EMERGENCY PREPAREDNESS BOOKLET

EMERGENCY PROCEDURES
# Keeping Yourself Safe

Being aware of your surroundings and being prepared for unexpected situations go hand in hand as you work and walk around the college campus. Los Angeles Pierce College encourages you to incorporate safety practices into your daily routine. Here are a few simple tips to keep in mind when you are on the campus or out and about in your community.

## Tips

### Be Observant and Alert

- Plan your way in advance. Choose well-traveled routes. Walk with purpose.
- Whenever possible, at night walk with someone to your car. Call for an escort 818-719-6450.
- Keep alert. Don't let a conversation on your cell phone or the use of headphones make you unaware of your surroundings.

### Vehicles

- Keep your car locked and use a steering wheel locking device or car alarm when parked.
- Keep allvaluables out of view. Secure them in the trunk if you must leave items in the car.

### Stay Connected and Safe

- Stay up to date on the college's emergency plans and policies.
- Keep your office door open/cracked when meeting with students and visitors.
- Arrange your office so that your desk is closest to the door.
- Lock your office door when you leave.
- At the start of each term spend a few minutes to mentally run through crisis response procedures.
- Never make a promise you cannot keep.
- Save your written correspondence with students. You may need this information to establish a pattern of behavior.
- Ask all visitors/students to sign into a guest log prior to meeting with them in your office.
- If you are working late in the evening shut and lock your doors.
- The college campus closes at 11:00 pm each night make sure you have left the college by that time or received prior approval from a Vice President.
- If you must be on the campus during hours outside your normal working hours, call the Sheriff's Department at 818-719-6450 and let them know that you are in the office.

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**EMERGENCY PHONE NUMBER 818-710-4311**
EMERGENCY PROCEDURES FOR LOS ANGELES PIERCE COLLEGE

INTRODUCTION

Los Angeles Pierce College is committed to protecting the safety and well-being of all the members of its community. The purpose of this Emergency Procedures Booklet is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference those common emergencies for which you should be prepared. Reading this booklet in advance, being familiar with its contents, and knowing where it is in your office will help you protect yourself and the people around you during an emergency.

Since emergencies can vary in scope and intensity, the instructions provided by College and emergency response personnel at the time of the incident may change or even conflict with instructions listed in this document; thus, please always follow the instructions issued by College officials and emergency response personnel at the time of a specific emergency event.

This booklet is one of several important initiatives being developed and implemented by the members of Departmental Council Safety Task Force and is the result of the many hours invested.

Stay safe,

Kathleen F. Burke
President, Pierce College
Being prepared and informed about what you should do in case of an emergency can make a significant difference. The Los Angeles County Sheriffs will be the first responders for all college emergencies and depending on the situation they will coordinate with outside agencies as necessary. If you are not certain of what action to take in your building or if you have further questions, additional information can be found at the following Pierce College Emergency Webpage:

http://www.piercecollege.edu/campus_safety.asp

How to Report an Emergency

For all on-campus emergencies requiring emergency services, including police, fire, and ambulance please contact the Los Angeles County Sheriff’s Department at 818-710-4311 using your cellular phone or college phone or,

Use the emergency Blue Phones which are located throughout the campus by pressing the blue button on the call box. Your call will be answered by Sheriff personnel.

When reporting emergencies

- Stay calm and carefully describe the problem with as much detail as possible.
- Follow any instructions that you are given.
- Send someone to direct the emergency responders to your location, if possible.

How to get Information in an Emergency

Los Angeles Pierce College will send out alerts through the Emergency Notification System. When this system is activated, you may receive text messages to your cell phone, email notifications, voice messages, and broadcasts through campus phones.

To receive these alerts you must update your contact information and include your cellular phone number in the right field on the Los Angeles Community College District employee portal at

https://myportal.laccd.edu:50001/irj/portal
**PIERCED Behavior Intervention Referral Form**

Use this form to report any non-urgent student behaviors only.

If the behavior threatens the personal safety of students, faculty or staff, or is displayed with such emotional intensity that it engenders fear or concern in others, immediately contact the Sheriff’s Office at (818) 710-4311 or call extension 4311 from any campus phone.

Student Last name: ____________________  First name: ____________________

**Student ID No:** ____________________

Indicate your perceived level of risk:

- ___ Mild Risk
- ___ Moderate Risk
- ___ Elevated Risk
- ___ Non-Risk

**MILD RISK:** Disruptive or concerning behavior. Student may or may not show signs of distress. No threat made or present.

**MODERATE RISK:** More involved or repeated disruption. Behavior more concerning. Likely distressed or low-level disturbance. Possible threat made or present. Threat is vague and indirect. Information about threat or threat itself is inconsistent, implausible or lacks detail. Threat lacks realism. Content of threat suggests student is unlikely to carry it out.

**ELEVATED RISK:** Seriously disruptive incident(s), suspected substance abuse, bizarre or unusual behavior indicating distress. Call Sheriff’s Office immediately.

**SEVERE RISK:** Threat of harm to themselves or others. Call Sheriff’s Office immediately.

Date(s) behavior was observed: ____________________

Reason for referral: ____________________

1. Describe in clear and specific details the observed behavior(s). Do not make inferences, state only the facts. State specific words or phrases used and interactions. Describe tone of voice, facial expression, body stance, physical appearance, etc.

2. Your recommended action: For example, is this referral for information only? Do you think counseling is indicated? Disciplinary action? Any other thoughts? Include any participants and any conclusions you have drawn.

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**REPORTING EMERGENCIES**

**Call (818) 710-4311 - For All Emergencies**

This number connects you to the Sheriff’s Department, the focal point for all of the safety and security needs of the entire college community. The Sheriff’s Department is staffed 24 hours a day, 365 days per year, by fully trained officers who are dedicated to providing students, staff, faculty, and guests with a safe educational environment.

The Sheriff’s Department monitors the campus and the surrounding perimeters to ensure the safety and security of all college facilities. During an emergency and once your call is received, the Sheriff’s will be responsible to dispatch Law Enforcement Officers to the location of the reported incident. In addition to around-the-clock patrol, the Sheriff’s Department also has access to surveillance cameras, burglar and fire alarms.

Sheriff’s personnel undergo extensive training in several areas mandated by the State of California through the Commission on Peace Officers Standards and Training (CA POST). Further training required by the Community College Sheriff’s Bureau includes preparing for and responding to emergency situations such as power outages, earthquakes, fires, civil unrest, active shooter, and medical incidents.

**What is an Emergency?**

An emergency is any immediate threat to life and/or property that requires response from law enforcement or emergency services providers. If you think a situation is an emergency, then it is an emergency, and the procedures found in this booklet should be followed accordingly.

**When Reporting an Emergency**

1. Stay on the line with the dispatcher.
2. Provide the location and describe what has occurred including a description of any involved individuals to ensure that the appropriate resources and equipment are dispatched.
3. Provide your name and phone number and other information so that you can be contacted.
ACTIVE SHOOTER
Pierce College

Active Shooter Defined — One or more individuals who participate in a random or systematic shooting spree and who demonstrate their intent to continuously harm others. An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in heavily populated areas. In most cases, active shooters use firearms and display no pattern or method for selection of their victims. Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement to stop the shooter(s) and prevent further harm to the community.

If you find yourself in an active shooter situation, try to remain calm and call the College Sheriff’s Department at 818-710-4311, dial 4311 from a campus phone, or use a blue phone as soon as possible if it is safe to do so.

