened helps. CBD College encourages you to reach out to any of the following people for support or assistance:

- Office of Public Safety 800-834-0064
- Rape, Abuse & Incest National Network Hotline 800-656-HOPE
- Santa Monica Hospital Rape Treatment Center 310-319-4347
- Los Angeles County Domestic Violence Hotline 800-978-3600
- Sex Crimes Division LA County District Attorney's Office 213-974-1611

# ASSAULT/ACTS OF VIOLENCE

## RESPONSE

1. If you witness or are the victim of an assault or act of violence, immediately call **911**, then the Office of Public Safety (800-834-0064). If you need to seek medical attention, campus personnel can assist you.
2. If it is safe to do so, stay at the location of the incident to provide officers with a full account of the events and to direct them to any evidence.
3. If known, provide officers with any information regarding the perpetrators of the incident.
4. Consider calling Rape, Abuse & Incest National Network Hotline 800-656-HOPE or S.T.E.V.I.E 323-898-2955, in order to ease the effects of any trauma you might feel regarding the incident.

## INFO

Sometimes acts of violence or vandalism are motivated by hate or bias. A hate/bias incident is an act that appears to be motivated or is perceived by the victim to be motivated, all or in part, by race, color, religion, ethnic background, sexual orientation, or disability. To be considered a hate/bias incident, the act is not required to be a violation of a federal, state, or local statute.

# PERSONAL SAFETY TIPS

Avoid walking or jogging alone, especially after dark.

If you must travel alone at night, ask someone to escort you to your destination.

Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.

Keep your cell phone handy.

Have your keys ready when returning to your residence or apartment, and keep your personal items concealed and close to your body.

Don't investigate a suspicious person or noise outside by yourself — call for help.

Remember that the majority of assaults involve alcohol — be aware of your limits.

# CIVIL DISTURBANCES / PROTESTS

The college supports the rights of persons to express themselves, to dissent, and to demonstrate, provided that demonstrations are lawful, do not disrupt normal college activities, and do not infringe upon the rights of others.

## **Peaceful protests**

Do not interfere with or obstruct a peaceful civil protest; instead watch peacefully or continue with your business on campus as usual.

## **Disruptive civil protests**

If protests disrupt normal college activities, result in damage to college buildings or grounds, or threaten the safety of others:

- Remain calm.
- Call **911** and Office of Public Safety 800-834-0064.
- Do not obstruct or provoke protesters.
- Alert all persons in the area of the situation to move away.
- If prudent, lock doors and windows to prevent unauthorized entry.
- If necessary to evacuate, follow the directions of responding public safety or police officers.
- If evacuated, meet at the predetermined evacuation location and wait for additional instructions and information.

# BOMB THREATS – WEAPONS/ EXPLOSIVES

## **Bomb Threats**

If you are within 300 feet of any suspicious package, do not use a cell phone, cordless phone, or walkie-talkie, because it may trigger an explosion.

### ***By phone:***

- Stay calm.
- If your phone has caller ID, record the number displayed.
- If possible, get the attention of someone else and have him or her call **911**.

### ***By e-mail:***

- Immediately call **911** and Office of Public Safety (800-834-0064)
- Forward an e-mail threat to College Administration ([cbdcollege@cbd.edu](mailto:cbdcollege@cbd.edu)), and do not erase.

### ***By mail:***

- See Suspicious Packages

## **Weapons/Explosives**

- If you become aware that someone possesses dangerous materials on campus, call **911** and Office of Public Safety (800-834-0064) immediately to report their location.
- Do not approach or confront anyone you suspect of having a weapon. Observe them from a distance and point them out to arriving public safety officers.

# ACTIVE SHOOTER

These types of incidents are unpredictable, and you may need to alter the following suggestions, depending on the situation.

