

CALIFORNIA TRINITY
SCHOOL OF BUSINESS

Emergency Preparedness Plan





CALIFORNIA TRINITY SCHOOL OF BUSINESS

**EMERGENCY
PREPAREDNESS PLAN**

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Introduction and Purpose

California Trinity School of Business (CTSB) is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the school.

Goals

The goals of CTSB in responding to an emergency include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency.
- The protection of CTSB's facility, property, and the belongings of staff, students, and guests.

Applicability and Scope

This plan applies to all employees of CTSB and any person occupying the physical plants of CTSB; to include faculty, students, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgement and the guiding principles outlined below.

Responsibility

The CTSB's Emergency Preparedness Plan is the responsibility of the Chief Operating Officer (COO). The COO will review and update this plan periodically. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Chief Operating Officer.

Emergency Communications

During an emergency, CTSB will use the following means and methods of communication.

Los Angeles Police Department - Rampart Station	Call 911 or (213) 484-3400
Los Angeles Fire Dept. Station 11	Call 911 or (213) 485-6211
CTSB Administrative Office	(213) 484-4440
Texting	(213) 819-4556
Email	info@catu.edu

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the President. The Office of President will be consulted in releasing any information to the media. At any time, the media can simply be referred to the Office of President.

Emergency Protocols

Fire and Evacuation

In the event of fire:

Pull the Fire Alarm and Call 911



If you see smoke or flames:

- Contain the fire by closing all doors as you leave
- Activate the nearest Fire Alarm pull station
- Report the fire by dialing 911
- Evacuate or extinguish (In most cases, it is best to evacuate)

Use a Fire Extinguisher only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting

- The fire is contained, and you have reported the fire by Fire Alarm or 911 activation
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and:

- Take only keys, wallets and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit your room close, and lock doors
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- Get input from the individual how you can help before attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations, methods, or any items that need to be brought with the person during the evacuation.

Medical Emergency

If someone is injured or becomes ill:

- Stay calm
- Dial 911 and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.

- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if she or he is not moved
- Render first-aid or CPR only if you have been trained
- Do not leave the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance when it reaches the vicinity

Bomb Threat

If you receive a bomb threat, remain calm and:

- 1) Obtain as much information as possible:
 - Write down the number from where the call is coming
 - Write down the exact time of the call
 - Write down as accurately as possible the statements made
 - Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
 - Listen for background noises
 - Try to signal a for someone else to also listen on the telephone line, if possible
 - Do not hang up and stay on the line a long as possible; wait for the caller to hang up

- 2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about this bomb?
 - Why was it placed here?
 - Who are you?
 - What is your name?

- 3) Call 911 immediately and then notify the school administrative office at (213) 484-4440



Hostile Intruder/ Active Shooter

If a hostile intruder/active shooter is OUTSIDE of the building:

- Get to a room that can be locked; close and lock windows and doors
- Turn off the lights
- Try to get everyone down on the floor (so that no one is visible from outside the room)
- Call 911. The Dispatcher will ask for, at least, the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter is **INSIDE** your building

- Exit (get out of) the building immediately
- Notify anyone you may encounter to exit the building immediately
- Call 911. The Dispatcher will ask for at least the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Your location

If exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office
 - If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Cover the door windows
- Call 911 (the Dispatcher will gather information from you)
- Keep quiet and act as if no one is in the room (silence cell phones)
- **DO NOT** answer the door
- Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- Do not respond to any voice commands until you are sure that they come from a Police Officer

If a hostile intruder/active shooter **ENTER** your office or classroom:

- Remain calm
- Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
- Try to escape, but if unable, you must take action to survive. Make a quick survival decision, either:
 - Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - Play dead (pretend to be unconscious), or
 - Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); Only you can decide if this is something you should do
 - If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. Again, only you can decide if this is something you should do

If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

- Close and lock the door and/or block it (try barricading the door with desks and chairs)
- Call 911 (if not on the line already)
- DO NOT answer the door and stay in place behind cover
- Do not respond to any voice commands until you are sure that they come from a Police Officer

If you decide to flee during a hostile intruder/active shooter situation:

- No matter what the circumstances, make sure you have an escape route and plan in mind
- Do not attempt to carry anything while fleeing
- Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
- Move quickly, keep your hands up high and visible
- Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

- Remain calm
- Do as the officers tell you
- Put down any bags or packages you may be carrying
- Keep your hands up and visible at all times
- If you know where the hostile intruder/active shooter is, tell the officers
- Once out of harm's way remain at whatever assembly point authorities designate
- Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
- Do not leave until you have been interviewed and released

Utility Failure and Natural Disaster

Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. California Trinity School of Business has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify CTSB Administrative office at (213) 484-4440
- If the building must be evacuated, follow the instructions on Building Evacuation
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Elevators:
 - If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
 - If it is safe for you to stay in the building, stay near the passengers until assistance arrives
- If you are trapped in an elevator, help will be there soon:
 - Remain calm
 - Use the Call Button of Phone to call for help
 - Do not try to climb out or exit the elevator without assistance

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. California Trinity School of Business monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to CTSB Administrative Office at (213) 484-4440
- Move to higher, safer ground
- Shut off all electrical equipment
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from school personnel
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by school personnel

Tornadoes

A “*Tornado Watch*” means that tornadoes could potentially develop. A “*Tornado Warning*” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building)
- Seek shelter under a sturdy workbench or heavy furniture if no basement is available
- Listen for reports and siren/public address announcements
- Avoid:
 - Top floors of buildings
 - Areas with glass windows or doors
 - Areas with large, free-span roofs
- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe in tornadoes
 - Move away from the path of the tornado at a right angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Earthquakes

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform CTSB Administrative Office immediately at (213) 484-4440
- If it is safe to do so, remain at your location and await further instructions from school personnel
- Do not evacuate until instructed by emergency personnel
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass
 - If the power is out, use a flashlight. Do not light a match or candle
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to CTSB Administrative Office
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them
 - Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators
 - Unplug small electrical appliances
 - Bring keys, purses, wallets, warm clothing
 - Be prepared for aftershocks
 - Cooperate with emergency personnel, keep informed, and remain calm

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, DO NOT take a chance or worry about embarrassment. Call CTSB Administrative Office immediately at (213) 484-4440

- DO NOT touch the package or object.
- DO NOT tamper with the package or object.
- DO NOT attempt to move the package or object.
- DO NOT open the package or object.
- DO NOT put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

EMERGENCY CONTACT INFORMATION

CALIFORNIA TRINITY SCHOOL OF BUSINESS

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