Take Immediate Action

RUN
✓ Do not do anything to provoke an active shooter!
✓ Quickly clear students, staff, and faculty from the area of the shooting. Run! Try to warn others to seek cover.
✓ If you are in the open run away from the sound of the gunfire and get out of the area.
✓ Attempts to rescue people should only be made if that can be accomplished without further endangering the person inside the secured area.
✓ If you are in a building and cannot run, close and lock all doors and windows to offices and classrooms; turn off the lights, close blinds and hide.
✓ If your door cannot be locked from the inside (and it swings into the room), stack desks, tables, and chairs to form a barricade.

HIDE
✓ Have everyone get down on the floor or up against a solid interior wall, and shelter. To prevent confusion have one person call the Sheriff and provide the following information:
   ✓ A description of the suspect(s): sex, race, clothing, type of weapon, location last seen, direction of travel, and identity— if known.
   ✓ Turn off cell phones or any devices that emit sound.
✓ If you observed any victims, provide a description of the location and number of victims to the Sheriff’s Department.
✓ Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.
✓ If there is no possibility of escape or hiding, and only as a last resort should you make an attempt to negotiate or fight to overpower the assailant(s).

FIGHT
✓ Set limits to indicate the behavior needed to deal with the concern. “Please lower your voice.” “Please stop shouting (or using profanity) or I’ll have to ask you to leave.”
✓ Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
✓ Consider offering an apology. Even if you’ve done nothing wrong, an apology may calm the individual and encourage cooperation. “I’m sorry that happened. What can we do now to solve the problem?”
✓ Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual’s concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

What should I do if I feel threatened or in danger?
✓ Find a way to excuse yourself, leave the room/area, and get help. “You’ve raised some tough questions. I’ll consult with my supervisor/department chair to see what we can do.”
✓ Do not mention discipline or calling the sheriff’s office if you fear an angry or violent response.
✓ Signal for assistance. The individual may be antagonized if you call for assistance, so use a prearranged “distress” signal with a co-worker to check on you to determine how you are. If you need help, the co-worker should alert your supervisor and/or the college sheriff’s office.
✓ Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible. Leave the door open or open a closed door, sit near the door. Be sure a co-worker is near to help if needed.
✓ NEVER try to remove an individual from the area. Even a gentle push or grabbing an arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.

How do I report threats or acts of violence?
✓ Report all acts or threats of violence to your supervisor/department chair and the Sheriff’s Department at (818) 719-6450. In addition, if you are reporting a student, a Student Conduct Form should be submitted to the supervisor/department chair and the college disciplinarian.

Please include when possible:
WHO - Name, description, address, phone, staff member, student, or visitor.
WHAT - The circumstances and sequence of events leading up to the incident.
WHEN - Time of day.
WHERE - Location of the incident.
HOW - Describe how the offense or violation of conduct was committed.
WHY - Why do you believe this incident occurred?

What are some preventive actions we can take in our department?
✓ Developing a secret code word within your department for calling the Sheriff’s office.
✓ Reporting promptly and accurately all threats or acts of violence.
✓ Arranging furniture to prevent entrapment.
✓ Attend training sessions offered by the college.

EMERGENCY PHONE NUMBER 818-710-4311
ASSESSMENT AND VIOLENCE PREVENTION
GUIDELINES FOR FACULTY AND STAFF

The policies of the Los Angeles Community College District prohibit disruption and obstruction of college functions and activities, verbal threats, and behavior endangering the health or safety of any individual.

Disruptive behavior disturbs, interferes with or prevents normal work functions or activities of the college. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.

Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ("You'd better watch your back" or "I'll get you") as well as implicit threats ("You'll be sorry" or "This isn't over").

Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

What are the Warning Signs?
Below is a list of signs and attitudes that may be indicators of disruptive, threatening, or violent behavior. If you observe a pattern or change in behavior and attitude that causes you concern, please notify your supervisor or department chair.

- Challenging or resisting authority.
- Becoming unusually upset over recent event(s) (work or personal crisis).
- Withdrawing from normal activities, family, friends, and co-workers.
- Making a major change in lifestyle, demeanor, or appearance.
- Exhibiting signs of substance abuse.
- Blaming others for problems in life or work; being suspicious, holding grudges.
- Expressing feelings of being morally superior, self-righteous.
- Feeling entitled to special rights; rules don’t apply to her/him.
- Exhibiting a recent fascination with weapons.
- Having a known history of violence.

What Behaviors Should I Report Immediately? The following behaviors should be immediately reported to your supervisor and the Sheriff’s Department.

- Engaging in persistent, obsessive attention to others and/or stalking.
- Intimidating, verbally abusing, harassing or mistreating others.
- Making threatening references to other incidents of violence.
- Making threats to harm self, others, or property.
- Detailing specific proposed act(s) of disruption or violence.
- Expressing strong feelings of wanting or needing to get revenge, or being wronged, humiliated, or degraded.

What Should I do if Confronted by Disruptive, Threatening or Violent Behavior?

- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the individual to describe the problem.
- Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.

What to Do If Taken Hostage

- Be patient. Avoid drastic action. The first 45 minutes are the most dangerous. Be alert and follow the hostage taker’s instructions.
- Don't speak unless spoken to and then only when necessary.
- Avoid arguments or appearing hostile towards the captor. Try to develop a rapport with the captor. It is probable that the captor(s) do not want to harm anyone.
- Be observant; you may be released, or you may be able to escape.
- You may be able to help others with your observations by providing law enforcement officers with valuable information.
- Be prepared to speak to law enforcement personnel regarding the situation.

What to Expect From First Responding Law Enforcement Officers

The objectives of responding law enforcement officers are to:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior;
- Identify threats such as improvised explosive devices;

Law enforcement officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in normal patrol uniforms or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns, or handguns. Regardless of how the officers appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times. If instructed to lie down, do so.

If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will focus on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; officers will usually not let anyone leave until the situation is fully under control, and all witnesses have been interviewed and questioned. Until you are released, remain at whatever assembly point authorities designate.

Reporting a Threat

While shootings in schools are rare episodes, when they occur, they are often devastating. As members of an institution of higher learning, it is important for the Pierce College community to view these types of incidents appropriately.

If you believe an individual poses an imminent threat to a member or members of the college community please contact the Sheriff’s Department immediately.

If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems likely it could lead to harm to the individual or to the community, you should report the concern to the Sheriff’s Department. It is better to err on the side of notifying the appropriate individuals than to remain silent. The institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Sheriff’s Department.

ACTIVE SHOOTER

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EMERGENCY PHONE NUMBER 818-710-4311
**Bomb Threat**

Pierce College

All bomb threats must be treated as a serious matter. To ensure the safety of Pierce College students, personnel and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

- Remain calm.
- Use the Questionnaire on the following page to obtain as much information as possible from the caller.
- Do not touch or move any suspicious package.
- Notify the College Sheriff at 818-710-4311.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to a designated Campus evacuation area.
- Calmly and quietly review emergency evacuation procedures to prepare for possible evacuation. [see page 10 for Evacuation Procedures]

**If You Find a Note or Letter**

- Try not to touch the document.
- If enclosed in an envelope, save the envelope.
- Immediately call 818-710-4311 and give specific information.
  - Where was the note found?
  - Who gave you the note?
  - What time did you find it or receive it?