- If a shooter is in a building, exit the building immediately, if it is safe to do so.
- Notify anyone you may encounter to exit the building immediately.
- Seek shelter in a safe location, and await instructions from the police or Public Safety officers.
- Call **911**, then the Office of Public Safety (800-834-0064), and provide the following information:
  - ▶ Your name
  - ▶ Location of incident
  - ▶ Number of shooters
  - ▶ Identification and description of shooter
  - ▶ Number of persons with you
  - ▶ Your location

If exiting the building is not possible, or if a lockdown is announced, the following actions are recommended:

- Go to the nearest room or office.
- If safe, allow others to seek refuge with you.
- Close and lock the door. If the door has no lock, barricade it with items available (desks, chairs, bookshelves, etc.)
- Cover the door windows and pull shades. Turn off lights.
- Stay quiet and silence cell phones.
- Call **911** then the Office of Public Safety (800-834-0064) from a campus phone or a cell phone that has been silenced.
- Wait for police officers or public safety officers to assist you out of the building.

## Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people, because their main goal is to get to the shooter(s). Involved persons need to remain calm and patient during this time, so as not to interfere with police operations. Cooperate with officers who may ask you for information concerning the incident.

Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of officers at the scene or responding to the scene.

# CHEMICAL OR HAZARDOUS MATERIALS SPILL

## **HAZMAT incidents may be**

- indoor and outdoor fuel spills;
- solvent or other chemical spills in shops;
- chemical or biological spills in buildings and laboratories;
- chemical odors in buildings;
- natural gas smells and leaks; or
- fires in a laboratory or other facility involving highly toxic chemicals,
- infectious substances, and radioactive materials.

## **Response:**

### ***OUTDOORS:***

- If you witness an accidental or intentional release of hazardous material into the environment (air, water, ground), move upwind from the spill's vicinity.
- Immediately notify the Office of Public Safety (800-834-0064) of the spill's location and scope.
- Warn other individuals to stay away from the spill site.
- The Office of Public Safety will call medical personnel, if necessary, and direct them to your location.

### ***INDOORS:***

- Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel.
- Notify the Office of Public Safety on a phone located a safe distance from the hazard to report
  - the nature of the incident, and name of the hazardous materials, if known,
  - the exact location,
  - whether there are injuries,
  - symptoms being exhibited by exposed individuals, and
  - any other details that would assist officials in preparing their response.

