



## EARTHQUAKE

*Stay calm. Do not panic or run outside.*

*Inside the Facility*

### **DROP, COVER AND HOLD.**

**1**

DROP to the ground, COVER your head and neck with one hand and get under a desk or table, HOLD ON to the desk or table leg so that the desk or table will stay over you.

**2**

Assume the defensive protective position next to a table or under a heavy, sturdy object such as a desk.

**3**

Stay away from windows and glass.

**4**

When the shaking stops, PROCEED TO EMERGENCY ASSEMBLY POINT and take STAFF/STUDENT ACCOUNTABILITY.

**5**

Pay attention to downed electrical wires, structural instability, odor of natural gas or other obstructions.

**6**

If it is a severe earthquake and natural gas can be smelled, shut off the gas supply to the facility if possible (see UTILITIES).

**7**

Do not re-enter the facility if there is structural instability. Wait for fire department officials to declare it is safe for re-entry.

**8**

Be alert for aftershocks.

*Outside of Facility*

**1**

### **DROP, COVER AND HOLD.**

**2**

If adjacent to a building, move at least 10 feet away before assuming the position.

**3**

Remain in the position until the shaking stops.

**4**

Do not enter the facility. PROCEED TO EMERGENCY ASSEMBLY POINT and take STAFF/STUDENT ACCOUNTABILITY.

## ACTIVE SHOOTER

*In the event of VIOLENCE/ACTIVE SHOOTER outside the facility, notify 911, (562) 908-3490 and LOCKDOWN the facility immediately.*

*In the event of a VIOLENCE/ACTIVE SHOOTER inside the facility, notify 911, (562) 908-3490 and consider the following:*

**1**

**RUN** if possible;

**2**

**HIDE** behind a locked, solid door; and/or

**3**

**FIGHT** with force as a group

## FIRE

*In the event a fire is detected the following will be accomplished.*

**1**

Sound the alarm and notify 911 (uncontrollable fire).

**2**

Use a fire extinguisher on fire (controllable fire) and notify 911.

**3**

PROCEED TO EMERGENCY ASSEMBLY POINT and take account of STAFF/STUDENTS.

**DO NOT disregard smoke/fire alarm**

## AGGRESSIVE/THREATENING BEHAVIOR

*If any individual is displaying aggressive behavior or threatening to harm someone or self.*

**CALL 911 FIRST and then CAMPUS POLICE AND SAFETY at (562) 908-3490.**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

**What to do while waiting for help:**

- Listen. Avoid any physical contact, maintain a safe distance with a "way-out"

## MEDICAL

**Call for help!**

*If someone is unconscious, having difficulty breathing or you suspect they may be having a heart attack/stroke, or they have another medical emergency CALL 9-1-1 immediately.*

**You should also call CAMPUS POLICE AND SAFETY at 3-4-9-0 from a campus phone, so they are aware of the situation and can meet arriving first responders.**

**For other on-campus medical aid related issues call CAMPUS POLICE AND SAFETY at 3-4-9-0 from a campus phone.**

**1**

The first arriving person to encounter an injured person is responsible for first aid and care of that person.

**2**

If circumstances warrant, notify 911 and (562) 908-3490.

**3**

Follow basic 1st Aid/CPR procedures in providing treatment. Be careful not to move a person who has suffered a serious fall or if serious injury is suspected.

**4**

Assign another person/bystander to meet and direct the EMS unit to the scene.

**5**

Gather all relevant/pertinent patient information.

# BOMB THREAT

*In the event of a bomb threat, the following will be accomplished.*

**1**

Person receiving the threat – keep the caller on the line. Delay the caller with statements, such as “I’m sorry, I did not understand you. What did you say?”

**2**

Get as much information as possible from the caller. Ask the caller where the bomb is located, what time the bomb is set to explode, why it was placed in the facility, and what the bomb looks like.

### Document:

- Gender of caller, approximate age
- Voice quality – accent, speech patterns/mannerisms
- Exact time of call
- Background noises – music, voices, motors, traffic

**3**

Immediately after the caller hangs up, PROCEED TO EMERGENCY ASSEMBLY POINT. During egress from the facility be observant of any strange packages or objects. Do not turn on anything electrical, use walkie-talkies or use cell phones in the house. Do not touch or remove any suspicious objects or packages. Immediately contact the police from the EMERGENCY ASSEMBLY POINT.

# SEVERE WEATHER

*Severe weather emergencies can include high winds, torrential rains, hail storms, lightning, tornadoes, and flooding. Warning may come from radio or TV news, Fire/Police broadcast or other civil authorities.*

If high winds or other severe weather situations develop with little warning and you are outside the facility:

**1**

Return inside the facility and SHELTER IN PLACE. Take account for STAFF/STUDENTS.

**2**

LOCKDOWN the facility if necessary.

**3**

Remain near inside walls away from windows.