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**Assessment and Violence Prevention Guidelines for Students**

**What Should Students do if Confronted by Disruptive, Threatening or Violent Behavior?**

- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the individual to describe the problem.
- Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.
- Set limits to indicate the behavior needed to deal with the concern. "Please lower your voice." "Please stop shouting (or using profanity) or I'll have to ask you to leave."
- Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
- Consider offering an apology. Even if you've done nothing wrong, an apology may calm the individual and encourage cooperation. "I'm sorry that happened. What can we do now to solve the problem?"
- Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual's concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

**What Should Students do if they Feel Threatened or in Danger?**

- Find a way to excuse yourself, leave the room/area and get help.
- Signal for assistance.
- Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible. Leave the door open or open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
- NEVER try to remove an individual from the area. Even a gentle push or grabbing an arm may be interpreted as an assault by an agitated individual who may react aggressively.
- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to deal with the concern. "Please lower your voice." "Please stop shouting (or using profanity) or I'll have to ask you to leave."
- Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.

**Who should the Student contact if they feel threatened?** You should immediately report threats or acts of violence to any one of the following campus representatives:

- LACC Sheriff’s Department Administrator (Deans)
- Faculty Instructor or Department Chair Student Health & Wellness
- Counselor or Academic Advisor On Campus Work Supervisor

**How do Students Report Disruptive, Threatening, or Violent Behavior?** Report all acts or threats of violence to your instructor and the Sheriff’s Department at (818) 719-6450

**Please be prepared to answer the following questions:**

- **WHO** – Name (if known) and description.
- **WHAT** - The circumstances and sequence of events leading up to the incident.
- **WHEN** - Time of day.
- **WHERE** - Location of the incident.
- **HOW** - Describe how the threat or offense was committed.
- **WHY** - Why do you believe this incident occurred?

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**Emergency Phone Number** 818-710-4311
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- Becoming unusually upset over recent event(s) (work or personal crisis).
- Withdrawing from normal activities, family, friends, and co-workers.
- Making a major change in lifestyle, demeanor, or appearance.
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What Behaviors Should Students Report Immediately?
The following behaviors should be immediately reported to your instructor or work supervisor and the Sheriff’s Department.

- Engaging in persistent, obsessive attention to others and/or stalking.
- Intimidating, verbally abusing, harassing or mistreating others.
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**Bomb Threat Checklist**

Instructions: If you receive a phone call, BE CALM, BE COURTEOUS and LISTEN. DO NOT INTERRUPT THE CALLER. Write down the following information.

1. **Exact Wording of the Threat**

2. **ASK THE CALLER**
   a. What can you tell me?
   b. When is the bomb going to explode?
   c. Where is it right now?
   d. What kind of bomb is it?
   e. What will cause it to explode?
   f. Did you place the bomb?
   g. Why?
   h. What is your address?
   i. What is your name?

3. **REPORT THREAT IMMEDIATELY TO:**
   - Campus Sheriff ext. 4311 or 818-710-4311
   - Your supervisor

4. **BASIC CALL INFORMATION**
   - Time of threat: ______________
   - Date: ______________
   - Your Name: ______________
   - Position: ______________
   - Number where threat was received: ______________

5. **THREAT LANGUAGE**
   - Well-spoken
   - Foul
   - Irrational
   - Incoherent
   - Taped
   - Message was read

6. **CALLER’S VOICE**
   - Sex: __________ Age: __________
   - Calm: ________ Nasal: ________
   - Angry: ________ Slutter: ________
   - Excited: ________ Lisp: ________
   - Slow: ________ Raspy: ________
   - Rapid: ________ Deep: ________
   - Soft: ________ Ragged: ________

7. **BACKGROUND NOISES:**
   - Street noises
   - Restaurant
   - Office machinery
   - Voices
   - Factory machinery
   - Animal Noises
   - PA system
   - Music
   - Household noises
   - Motor
   - Clear
   - Static

8. **REMARKS**

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**Pierce College**

**Assessment and Violence Prevention**

**Guidelines for Students**

**Emergency Procedures**

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   - Motor
   - Clear
   - Static

8. **REMARKS**

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**CRIME IN PROGRESS**

**IN THE EVENT THAT YOU ARE INSIDE WHEN THIS EVENT OCCURS**

- Remain calm.
- Call the College Sheriff at 818-710-4311.
- All College staff, faculty, students should refrain from attempting to negotiate with the violator(s).
- Keep all students/employees in the room until you are notified by the proper authority that it is safe to leave.

**IN THE EVENT THAT YOU ARE OUTSIDE WHEN THIS EVENT OCCURS**

- Remain calm.
- Move away from the danger area.
- Notify the College Sheriff at 818-710-4311.
- All College staff, faculty, and students should refrain from attempting to negotiate with the violator(s).

Get a good description of the suspect if it is safe. This provides vital information to responding and investigating officers. Should a suspect attempt to get away in a vehicle, note the make, and model number, license plate number, color, specialized features, and any outstanding characteristics of the vehicle.

**CRISES PREVENTION TEAMS**

Continued

**Campus Violence Response Team (CVRT)** – This team allows victims of sexual assault to report the incident and to receive immediate medical attention if desired while at the same time providing assurance to the victim that confidentiality will be maintained (if they are not mandated reporters). Team members will inform the victim of legal and disciplinary options and provide the victim with appropriate referrals. Depending on the situation and potential threat to others, team members may refer the matter to the BIT for follow-up. Any person on the CVRT may take a report but some of the individuals are mandated reporters.

Non-mandated reporters of the CVRT include Miriam Gottlieb, Holly Hagan, and Kathy Oborn. These individuals were selected as a result of their training. Please see web site for updated and current names on the CVRT.

Mandated reporters of the CVRT include the Director of Health Center, Beth Benne, and Sheriff’s Deputy Al Guerrero. Any conversation with one of these two individuals will not be held as confidential. Please see web site for updated and current names on the CVRT.

**Safety Task Force** – In an effort to improve safety awareness dialogue among faculty, a Safety Task Force was created by Department Council in January 2014. This task force has been instrumental in establishing a safety awareness training program for faculty and staff for the Spring 2014 semester. In addition, the task force is looking at ways to improve classroom safety and other types of emergency communications. Any individual of the Safety Task Force is available to answer questions.

**Work Environment Committee (WEC)** – The WEC is a standing committee of the AFT Faculty Guild composed of faculty members designated by the AFT Chapter President, administrators designated by the college president and other employees as designated by their contracts. It addresses and monitors workplace safety, environmental concerns, smoking and noise abatement concerns, campus parking matters, office space requests, and other issues; and recommends policy to the president.
Los Angeles Pierce College has a number of prevention teams which serve to minimize risk exposure from disruptive, threatening or violent behaviors while providing a heightened level of safety awareness to the college population at large. To better understand each of the team’s roles and responsibilities, we have outlined their functions, memberships, and contact persons.

**Behavior Intervention Team (BIT)** – The BIT serves as the first tier of the college’s threat assessment plan. The team reviews BIT referrals on a continuing basis as a preventative measure to decrease the likelihood of threatening or violent behaviors. The philosophy behind the BIT team is to assist both students and staff with resources and/or referrals in order to prevent further escalation that may lead to disciplinary action. In addition, the team determines if the situation poses a threat and takes appropriate action as necessary. Individuals who wish to express a concern are encouraged to submit a BIT referral form which is located on the College web site, or they can contact any member of the BIT team.