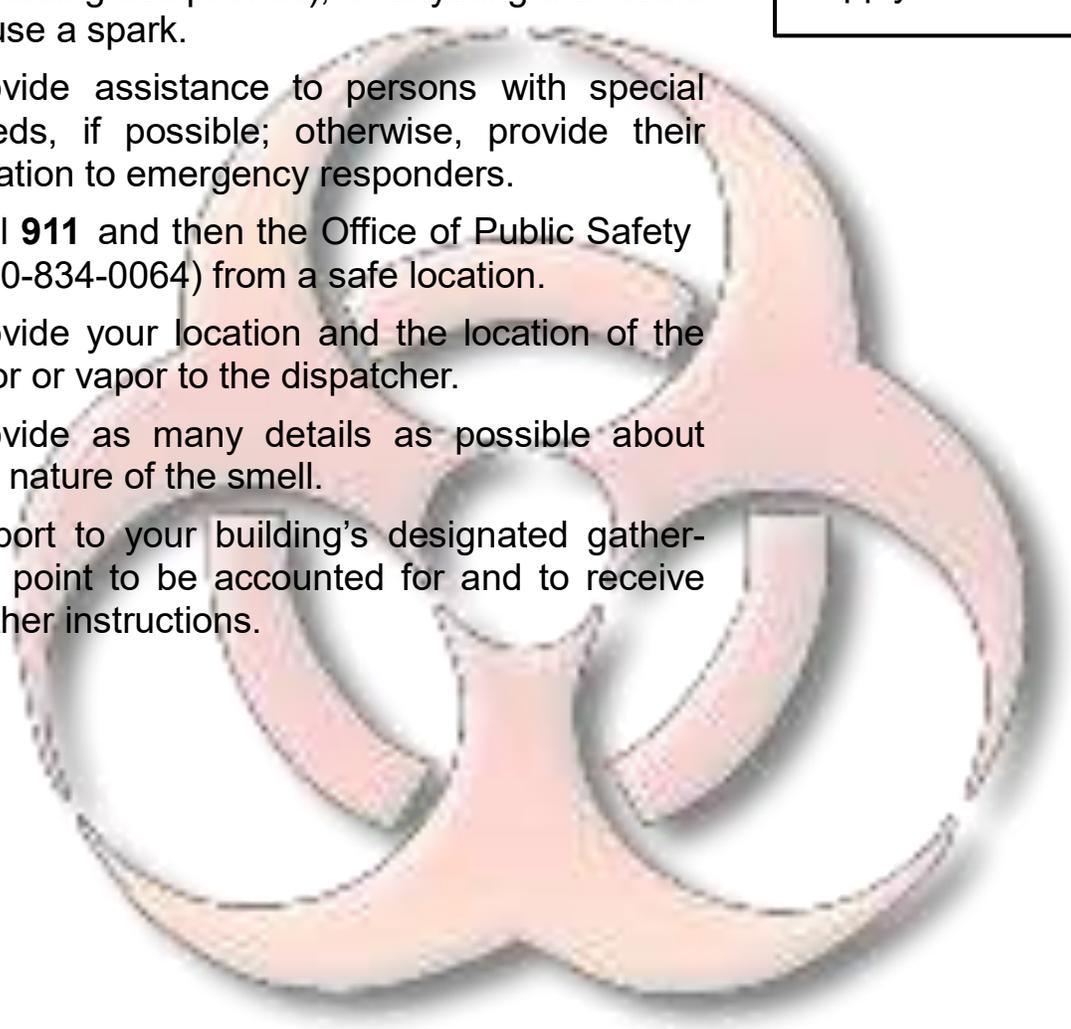
# GAS LEAK - FUMES - VAPORS

If you detect natural gas, fumes, or any unusual odors or vapors:

- Evacuate the area immediately, leaving doors and windows open as you exit and avoiding the use of elevators.
- Do not use electric switches, telephones (including cell phones), or anything that could cause a spark.
- Provide assistance to persons with special needs, if possible; otherwise, provide their location to emergency responders.
- Call **911** and then the Office of Public Safety (800-834-0064) from a safe location.
- Provide your location and the location of the odor or vapor to the dispatcher.
- Provide as many details as possible about the nature of the smell.
- Report to your building's designated gathering point to be accounted for and to receive further instructions.

## TIPS

A gas leak typically smells like sulfur or rotten eggs, due to an additive in the natural gas supply.



# SUSPICIOUS PACKAGES OR OBJECTS

If you receive or discover a suspicious package or device:

## **DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

Do not use a cell phone, cordless phone, or walkie-talkie within 300 feet of the suspicious package, because it may trigger an explosion. Turn off these devices immediately.

## **EVACUATE THE AREA AND IMMEDIATELY CALL 911!**

If the package has already been opened:

- Do not smell, touch, or taste the package or its contents.
- Call the emergency numbers above.
- Wash your hands with soap and water and remove contaminated clothing, if necessary.
- List all people in the room or area and give this list to responding emergency personnel.

### **What constitutes a suspicious letter or parcel?**

- › It is delivered by someone other than the regular carrier.
- › It is wrapped in string.
- › It has powdery substance on the outside.
- › It arrives after a phone call asking if the items were received.
- › It is unexpected or from someone unfamiliar to you.
- › It has excessive postage, non-cancelled postage, or no postage.
- › It is handwritten or has a poorly typed address, incorrect titles, titles with no name, or misspellings of common words.
- › It is addressed to someone no longer with the college.
- › It has no return address or a nonsensical one.
- › It is of unusual weight given its size, or is lopsided or oddly shaped.
- › It has an unusual amount of tape.
- › It is marked with handwritten words such as "Personal" or "Confidential."
- › It has strange odors or stains.
- › It is making a noise.

# BASIC FIRST AID

## AIDING THE INJURED

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
  - Never try to feed liquids to an unconscious person.