# CHEMICAL RELEASE

## A. Airborne Chemical Release

**1**

All persons at facility will SHELTER IN PLACE, which means this is a precaution aimed to keep all persons safe while remaining indoors and selecting a small, interior room, with no or few windows, and taking refuge there. Close all exterior/interior doors, windows and seal with duct tape. Shut off all heating, ventilation and air conditioning.

**2**

Call 911 immediately.

**3**

Exposed individuals will be isolated from the rest of the members.

**4**

Monitor all emergency broadcasts for further instructions. Do not leave the shelter area until instructed to do so.

## B. Toxic Spills

*If a toxic spill occurs near/outside the residence, the following should be accomplished.*

**1**

Someone will signal SHELTER IN PLACE.

**2**

Contact Fire and Police.

**3**

Windows and doors should be closed, locked and sealed.

**4**

Shut off heating, ventilation and air conditioning.

# CIVIL DISTURBANCE OR ARMED ASSAULT

**CALL 911 FIRST and then  
CAMPUS POLICE AND SAFETY  
at (562) 908-3490**

Be prepared to give the following information:

- State: “This is an emergency.”
- Give your name, location (College, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

**A Civil Disturbance is defined as any gathering of two or more persons who:**

**1**

Interfere with normal College operations

**2**

Attempt to prevent access to the College, buildings, facilities, or Offices

**3**

Threaten physical harm to others or damage to College property

**What to do in the event of a civil disturbance:**

- If the disturbance is outside the building, do not investigate.
- If the disturbance is inside the building, if possible investigate from a safe distance.
- Lockdown until evacuation orders are received from authorities.

**What to do in the event of a hostage situation or armed assault:**

- Initiate lockdown until evacuation orders are received from authorities.

**How to lockdown during a civil disturbance, hostage situation or armed assault:**

- Turn off lights.
- Close all doors to the outside.
- Close and lock all windows.
- Seek shelter away from windows and doors.
- Stay as low to the floor as possible, trying to stay out of the line of sight of the perpetrators.
- Remain silent and still.
- DO NOT draw attention to yourself or others.

# EXPLOSION

*In the event of a bomb threat, the following will be accomplished.*

**1**

If the explosion occurs inside the building PROCEED TO EMERGENCY ASSEMBLY POINT and take account of STAFF/STUDENTS.

**2**

Notify 911 and (562) 908-3490.

**3**

Render first aid if necessary.

**DO NOT re-enter buildings until fire department officials have declared the area safe for re-occupancy.**

If an explosion occurs outside the facility, a decision will have to be made to either SHELTER IN PLACE, PROCEED TO EMERGENCY ASSEMBLY POINT OR EVACUATE PROPERTY.

# INJURED PERSON

**1**

The first arriving person to encounter an injured person is responsible for first aid and care of that person.

**2**

If circumstances warrant, notify 911 and (562)908-3490.

**3**

Follow basic first aid/ CPR procedures in providing treatment. Be careful not to move a person who has suffered a serious fall or if serious injury is suspected.

**4**

Assign another person/bystander to meet and direct the EMS unit to the scene.

**5**

Gather all relevant/pertinent patient information.

# TERRORIST ATTACK

Terrorist events are intended to cause damage, inflict harm, and possibly kill. Terrorists will go to great lengths to make sure the event has the intended impact. Experts generally agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. Within any of these categories it is important to remember the four routes of entry: inhalation, absorption, ingestion and injection. The best emergency procedure for any of these categories is to minimize exposure to these four routes of entry.

## What to do in the event of a biological, nuclear, or chemical terrorist attack:

- Shelter-in-place until ordered to evacuate by campus officials.
- Close all doors to the outside.
- Use tape, plastic food wrapping, wax paper, aluminum foil to cover and seal fan grilles and other openings to the outside.
- Ventilation systems should be turned off or set to 100% re-circulation, so no outside air is drawn into the building.
- Turn off all heating and air-conditioning systems and switch inlet to “closed” position.
- Close as many internal doors as possible.
- If gases or vapors begin to affect your breathing, hold a wet cloth over your nose and mouth.
- DO NOT use elevators. They tend to “pump” outdoor air in and out of the building as they travel up and down.
- DO NOT panic or worry that there will not be enough air to breathe. It is highly unlikely this would happen in normal buildings.
- Remember that the best emergency procedure is to minimize your exposure to biological, nuclear, or chemical agents through inhalation, absorption, ingestion, or injection (from flying projectiles).
- Await instructions from campus officials.

# GAS LEAK

## What to do in the event of a gas leak:

- If you suspect a gas leak, call 911 first and then call Campus Safety. Maintenance & Operations will be notified.
- DO NOT ignite any open flame (e.g., matches, lighters, burners, etc.) or turn on any lights.
- Open windows and doors for ventilation and prepare for possible evacuation.