**Members who serve on the BIT:** Includes the Director of the Health Center, Dean of Students services, Lead Sheriff Deputy, a Counselor, Vice President of Student Services and Director of Special Services. These members were selected as a result of their professional positions and/or training in threat assessment. Team members are subject to change; please contact a member of the BIT team for updated information.

**Threat Assessment Team (TAT)** – On activation, the mission of the TAT is to quickly gather critical information on potentially threatening situations. This exchange of information is treated with strict confidentiality in compliance with FERPA and HIPPA regulations. All members of the team have been trained and must be immediately available if called. This team only communicates between TAT members. If an individual wishes to formally submit an incident to the TAT they are strongly encouraged to talk to one of the Behavior Intervention Team (BIT) members.

**Members of the TAT:** Senior administrators from Student Services, Administrative Services, and Academic Affairs. Members include Lead Sheriff Deputy, Director of the Health Center, Dean of Student Services, and Director of Special Services. These individuals were selected as a result of their administrative training and heightened knowledge of college resources. Team members are subject to change; please contact a member of the Safety Task Force for updated information.

### EARTHQUAKE

**ACTION WHILE INDOORS:**

- Remain calm.
- Take cover away from windows and other falling debris.
- Evacuate the building in the event that you determine it to be unsafe to remain in the building.
- Evacuate to a designated campus evacuation area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

**ACTION WHILE OUTDOORS:**

- Remain calm.
- Direct students to walk away from buildings, trees, poles and exposed wires.
- Remain in the open until the earthquake is over or until further directions are given.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

Unlike other emergencies, the protocol to deal with an earthquake is much less specific. Since earthquake magnitude cannot be predetermined, it is important to initiate emergency precautions within a few seconds after the initial tremor is felt. Always assume a worst case scenario.

The danger and risks of earthquakes can be significantly reduced if you know what actions to take before, during, and after an earthquake.
E V ACUATION
Pierce College

(Not to be used during an Active Shooter situation)

- Remain calm.
- Assist disabled persons.
- Building / General Evacuation: (fire, explosion, bomb threat) Proceed quietly to the designated Campus evacuation area.
- DO NOT use elevators.
- If possible, all instructors will take a roll count of students in their class at the designated campus evacuation area.
- Follow all emergency instructions.
- DO NOT, for any reason, re-enter the building until instructed to do so by the Campus Sheriff or other emergency personnel.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

Role of the Building Emergency Evacuation Coordinator
1. Turn on your cellular phone.
2. Quickly evaluate the impact the emergency may be having on the facility and take appropriate action, including evacuating the building. Stay near your assigned building.
3. Quickly move all individuals in the building outside, away from the building and ensure that all areas of the building have been evacuated.
4. If possible, without endangering yourself, go door-to-door to ensure that everyone has left the building using the nearest exit. Assist persons with disabilities as necessary.
5. Take steps to account for all individuals. Once you are in a safe area record your activities in a log. Assign someone to videotape or take pictures as necessary.
6. Maintain communications from your area with other evacuation coordinators within your building and or college officials. Be ready to provide to emergency response units the location and number of people who are unable to or refuse to evacuate.
7. As necessary assist in the relocation of all individuals who have been evacuated from the building to the designated evacuation area.

U T ILITY  F AILURE

Electrical/Light Failure
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Telecommunications Failure
- Remain calm.
- Notify Information Technology at 818-719-6496

Elevator Failure
- Remain calm.
- Follow procedures which are posted within the elevator.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-710-4311.

Plumbing Failure / Flooding
- Remain calm.
- Cease using all electrical equipment.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Natural Gas Leak or Ruptured Gas Line
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-710-4311.

Air conditioning / Heating
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Suspected Water Contamination
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.
SUSPICIOUS ACTIVITY OR PACKAGE

Suspicious Person
- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.
- Call the Sheriff’s Department at 818-710-4311 or 4311.
- Provide as much information as possible about the person and his/her location.

Unattended Package or Backpack
If you find, receive, or discover a suspicious package, letter or object:
- DO NOT TOUCH IT, TAMPER WITH IT, or MOVE IT.
- Notify your instructor or employee of the college so that they are aware of the situation.
- Immediately call the Sheriff’s Department Phone 818-710-4311 and report its location.
- Be prepared to evacuate.

EXPLOSIONS
- Remain calm.
- Notify the Sheriff’s Department at 818-710-4311. Provide all available information regarding the explosion.
- Refrain from using cell phones or any portable radios.
- Move away from doors and windows and take cover.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to a designated campus evacuation area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff’s Department at 818-710-4311.
FIRE
Pierce College

- Remain calm.
- Report the fire to the Sheriff’s Department at 818-710-4311.
- If the fire is small, and you have been trained to use a fire extinguisher you may attempt to put out the fire.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to a designated campus evacuation area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff’s Department at 818-710-4311.

Emergency Procedures

ADDITIONAL FACTS ABOUT SEXUAL ASSAULT

Nine Ways to Avoid Rape

1. Always walk briskly. Look alert and confident. Avoid carrying objects requiring the use of both arms.
2. Stay away from isolated areas, day or night.
3. Never walk alone when it is dark.
4. If you are being followed, get away fast, change directions, and walk/run to a crowded area.
5. Keep all doors to your car and residence locked at all times.
6. Before you drive home, call your family, a friend, or a roommate so they will expect you and are aware if you are excessively late.
7. Encourage group activities in the early stages of a relationship.
8. Take a self-defense course.
9. Beware of legislation that concerns your gender and contact legislators to express your views.

What You Can Do in a Risky Situation

- Stay calm and think out what your options are and how safe it would be to resist.
- Say “NO” strongly. Do not smile. Do not act polite or friendly.
- Say something like “STOP IT! THIS IS RAPE!”
- If the attacker is unarmed, fight back physically. Attack the most vulnerable parts of the body.
- Shout FIRE and escape as soon as possible.
- If the attacker is armed, try to talk him out of continuing the assault or try passive resistance such as pretending to faint, or vomit.

On-Campus Resources
Sheriff’s Office (818) 710-4650
Student Health Center (818) 710-4270

Off-Campus Resources
Assault Crisis Agency – (562) 494-5046
Center for the Pacific Asian Family, Inc. - (323) 653-4045
East Los Angeles Women’s Center – (323) 526-5819
Los Angeles Commission on Assaults against Women- (213) 955-9090
Los Angeles Commission on Assaults against Women – Pasadena- (626) 585-9166
National Domestic Violence Hotline – (800) 799-SAFE
National Sexual Assault Hotline – (800) 656-HOPE
Peace Over Violence – (213) 955-9090 www.peaceoverviolence.org
Project Sister Sexual Assault Crisis Services, Inc. – (909) 623-1619
Sexual Assault Response Services – (861) 949-5566
Rape Treatment Center UCLA Medical Center- (310) 319-4503
Strength United – Van Nuys – (818) 886-0453
YWCA of Greater LA Sexual Assault Crisis Program – (310) 763-9995

The College website contains a number of links and additional information for Off-Campus Resources.
Rape
Rape is unwanted, coerced and/or forced sexual penetration. The perpetrator may penetrate the victim's vagina, mouth, or anus, either with a body part or another object. The victim may also be forced to penetrate the perpetrator's vagina, mouth, or anus.
Any sexual contact against the wishes and without the consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law. Consent cannot be given if the person is asleep, intoxicated, unconscious, mentally disordered, under threat of force, or for any other reason unable to communicate willingness to participate in sexual activity. Intercourse under any of these circumstances is rape.