## HEALTH

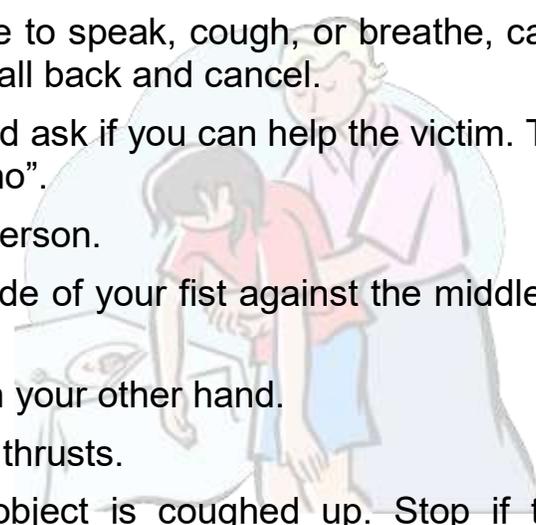
- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water and eat well. Wear sturdy work boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

## SAFETY ISSUES

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

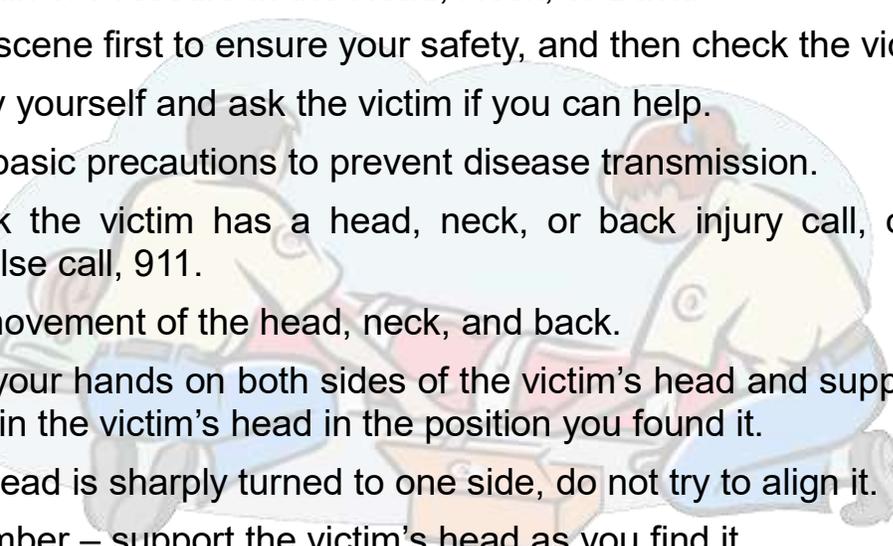
## CHOKING

If the person is unable to speak, cough, or breathe, call 911. If the problem is resolved, you can call back and cancel.

1. Identify yourself and ask if you can help the victim. They can nod “yes” or shake their head “no”.
  2. Stand behind the person.
  3. Place the thumb side of your fist against the middle of the abdomen just above the navel.
  4. Grasp your fist with your other hand.
  5. Give quick upward thrusts.
  6. Repeat until the object is coughed up. Stop if the person becomes unconscious.
- 
- An illustration showing a person in a pink shirt performing the Heimlich maneuver on a person in a red shirt. The person in pink is standing behind the person in red, with their hands positioned to deliver upward thrusts to the abdomen. The person in red is leaning forward, and their hands are clasped in front of their chest.

## HEAD, BACK AND/OR NECK INJURIES

For Severe Pain or Pressure in the Head, Neck, or Back.