# UTILITY FAILURE

## CALL 911 FIRST and then CAMPUS POLICE AND SAFETY at (562) 908-3490

Maintenance & Operations at  
(562) 908-3441

Be prepared to give the following information:

- State: “*This is an emergency.*”
- Give your name, location (building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

## What to do in the event of a power blackout:

- Assist any person with disabilities in finding safety. (See Evacuating Disabled & Buildings)
- Science faculty and staff should secure any laboratory experiments, activities, and equipment that might pose a potential danger.
- Disconnect all electrical equipment.
- Leave light switches on.
- Await further instructions or for power to be restored.

# LOCKDOWN

Once the decision is made to LOCKDOWN the facility (a security measure taken during an emergency to prevent people from leaving or entering a building), by the Incident Commander, all persons inside the facility must work together to lock all doors, windows and to ensure the alarm system is operational.

This warning could be disseminated by Blackboard Connect, word of mouth, telephone or by activation of the alarm system. It might be necessary to shut off heating, ventilation and air conditioning.

## LOCKDOWN is appropriate for, but not limited to, the following

- 1 Airborne toxic release;
- 2 Explosion or threat of explosion;
- 3 Chemical/radiological;
- 4 Severe weather/lighting;
- 5 Hazardous spill;
- 6 Civil disturbance or violent intruder(s).

LOCKDOWN communications including demobilization will be updated approximately every 30 minutes through the Blackboard Connect app.

## When RHC issues a campus alert calling for a lockdown, faculty and staff should lead students and visitors to:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Close all windows and doors.
- If the door has a window, cover it.
- Stay away from windows and doors.

Remain in place until notified by proper RHC administration officials (Building Coordinators or the College Emergency Response Team) or City emergency responders.

# LOCKDOWN PROCEDURES

Lockdown procedures may be necessary in a number of different scenarios such as:

1

Intruder on Campus – Defined as a dangerous individual in a known or unknown location on campus, but not actively engaged in harming people.

2

Neighborhood Lockdown – Defined as a dangerous individual or incident in the general vicinity of the College; not on campus, but close enough to potentially pose a threat.

## Response:

- Enter a secure room or area.
- Lock doors and windows.
- Close blinds or shades.
- Turn off lights.
- Silence cell phones.
- Do not huddle together
- Stay quiet.
- Await further instructions. Do not continue teaching or conducting business.
- It is the individual judgment of the person in charge as to whether or not to let others inside a secure room or area.
- If students choose to leave, they are free to do so, but advise them that it is at their own risk.

# SHELTER IN PLACE

**SHELTER-IN-PLACE** means to stay inside the facility pending receipt of further instructions. If outside and a decision is made to **SHELTER IN PLACE**, all persons shall return Inside the facility. Windows and doors should be closed and possibly sealed with duct tape. Account for staff and students immediately. Heating, ventilation and air conditioning might need to be shut down.

The warning could be disseminated by Blackboard Connect, telephone or by word of mouth. **SHELTER IN PLACE** is appropriate for, but not limited to, the following incidents that take place outside the facility:

1

Airborne Toxic Release

2

Airborne Toxic Release Explosion or threat of explosion

3

Chemical/Radiological

4

Severe weather/lighting

5

Hazardous spill

RHC is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, RHC faculty and staff may need to make an immediate decision to “shelter in place” or move to a safer location. All faculty and staff should understand and plan for both possibilities. Use common sense and available information, including this guidance, to determine if there is immediate danger.

Whether in a classroom or office, walking on campus, or driving on campus, there may be situations when it is best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

# KNOW WHEN AND HOW TO SHELTER-IN-PLACE FOR COLLEGES

(Source: California Department of Public Health.)

<https://gorio.page/BePreparedCA>



## What Shelter-in-Place Means

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire college. If you are told to shelter-in-place, try to determine the reason for the recommendation.

## How to Shelter-in-Place at College

- Close the college. Activate the appropriate emergency plans. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay inside; not to leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not to walk to another location or their car.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the college's listed telephone number available in the room selected to provide shelter for the college secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the college.
- Ideally, provide for a way to make announcements over the college-wide communication system from the room where the top college official takes shelter.
- If it is safe to do so, allow everyone to call their family/friend to let them know they must remain in college until further notice, and that they are safe.
- If the college has voicemail or an automated attendant, change the recording to indicate that the college is closed, and that students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion or gunshots, direct all window shades/coverings, blinds, or curtains be closed, in a safe manner.
- For chemical, biological, or radioactive hazards, have employees familiar with your building's mechanical system turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Select interior rooms, above the ground floor, with the fewest windows or vents. The rooms should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or if the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the rooms you pre-select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Keep in mind that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- For chemical, biological, or radioactive hazards, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room.
- Write down the names of everyone in the room, and call your colleges' designated emergency contact to report all individuals in the room with you.
- Listen for an official announcement from college officials via the campus communication system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

**Local officials on the scene are the best source of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean up methods. Remember that instructions to shelter-in-place are usually provided for durations of a few hours, usually not days or weeks.**