Sexual Harassment
Sexual Harassment is unwanted verbal sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. Sexual harassment can also include stalking, voyeurism ("peeping Toms"), exhibitionism/exposing, and obscene comments and phone calls. Sexual harassment can occur in the workplace, school, and other settings (such as public transportation, shopping malls, community events, social gatherings, places of worship, or health care facilities) and can create an intimidating or hostile environment for the victim. The perception of the victim, not the intent of the harasser, determines whether particular words or actions are harassing.

Sexual Violation
Sexual violation is use of sexual contact behaviors that are unwanted by and/or harmful to another person, but do not involve penetration. This can include touching or rubbing against a non-consenting person in public ("frottage"), forced masturbation, and non-consensual touching of the breasts, buttocks, genitals, and other sexualized body parts by another person.

Stalking
While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A stalker is someone who willfully, maliciously and repeatedly follows or harasses another (victim) and who makes a credible threat with the intent to place the victim or victim's immediate family in fear for their safety. According to California Penal Code 646.9, the victim does not have to prove that the stalker had the intent to carry out the threat.

Any person who has been the victim of sexual violence is strongly urged to report the situation as soon as possible to the Sheriff's Department at 818-710-4311 or to the Student Health Center at 818-710-4270. Any person with information regarding sexual violence on campus should contact the College Sheriff's Department as soon as possible.

Lock-Down / Shelter-in-Place
Lock-down and shelter-in-place announcements are provided over the College's emergency notification system.

Lock-Down
A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill or plume, or civil unrest.

If you see a hostile intruder, dial 818-710-4311 and if you can, report what is happening.
1. Stay in your classroom or office.
2. Immediately secure the classroom or office door(s).
3. Turn off the lights if appropriate.
4. If possible, stay out of sight of windows and doors.
5. Stay put until law enforcement officers give an "All Clear".

Shelter-in-Place
One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Shelter-In-Place is a process designed to protect students, personnel, and guests during outdoor occurrences such as chemical or biological releases, protests, natural gas leaks, or other man-made or natural disturbances. It includes response measures such as turning off air conditioners and ventilation systems and closing all windows and doors. Shelter-In-Place is used when there is limited time to react to an incident and when it is declared more dangerous to be outside trying to evacuate than to stay in your current location.
Medical Emergency / Personal Safety
Pierce College

- Remain calm.
- Notify the Sheriff Department at 818-710-4311.
- Move away from the danger area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

Responding fire and medical personnel from the City of Los Angeles are medically trained and certified professionals. All Sheriff Officers have been trained in CPR, First Aid and proper use of an AED (Automatic External Defibrillator).

If the victim is in a life threatening condition and you are trained in emergency first aid, provide immediate care (e.g. rescue breathing, CPR, etc.), if possible.

If a victim is not in a life-threatening condition, provide basic first aid and reassurance as needed. Stay with the victim until help arrives.

Sexual Assault

Sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Sexual assault is a crime of violence. It is estimated that more than 80 percent of all sexual assaults involve the use of weapons, or the threat of violence or death. Rapists often look for potential victims who appear weak or vulnerable; however, anyone can be a victim of a sexual assault, regardless of behavior or appearance. Rape can happen to any person, anywhere or any time. In a significant number of cases, the rapist is known to the victim.

Rape is not just an act committed in a dark alley by an assailant the victim has never met. Most rapes occur in the victim’s home and about 60 percent of the victims who report their rape knew their assailants. You can be aware without being afraid.

Some people believe that rapists are overcome with sexual desire or that women “ask for it” by the way they dress or act. Some people even believe that women want to be raped. These ideas assume that rape is motivated by sexual desire. IT IS NOT! Rape is a crime of violence - a hostile act - and it is motivated by the assailant’s need to hurt and humiliate the victim. It is about power. In California, any form of sexual conduct carried out upon a person, against that person’s will, is a crime. Any sexual penetration, however slight, is sufficient to complete the crime of rape. (CA Penal Code- 261 & 263)

Specific Forms of Sexual Violence

Dating Violence
Dating violence is abuse or mistreatment that occurs in either a heterosexual or in same-sex relationship. It may take place at any time during the dating process when two people first meet and become interested in one another, on their first date, during their courtship, once they have been involved with each other for some time, or after the relationship has ended.

Intimate Partner (Domestic) Violence
Intimate partner violence is physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.
MEDICAL EMERGENCY / PERSONAL SAFETY
Pierce College

- Remain calm.
- Notify the Sheriff Department at 818-710-4311.
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- Render first aid to the injured.
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**SEXUAL ASSAULT CONTINUED**

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**LOCK-DOWN / SHELTER-IN-PLACE**

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**Shelter-in-Place**

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FIRE
Pierce College

- Remain calm.
- Report the fire to the Sheriff's Department at 818-710-4311.
- If the fire is small, and you have been trained to use a fire extinguisher you may attempt to put out the fire.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
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ADDITIONAL FACTS ABOUT SEXUAL ASSAULT

Nine Ways to Avoid Rape

1. Always walk briskly. Look alert and confident. Avoid carrying objects requiring the use of both arms.
2. Stay away from isolated areas, day or night.
3. Never walk alone when it is dark.
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What You Can Do in a Risky Situation

- Stay calm and think out what your options are and how safe it would be to resist.
- Say "NO" strongly. Do not smile. Do not act polite or friendly.
- Say something like "STOP IT! THIS IS RAPE!"
- If the attacker is unarmed, fight back physically. Attack the most vulnerable parts of the body.
- Shout FIRE and escape as soon as possible.
- If the attacker is armed, try to talk him out of continuing the assault or try passive resistance such as pretending to faint, or vomit.

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The College website contains a number of links and additional information for Off-Campus Resources.
**Suspicious Activity or Package**

**Suspicious Person**

- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.
- Call the Sheriff’s Department at 818-710-4311 or 4311.
- Provide as much information as possible about the person and his / her location.

**Unattended Package or Backpack**

If you find, receive, or discover a suspicious package, letter or object:

- **DO NOT TOUCH IT, TAMPER WITH IT, or MOVE IT.**
- Notify your instructor or employee of the college so that they are aware of the situation.
- Immediately call the Sheriff’s Department Phone 818-710-4311 and report its location.
- Be prepared to evacuate.

**Explosions**

- Remain calm.
- Notify the Sheriff’s Department at 818-710-4311. Provide all available information regarding the explosion.
- Refrain from using cell phones or any portable radios.
- Move away from doors and windows and take cover.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to a designated campus evacuation area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff’s Department at 818-710-4311.

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EVACUATION
Pierce College

(Not to be used during an Active Shooter situation)

- Remain calm.
- Assist disabled persons.
- Building / General Evacuation: (fire, explosion, bomb threat) Proceed quietly to the designated Campus evacuation area.
- DO NOT use elevators.
- If possible, all instructors will take a roll count of students in their class at the designated campus evacuation area.
- Follow all emergency instructions.
- DO NOT enter the building until instructed to do so by the Campus Sheriff or other emergency personnel.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

Role of the Building Emergency Evacuation Coordinator

1. Turn on your cellular phone.
2. Quickly evaluate the impact the emergency may be having on the facility and take appropriate action, including evacuating the building. Stay near your assigned building.
3. Quickly move all individuals in the building outside, away from the building and ensure that all areas of the building have been evacuated.
4. If possible, without endangering yourself, go door-to-door to ensure that everyone has left the building using the nearest exit. Assist persons with disabilities as necessary.
5. Take steps to account for all individuals. Once you are in a safe area record your activities in a log. Assign someone to videotape or take pictures as necessary.
6. Maintain communications from your area with other evacuation coordinators within your building and or college officials. Be ready to provide to emergency response units the location and number of people who are unable to or refuse to evacuate.
7. As necessary assist in the relocation of all individuals who have been evacuated from the building to the designated evacuation area.