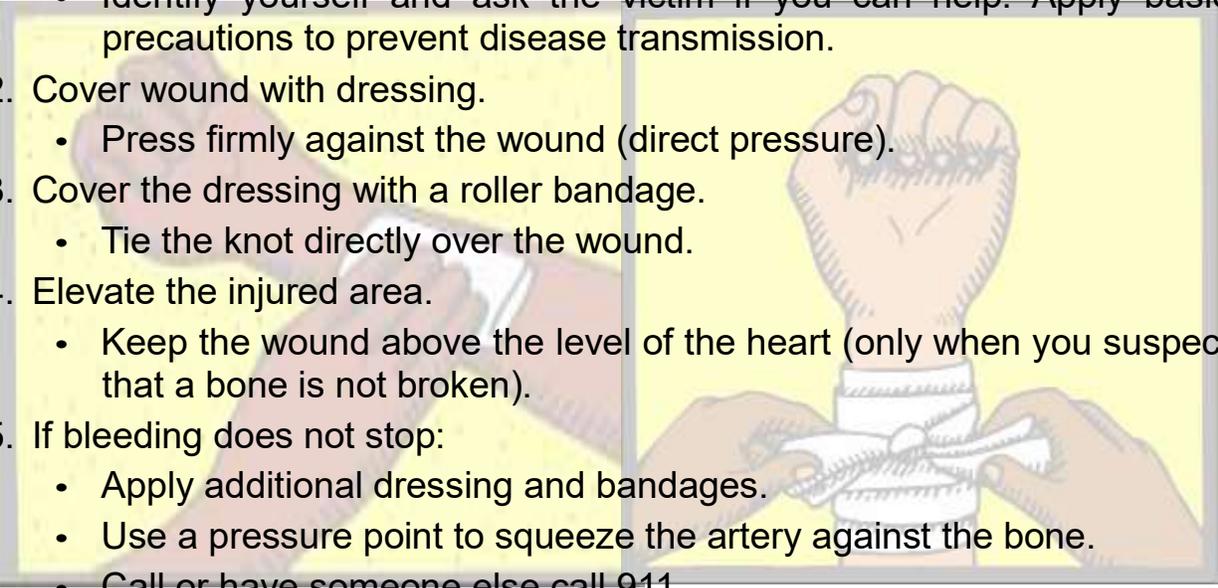
1. Check the scene first to ensure your safety, and then check the victim.
    - Identify yourself and ask the victim if you can help.
    - Apply basic precautions to prevent disease transmission.
  2. If you think the victim has a head, neck, or back injury call, or have someone else call, 911.
  3. Minimize movement of the head, neck, and back.
    - Place your hands on both sides of the victim’s head and support and maintain the victim’s head in the position you found it.
    - If the head is sharply turned to one side, do not try to align it.
    - Remember – support the victim’s head as you find it.
- 
- An illustration showing two people, one in a yellow shirt and one in a blue shirt, kneeling on either side of a person lying on the ground. They are both using their hands to support the head of the person lying down, demonstrating how to stabilize the head in its current position.

## SHOCK

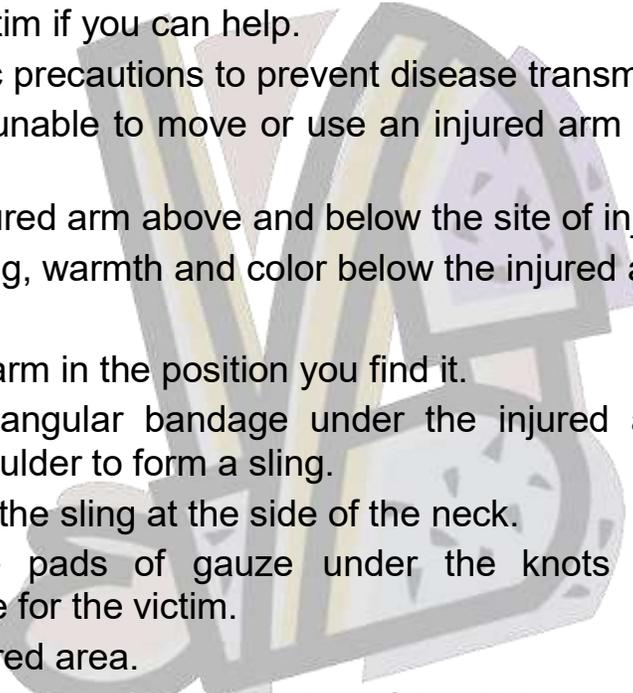
1. Check the scene first to ensure your safety, and then check the victim.
2. Cover the victim and keep her/him lying down. Cover only enough to keep her/him from losing body heat.
3. Do not give food or water.
4. Raise feet.
5. Obtain medical help as soon as possible.