UTILITY FAILURE

Electrical/Light Failure
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Telecommunications Failure
- Remain calm.
- Notify Information Technology at 818-719-6496

Elevator Failure
- Remain calm.
- Follow procedures which are posted within the elevator.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-710-4311.

Plumbing Failure / Flooding
- Remain calm.
- Cease using all electrical equipment.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Natural Gas Leak or Ruptured Gas Line
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-710-4311.

Air conditioning / Heating
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.

Suspected Water Contamination
- Remain calm.
- Notify Plant Facilities at 818-719-6441 or the Sheriff’s Department at 818-719-6450.
Los Angeles Pierce College has a number of prevention teams which serve to minimize risk exposure from disruptive, threatening or violent behaviors while providing a heightened level of safety awareness to the college population at large. To better understand each of the team’s roles and responsibilities, we have outlined their functions, memberships, and contact persons.

**Behavior Intervention Team (BIT)** – The BIT serves as the first tier of the college’s threat assessment plan. The team reviews BIT referrals on a continuing basis as a preventative measure to decrease the likelihood of threatening or violent behaviors. The philosophy behind the BIT team is to assist both students and staff with resources and/or referrals in order to prevent further escalation that may lead to disciplinary action. In addition, the team determines if the situation poses a threat and takes appropriate action as necessary. Individuals who wish to express a concern are encouraged to submit a BIT referral form which is located on the College web site, or they can contact any member of the BIT team.

*Members who serve on the BIT*: includes the Director of the Health Center, Dean of Students services, Lead Sheriff Deputy, a Counselor, Vice President of Student Services and Director of Special Services. These members were selected as a result of their professional positions and/or training in threat assessment. Team members are subject to change; please contact a member of the BIT team for updated information.

**Threat Assessment Team (TAT)** – On activation, the mission of the TAT is to quickly gather critical information on potentially threatening situations. This exchange of information is treated with strict confidentiality in compliance with FERPA and HIPPA regulations. All members of the team have been trained and must be immediately available if called. This team only communicates between TAT members. If an individual wishes to formally submit an incident to the TAT they are strongly encouraged to talk to one of the Behavior Intervention Team (BIT) members.

*Members of the TAT*: Senior administrators from Student Services, Administrative Services, and Academic Affairs. Members include Lead Sheriff Deputy, Director of the Health Center, Dean of Student Services, and Director of Special Services. These individuals were selected as a result of their administrative training and heightened knowledge of college resources. Team members are subject to change; please contact a member of the Safety Task Force for updated information.

**Earthquake**

**Action while indoors:**

- Remain calm.
- Take cover away from windows and other falling debris.
- Evacuate the building in the event that you determine it to be unsafe to remain in the building.
- Evacuate to a designated campus evacuation area.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

**Action while outdoors:**

- Remain calm.
- Direct students to walk away from buildings, trees, poles and exposed wires.
- Remain in the open until the earthquake is over or until further directions are given.
- Render first aid to the injured.
- Report the names and locations of injured persons to the Sheriff Department at 818-710-4311.

Unlike other emergencies, the protocol to deal with an earthquake is much less specific. Since earthquake magnitude cannot be predetermined, it is important to initiate emergency precautions within a few seconds after the initial tremor is felt. Always assume a worst case scenario.

The danger and risks of earthquakes can be significantly reduced if you know what actions to take before, during, and after an earthquake.
Continued

Work Environment Committee (WEC) – The WEC is a standing committee of the AFT Faculty Guild composed of faculty members designated by the AFT Chapter President, administrators designated by the college president and other employees as designated by their contracts. It addresses and monitors workplace safety, environmental concerns, smoking and noise abatement concerns, campus parking matters, office space requests, and other issues; and recommends policy to the president.
The following behaviors should be immediately reported to your instructor or work supervisor and the sheriff's department.

Disruptive behavior disturbs, interferes with, or prevents normal work functions or activities of the college. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.

Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ("You'd better watch your back" or "I'll get you") as well as implicit threats ("You'll be sorry" or "This isn't over").

Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

What are the Warning Signs?

Below is a list of signs and attitudes that may be indicators of disruptive, threatening, or violent behavior. If you observe a pattern or change in behavior and attitude that causes you concern, please notify your instructor or work supervisor.

- Challenging or resisting authority.
- Becoming unusually upset over recent event(s) (work or personal crisis).
- Withdrawing from normal activities, family, friends, and co-workers.
- Making a major change in lifestyle, demeanor, or appearance.
- Exhibiting signs of substance abuse.
- Blaming others for problems in life or work being suspicious, holding grudges.
- Expressing feelings of being morally superior or self-righteousness.
- Feeling entitled to special rights; rules don't apply to her/him.
- Exhibiting a recent fascination with weapons.
- Having a known history of violence.

What Behaviors Should Students Report Immediately?

The following behaviors should be immediately reported to your instructor or work supervisor and the sheriff’s department.

- Engaging in persistent, obsessive attention to others and/or stalking.
- Intimidating, verbally abusing, harassing or mistreating others.
- Making threatening references to other incidents of violence.
- Making threats to harm self, others, or property.
- Detailing specific proposed act(s) of disruption or violence.
- Expressing strong feelings of wanting or needing to get revenge, or being wronged, humiliated, or degraded.

Bomb Threat Checklist

Instructions: If you receive a phone call, be calm, be courteous and listen. Do not interrupt the caller. Write down the following information.

1. Exact Wording of the Threat

2. Ask the Caller

a. What can you tell me?

b. When is the bomb going to explode?

c. Where is it right now?

d. What kind of bomb is it?

e. What will cause it to explode?

f. Did you place the bomb?

g. Why?

h. What is your address?

i. What is your name?

3. Report threat immediately to:

- Campus Sheriff ext. 4311 or 818-710-4311
- Your supervisor

4. Basic Call Information

Time of threat: ____________________

Date: ____________________________

Your Name: _______________________

Position: __________________________

Number where threat was received ___________________

5. Threat Language

- Well-spoken
- Incoherent
- Foul
- Irresponsible
- Message was read

6. Caller’s Voice

- Sex _______ Age _______
- Calm ___ Nasal ___
- Angry ___ Slurred ___
- Excited ___ Lisp ___
- Slow ___ Raspy ___
- Rapid ___ Deep ___
- Soft ___ Ragged ___

- Loud ___ Clearing Throat ___
- Laughter ___ Deep Breathing ___
- Crying ___ Cracking Voice ___
- Normal ___ Disguised ___
- Distinct ___ Accent ___
- Slurred ___ Familiar ___

If voice was familiar, who did it sound like?

7. Background Noises

- Street noises
- Restaurant
- Office machinery
- Voices
- Factory machinery
- Animal Noises
- PA system
- Music
- Household noises
- Motor
- Clear
- Static

8. Remarks

Emergency Procedures
**BOMB THREAT**

Pierce College

All bomb threats must be treated as a serious matter. To ensure the safety of Pierce College students, personnel and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

- Remain calm.
- Use the Questionnaire on the following page to obtain as much information as possible from the caller.
- Do not touch or move any suspicious package.
- Notify the College Sheriff at 818-710-4311.
- Evacuate the building in the event that it is determined to be unsafe to remain in the building.
- Evacuate to a designated Campus evacuation area.
- Calmly and quietly review emergency evacuation procedures to prepare for possible evacuation. [see page 10 for Evacuation Procedures]

**If You Find a Note or Letter**

- Try not to touch the document.
- If enclosed in an envelope, save the envelope.
- Immediately call 818-710-4311 and give specific information.
  - Where was the note found?
  - Who gave you the note?
  - What time did you find it or receive it?

**ASSESSMENT AND VIOLENCE PREVENTION GUIDELINES FOR STUDENTS**

Continued

What Should Students do if Confronted by Disruptive, Threatening or Violent Behavior?

- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the individual to describe the problem.
- Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.
- Set limits to indicate the behavior needed to deal with the concern. “Please lower your voice.” “Please stop shouting (or using profanity) or I’ll have to ask you to leave.”
- Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
- Consider offering an apology. Even if you’ve done nothing wrong, an apology may calm the individual and encourage cooperation. “I’m sorry that happened. What can we do now to solve the problem?”
- Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual’s concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

What Should Students do if they Feel Threatened or in Danger?

- Find a way to excuse yourself, leave the room/area and get help.
- Signal for assistance.
- Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible. Leave the door open or open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
- NEVER try to remove an individual from the area. Even a gentle push or grabbing an arm may be interpreted as an assault by an agitated individual who may resist your efforts.

Who should the Student contact if they feel threatened? You should immediately report threats or acts of violence to any one of the following campus representatives:

- LACC Sheriff’s Department
- Faculty Instructor or Department Chair
- Counselor or Academic Advisor
- On Campus Work Supervisor
- Student Health & Wellness
- Administrator (Deans)
- Student Health & Wellness
- Administrator (Deans)
- On Campus Work Supervisor

How do Students Report Disruptive, Threatening, or Violent Behavior? Report all acts or threats of violence to your instructor and the Sheriff’s Department at (818) 719-6450

Please be prepared to answer the following questions:

- WHO – Name (if known) and description.
- WHAT - The circumstances and sequence of events leading up to the incident.
- WHEN - Time of day.
- WHERE - Location of the incident.
- HOW - Describe how the threat or offense was committed.
- WHY – Why do you believe this incident occurred?
What Should I do if Confronted by Disruptive, Threatening or Violent Behavior?

The policies of the Los Angeles Community College District prohibit disruption and obstruction of college functions and activities, verbal threats, and behavior endangering the health or safety of any individual.

Disruptive behavior disturbs, interferes with or prevents normal work functions or activities of the college. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.

Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property, ("You'd better watch your back" or "I'll get you") as well as implicit threats ("You'll be sorry" or "This isn't over").

Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

What are the Warning Signs?
Below is a list of signs and attitudes that may be indicators of disruptive, threatening, or violent behavior. If you observe a pattern or change in behavior and attitude that causes you concern, please notify your supervisor or department chair.

- Challenging or resisting authority.
- Becoming unusually upset over recent event(s) (work or personal crisis).
- Withdrawing from normal activities, family, friends, and co-workers.
- Making a major change in lifestyle, demeanor, or appearance.
- Exhibiting signs of substance abuse.
- Blaming others for problems in life or work; being suspicious, holding grudges.
- Expressing feelings of being morally superior, self-righteous.
- Feeling entitled to special rights; rules don't apply to her/him.
- Exhibiting a recent fascination with weapons.
- Having a known history of violence.

What Behaviors Should I Report Immediately?
The following behaviors should be immediately reported to your supervisor and the sheriff's department.

- Engaging in persistent, obsessive attention to others and/or stalking.
- Intimidating, verbally abusing, harassing or mistreating others.
- Making threatening references to other incidents of violence.
- Making threats to harm self, others, or property.
- Detailing specific proposed act(s) of disruption or violence.
- Expressing strong feelings of wanting or needing to get revenge, or being wronged, humiliated, or degraded.

What Should I do if Confronted by Disruptive, Threatening or Violent Behavior?

- Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the individual to describe the problem.
- Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.
- Do not take the behavior personally.
Active Shooter Defined — One or more individuals who participate in a random or systematic shooting spree and who demonstrate their intent to continuously harm others. An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in heavily populated areas. In most cases, active shooters use firearms and display no pattern or method for selection of their victims. Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement to stop the shooter(s) and prevent further harm to the community.

If you find yourself in an active shooter situation, try to remain calm and call the College Sheriff’s Department at 818-710-4311, dial 4311 from a campus phone, or use a blue phone as soon as possible if it is safe to do so.

Take Immediate Action

RUN
- Do not do anything to provoke an active shooter!
- Quickly clear students, staff, and faculty from the area of the shooting. Run! Try to warn others to seek cover.
- If you are in the open run away from the sound of the gunfire and get out of the area.
- Attempts to rescue people should only be made if that can be accomplished without further endangering the persons inside the secured area.
- If you are in a building and cannot run, close and lock all doors and windows to offices and classrooms; turn off the lights, close blinds and hide.
- If your door cannot be locked from the inside (and it swings into the room), stack desks, tables, and chairs to form a barricade.
- Have everyone get down on the floor or up against a solid interior wall, and shelter. To prevent confusion have one person call the Sheriff and provide the following information:
  - A description of the suspect(s): sex, race, clothing, type of weapon, location last seen, direction of travel, and identity if known.
- Turn off cell phones or any devices that emit sound.
- If you observed any victims, provide a description of the location and number of victims to the Sheriff’s Department.
- Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.
- If there is no possibility of escape or hiding, and only as a last resort should you make an attempt to negotiate or fight to overpower the assailant(s).

HIDE

FIGHT

Assessment and Violence Prevention
Guidelines for Faculty and Staff continued

- Set limits to indicate the behavior needed to deal with the concern. “Please lower your voice.” “Please stop shouting (or using profanity) or I’ll have to ask you to leave.”
- Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.
- Consider offering an apology. Even if you’ve done nothing wrong, an apology may calm the individual and encourage cooperation. “I’m sorry that happened. What can we do now to solve the problem?”
- Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual’s concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

What Should I do if I Feel Threatened or in danger?
- Find a way to excuse yourself, leave the room/area and get help. “You’ve raised some tough questions. I’ll consult with my supervisor/department chair to see what we can do.”
- Do not mention discipline or calling the sheriff’s office if you fear an angry or violent response.
- Signal for assistance. The individual may be antagonized if you call for assistance, so use a prearranged “distress” signal with a co-worker to check on you to determine how you are. If you need help, the co-worker should alert your supervisor and/or the college sheriff’s office.
- Do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance. Do not turn your back, and stay seated if possible. Leave the door open and open a closed door, and sit near the door. Be sure a co-worker is near to help if needed.
- NEVER try to remove an individual from the area. Even a gentle push or grabbing an arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.

How do I Report Threats or Acts of violence?
- Report all acts or threats of violence to your supervisor/department chair and the Sheriff’s Department at (818) 719-6450. In addition, if you are reporting a student, a Student Conduct Form should be submitted to the supervisor/department chair and the college disciplinarian.