## CONTROLLING BLEEDING

### *For an Open Wound*

1. Check the scene first and then check the victim.
    - Identify yourself and ask the victim if you can help. Apply basic precautions to prevent disease transmission.
  2. Cover wound with dressing.
    - Press firmly against the wound (direct pressure).
  3. Cover the dressing with a roller bandage.
    - Tie the knot directly over the wound.
  4. Elevate the injured area.
    - Keep the wound above the level of the heart (only when you suspect that a bone is not broken).
  5. If bleeding does not stop:
    - Apply additional dressing and bandages.
    - Use a pressure point to squeeze the artery against the bone.
    - Call or have someone else call 911.
- 

## APPLYING A SLING TO AN ARM OR SHOULDER

1. Check the scene first and then check the victim.
    - Ask the victim if you can help.
    - Apply basic precautions to prevent disease transmission.
  2. If the victim is unable to move or use an injured arm call, or have someone else call 911.
  3. Support the injured arm above and below the site of injury.
  4. Check for feeling, warmth and color below the injured area.
  5. Place the sling
    - Leave the arm in the position you find it.
    - Place a triangular bandage under the injured arm and over the injured shoulder to form a sling.
  6. Tie the ends of the sling at the side of the neck.
    - TIP: Place pads of gauze under the knots to make it more comfortable for the victim.
  7. Secure the injured area.
    - Secure the arm to the chest with a folded triangular bandage
  8. Recheck for feeling, warmth, and color below the injured area.
- 

# SCHOOL EVACUATION PROCEDURES

1. Upon hearing the evacuation alarm and/or an announcement, all personnel and students must immediately leave the building.
2. Remain calm and walk. DO NOT RUN to the nearest exit. Do NOT use elevators.
3. There are two enclosed fire stairs leading to exits that are remote from each other.
4. Stairwell 1 Located on the South Eastside of the building. Stairwell services the lobby level through to the roof. Exits onto Wilshire Boulevard near the gas station. This stairwell has roof access and helipad access.
5. Stairwell 2 Located on the South Westside of the building. Stairwell services the lobby level through to the roof and exits onto Serrano Avenue just south of the parking garage entrance. This stairwell has roof access.
6. Count the doors or desks between your work area and the nearest exit. You may have to find your way out in the dark.
7. If path is blocked, proceed to alternate exit.
8. Do not go back for valuables.
9. Assemble outside the building in a predetermined location (north bound of Serrano Ave, marked with ★). That location is a safe area outside the building away from exit discharge doors and far enough away so as not to interfere with emergency forces.