Please include when possible:
- WHO - Name, description, address, phone, staff member, student, or visitor.
- WHAT - The circumstances and sequence of events leading up to the incident.
- WHEN - Time of day.
- WHERE - Location of the incident.
- HOW - Describe how the offense or violation of conduct was committed.
- WHY - Why do you believe this incident occurred?

What are Some Preventive Actions we can take in our Department?
- Developing a secret code word within your department for calling the Sheriff’s office.
- Reporting promptly and accurately all threats or acts of violence.
- Arranging furniture to prevent entrapment.
- Attend training sessions offered by the college.

EMERGENCY PHONE NUMBER 818-710-4311
PIERCED Behavior Intervention Referral Form

If the behavior threatens the personal safety of students, faculty or staff, or is displayed with such emotional intensity that it engenders fear or concern in others, immediately contact the Sheriff’s Office at (818) 710-4311 or call extension 4311 from any campus phone.

Student Last name: __________________________ First name: __________________________

Student ID No: __________________________

Indicate your perceived level of risk: ____Mild Risk  ____Moderate Risk  ____Elevated Risk  ____Non-urgent, informational only

MILD RISK: Disruptive or concerning behavior. Student may or may not show signs of distress. No threat made or present.

MODERATE RISK: More involved or repeated disruption. Behavior more concerning. Likely distressed or low-level disturbance. Possible threat made or present. Threat is vague and indirect. Information about threat or threat itself is inconsistent, implausible or lacks detail. Threat lacks realism. Content of threat suggests student is unlikely to carry it out.

ELEVATED RISK: Seriously disruptive incident(s), suspected substance abuse, Bizarre or unusual behavior indicating distress. Call Sheriff’s Office immediately.

SEVERE RISK: Threat of harm to themselves or others. Call Sheriff’s Office immediately.

Date(s) behavior was observed: __________________________

Reason for referral: __________________________

1. Describe in clear and specific details the observed behavior(s). Do not make inferences, state only the facts. State specific words or phrases used and interactions. Describe tone of voice, facial expression, body stance, physical appearance, etc.

2. Your recommended action: For example, is this referral for information only? Do you think counseling is indicated? Disciplinary action? Any other thoughts? What do you recommend, and any conclusions you have drawn.

Call (818) 710-4311 - For All Emergencies

This number connects you to the Sheriff’s Department, the focal point for all of the safety and security needs of the entire college community. The Sheriff’s Department is staffed 24 hours a day, 365 days per year, by fully trained officers who are dedicated to providing students, staff, faculty, and guests with a safe educational environment.

The Sheriff’s Department monitors the campus and the surrounding perimeters to ensure the safety and security of all college facilities. During an emergency and once your call is received, the Sheriff’s will be responsible to dispatch Law Enforcement Officers to the location of the reported incident. In addition to around-the-clock patrol, the Sheriff’s Department also has access to surveillance cameras, burglar and fire alarms.

Sheriff’s personnel undergo extensive training in several areas mandated by the State of California through the Commission on Peace Officers Standards and Training (CA POST). Further training required by the Community College Sheriff’s Bureau includes preparing for and responding to emergency situations such as power outages, earthquakes, fires, civil unrest, active shooter, and medical incidents.

What is an Emergency?

An emergency is any immediate threat to life and/or property that requires response from law enforcement or emergency service providers. If you think a situation is an emergency, then it is an emergency, and the procedures found in this booklet should be followed accordingly.

When Reporting an Emergency

1. Stay on the line with the dispatcher.
2. Provide the location and describe what has occurred including a description of any involved individuals to ensure that the appropriate resources and equipment are dispatched.
3. Provide your name and phone number and other information so that you can be contacted.
BEING PREPARED

Pierce College

Being prepared and informed about what you should do in case of an emergency can make a significant difference. The Los Angeles County Sheriffs will be the first responders for all college emergencies and depending on the situation they will coordinate with outside agencies as necessary. If you are not certain of what action to take in your building or if you have further questions, additional information can be found at the following Pierce College Emergency Webpage:

http://www.piercecollege.edu/campus_safety.asp

How to Report an Emergency

For all on-campus emergencies requiring emergency services, including police, fire, and ambulance please contact the Los Angeles County Sheriff's Department at 818-710-4311 using your cellular phone or college phone or,

Use the emergency Blue Phones which are located throughout the campus by pressing the blue button on the call box. Your call will be answered by Sheriff personnel.

When reporting emergencies

❖ Stay calm and carefully describe the problem with as much detail as possible.
❖ Follow any instructions that you are given.
❖ Send someone to direct the emergency responders to your location, if possible.

How to get Information in an Emergency

Los Angeles Pierce College will send out alerts through the Emergency Notification System. When this system is activated, you may receive text messages to your cell phone, email notifications, voice messages, and broadcasts through campus phones.

To receive these alerts you must update your contact information and include your cellular phone number in the right field on the Los Angeles Community College District employee portal at

https://myportal.laccd.edu:50001/irj/portal
EMERGENCY PROCEDURES FOR LOS ANGELES PIERCE COLLEGE

INTRODUCTION

Los Angeles Pierce College is committed to protecting the safety and well-being of all the members of its community. The purpose of this Emergency Procedures Booklet is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference those common emergencies for which you should be prepared. Reading this booklet in advance, being familiar with its contents, and knowing where it is in your office will help you protect yourself and the people around you during an emergency.

Since emergencies can vary in scope and intensity, the instructions provided by College and emergency response personnel at the time of the incident may change or even conflict with instructions listed in this document; thus, please always follow the instructions issued by College officials and emergency response personnel at the time of a specific emergency event.

This booklet is one of several important initiatives being developed and implemented by the members of Departmental Council Safety Task Force and is the result of the many hours invested.

Stay safe,

Kathleen F. Burke
President, Pierce College
Keeping Yourself Safe

Being aware of your surroundings and being prepared for unexpected situations go hand in hand as you work and walk around the college campus. Los Angeles Pierce College encourages you to incorporate safety practices into your daily routine. Here are a few simple tips to keep in mind when you are on the campus or out and about in your community.

Tips

Be Observant and Alert

- Plan your way in advance. Choose well-traveled routes. Walk with purpose.
- Whenever possible, at night walk with someone to your car. Call for an escort 818-719-6450.
- Keep alert. Don’t let a conversation on your cell phone or the use of headphones make you unaware of your surroundings.

Vehicles

- Keep your car locked and use a steering wheel locking device or car alarm when parked.
- Keep all valuables out of view. Secure them in the trunk if you must leave items in the car.

Stay Connected and Safe

- Stay up to date on the college’s emergency plans and policies.
- Keep your office door open/cracked when meeting with students and visitors.
- Arrange your office so that your desk is closest to the door.
- Lock your office door when you leave.
- At the start of each term spend a few minutes to mentally run through crisis response procedures.
- Never make a promise you cannot keep.
- Save your written correspondence with students. You may need this information to establish a pattern of behavior.
- Ask all visitors/students to sign into a guest log prior to meeting with them in your office.
- If you are working late in the evening shut and lock your doors.
- The college campus closes at 11:00 pm each night make sure you have left the college by that time or received prior approval from a Vice President.
- If you must be on the campus during hours outside your normal working hours, call the Sheriff’s Department at 818-719-6450 and let them know that you are in the office.
EMERGENCY PREPAREDNESS BOOKLET

EMERGENCY PROCEDURES

LOS ANGELES COMMUNITY COLLEGE BOARD OF TRUSTEES
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Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
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