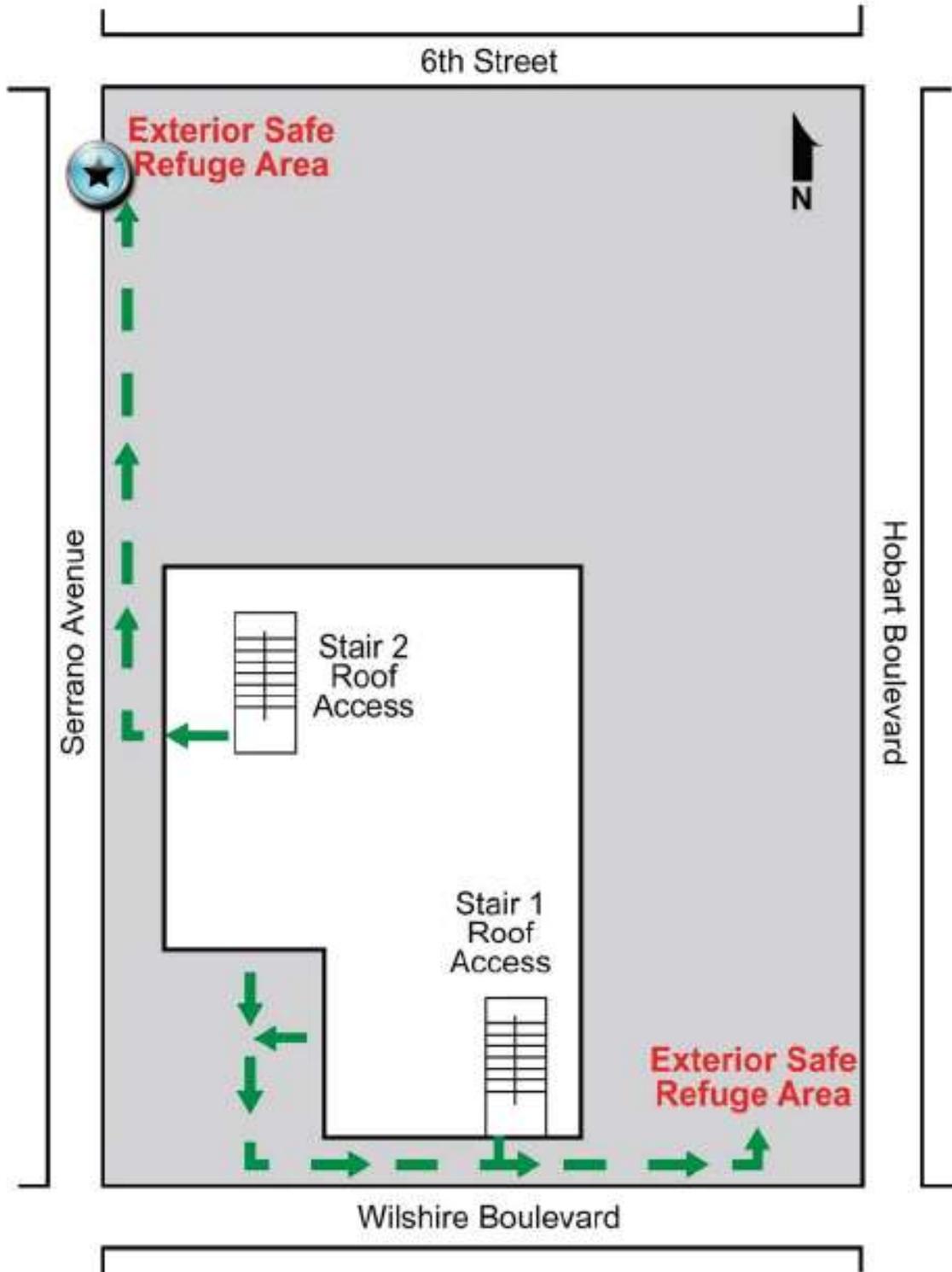
## OUTSIDE SAFE REFUGE AREAS

It is important for occupants evacuating the building to move away from the building in case of falling glass and out of the way of incoming fire department personnel. Use caution crossing streets and alleys. Occupants will meet their Floor Wardens at designated outside Safe Refuge Areas. Floor Wardens will take a head count at that location.

### **IMPORTANT**

*In the event of an earthquake or other emergency such as a bomb threat where evacuation is necessary, alternate Safe Refuge Areas will be determined and announced at that time.*

# OUTSIDE SAFE REFUGE AREAS MAP



# RISK ASSESSMENT

CBD College, as part of the training given to its Campus Security Authorities (CSA's), relies on the CSA's best judgement when assessing the risk of any incident.

CBD College also advises and encourages all students, faculty and associates who witness or personally experience crime while on campus to report their observations or experience to the nearest Campus Security Authority in-person or via [security@cbd.edu](mailto:security@cbd.edu) and to local law enforcement.

CBD College will respond to each report in an appropriate manner that is consistent with state and federal laws and regulations. In the case of an emergency, students, faculty and associates are advised to dial 911. Prompt reporting to CBD College will assist in achieving a timely and appropriate response and ensure inclusion in the annual crime statistics reporting and disclosure.

## LOCKDOWN

CSA's at CBD College have the ability to escalate the decision to lockdown the campus up to the Chief Operating Officer or President. Should this decision be made, the entire campus will be locked down and the security guard on the lobby floor of the building will be notified, as will the local authorities.

## MEDIA

In the event of an actual emergency, CBD College disseminates information, as appropriate, to CBD College and the larger community using various methods including:

- Prepare message updates on CBD's website; implementation of messaging is done by Student Affairs;
  - Prepare text message updates on CBD College's text messaging system; implementation of messaging is done by Student Affairs
- Publish messages on social media platforms including Twitter, Facebook, and Instagram. Implementation of messaging is done by Student Affairs.

# INSTRUCTIONAL CONTINUITY PLAN

If an emergency or natural disaster interrupts operations, CBD College's Instructional Access Plan will ensure, within 10 days, the continuation of learning, either in-person or remotely via Moodle/Zoom. Emergency updates will be posted on the website within 24-48 hours, with staff check-ins via Slack or email.

We are committed to maintaining instructional continuity for our students, with a primary focus on core curriculum and essential learning outcomes. Virtual support services will remain available, and the Director of Student Experience and Community Relations will assist any students requiring technology access. Prior to returning to campus, a dedicated recovery phase will allow CBD to finalize safety protocols, announce a re-entry date, and ensure full compliance with all institutional policies.

## COMMUNICATIONS

The Clery Act requires that a timely warning be issued for any Clery Act crime that occurs on or near a campus that has been reported to the CSA or local police agencies, and is considered by the institution to represent a serious or continuing threat to students and employees.

The Director of Student Experience and Community Relations Career Services and Student Affairs (or in his absence, a designee from the College's Administration Department) will evaluate the circumstances and determine the need and mechanism for implementation of any timely warning notification. Designated as responsible person to confirm emergency and execute communication plan.

Each incident will be evaluated on a case-by-case basis. Factors considered include: the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

The Director of Student Experience and Community Relations Career Services and Student Affairs (or in his absence, a designee from the College's Administration Department) will issue timely warnings in a manner that is timely, includes the information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. The warning will be issued to students and employees using the College's three-pronged contact strategy notification system featuring voice, text and email messaging.

Timely warnings typically may include the following information, if known:

- Statement of the incident
- The nature and severity of the threat
- Location(s) and person(s) who might be affected
- Any connection to previous incidents
- Physical description of the suspect(s)

## TRAINING AND TESTING

CBD College's policy designates the following individuals within the College as Campus Security Authorities (CSA):

### **All on-Campus Staff/Faculty**

- Executive Assistant
- Director of Student Experience and Community Relations
- Chief Operating Officer
- Title IX Coordinator
- Chief Academic Officer
- Dean of Education

In the event of criminal activity or behavior, any employee of CBD College may be notified. The Director of Student Experience and Community Relations and/or authorized Campus Security Authority with access to the Emergency Alert System will issue timely warnings in a manner that is timely, includes the information about the crime that triggered the warning, and that will aid in the prevention of similar crimes.

The warning will be issued to students and employees using the College's three-pronged contact strategy notification system featuring voice, text and email messaging. As Campus Security Authorities, these members of the college's administration receive training annually. Campus Security Authorities do not have the authority to arrest persons.

Each year, CBD College conducts emergency response exercises and a test of its emergency notification system. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution; they also provide opportunities for staff and students to practice the appropriate response in preparation for an actual emergency. In conjunction with conducting an annual test of its emergency notification system, CBD College publicizes its emergency response and evacuation procedures via email. The procedures are also available on the College's website.

Additionally, all incoming students and employees are required to complete online training on institutional safety and security policies, including sexual violence prevention, Title IX, and related misconduct prevention topics. These trainings are delivered through a commercial training provider and are designed to promote awareness, encourage bystander intervention, and foster healthy, respectful relationships and safe campus behaviors.

Employees complete this training upon hire and annually thereafter, while incoming students complete comparable training at the start of their studies, with ongoing awareness initiatives coordinated through the Student Affairs Department. The training provides information about safety and security topics, recognizing and preventing sexual violence, understanding reporting options, and accessing available support resources, etc.