



WCUI

School of Medical Imaging
And Nursing

EMERGENCY AND SAFETY INFORMATION HANDBOOK

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I. INTRODUCTION

WCUI School of Medical Imaging and Nursing (WCUI) is committed to the health and safety of its students, faculty, staff and the community and has implemented an emergency preparedness plan designed to prevent, respond and recover from emergencies and disasters that may impact the College. WCUI takes a thorough approach to prepare for, respond to, and recover from incidents or disruptions that can impact WCUI campuses. These incidents may arise from natural, technological, or human-caused, and may result in injury, property damage and/or operational impairment.

WCUI's goal is to create a disaster-resilient institution with effective crisis management capability. WCUI's management and leadership team help to integrate emergency preparedness across the College by developing emergency plans, managing preparedness training, and providing guidance and campus-wide coordination in support of WCUI's emergency management program. The team will conduct a bi-annual review of the emergency preparedness plan.

II. CAMPUS EMERGENCY RESPONSE TEAM

Los Angeles Campus Emergency Response Team	(310) 289-5123 Main Line	
	(562) 512-3703 Emergency Text Line	
Mieke Wibowo, Emergency Director , Assistant Campus Director/CSA	(310) 289-5123	x111
Donny Danyluk, Corporate IT Director	(310) 289-5123	x122
Mike Stewart, Director of Education	(310) 289-5123	x124
Lisa Ingoldsby, CSA, Corporate Director of Compliance	(310) 289-5123	x138
Maria Loja, Student Success Advocate	(310) 289-5123	x204

Ontario Campus Emergency Response Team	(909) 483-3808 Main Line	
	(562) 512-3705 Emergency Text Line	
Brian Chilstrom, Emergency Director , Campus Director/CSA	(909) 483-3808	x201
Bruce Reiss, IT/Facilities Manager/CSA	(909) 483-3808	x217
Ardella Tatro, Director of Education	(909) 483-3808	x259
Deisy Gonzalez, Director of Student Services	(909) 483-3808	x252
Gema Dimas, Office Manager	(909) 483-3808	x200
Karen Berro, Assistant Librarian	(909) 483-3808	x138

Phoenix Campus Emergency Response Team	(602) 954-3834 Main Line	
	(562) 512-3707 Emergency Text Line	
Sophia Perkovich, Emergency Director , Campus Director/CSA	(602) 954-3834	x111
Steven Tucker, IT Director	(602) 954-3834	x121
Mike Matwick, Director of Education	(602) 954-3834	x106
Deanna Martin, Compliance Officer/CSA	(602) 954-3834	x105
Kallie Gough, Director of Student Services	(602) 954-3834	x108

Emergency Director - The Campus Director/Assistant Campus Director or designee shall direct all emergency operations. In the absence of the Campus Director, the COO or an assigned administrator shall assume operational control of the emergency.:

- Provides overall direction of the College emergency response.
- Prepares the College’s specific response.
- Declares and cancels the College’s state of emergency.
- Notifies ACCSC and other applicable agencies.
- Approves media communication.

Emergency Response Team

- Oversees coordination of the College’s emergency response.
- Administers evacuation plans for the building.
- Notifies other employees, agencies and the neighborhood community of the emergency.
- Works with the Director of Education and the COO in establishing alternative classroom areas as required.
- Implements plan for media coverage if applicable.
- Maintains contact with the Campus Director/Assistant Campus Director for handling communications and public information.
- Obtains the assistance of utility companies as required.
- Surveys habitable space and relocates essential functions.
- Aids in directing students to safe areas and assists with accountability of students.
- Provides directional assistance where needed.
- Coordinates counseling resources and services as needed.
- Contacts appropriate personnel in the building to inform, update, and communicate status of emergency.

Designated Assembly Area – In the event of an evacuation, the following designated evacuation areas have been established at each Campus. If the designated assembly area is in not useable, the Emergency Director will select an alternative location. See **Appendix B**.

- **Los Angeles:** Behind the parking structure at the intersection of 7th Street and Ardmore
- **Ontario:** Grassy Knoll on North End of the Black Angus/El Torito parking lot.
- **Phoenix:** Primary assembly area located directly behind the building on the North side by the stairway that leads to the upper parking area. Secondary assembly area located in the East parking lot toward Central Avenue near Jamba Juice.

III. EMERGENCY RESOURCE PHONE NUMBERS

Los Angeles Campus	
LAPD – Olympic Community Police Station (Non-Emergency)	(213) 382-9102
LAFD – Fire Dispatch (General Public Information)	(213) 978-3800
Paramount Plaza (Security Office)	(213) 388-2762
Paramount Plaza (Property Management Office)	(213) 383-9522
Southern California Edison (emergency, i.e. power outage, lines down)	(800) 611-1911
Poison Information Center Los Angeles County Medical Association	(323) 222-3212
Los Angeles County Fire Department, Health Hazardous Materials	(323) 890-4045

LA Animal Services	(888) 452-7381
Local Weather Forecast line	(213) 744-1212
Centers for Disease Control and Prevention (CDC)	(800) 232-4636
CDC Media	(404) 639-3286
Local Hospitals	
Cedars-Sinai Medical Center	(310) 423-3277
Good Samaritan Hospital	(213) 977-2121
California Hospital Medical Center	(213) 748-2411
Southern California Hospital at Hollywood	(323) 462-2271
Kaiser Permanente Baldwin Hills -Crenshaw	(323) 421-2200
Local Media	
ABC7 Los Angeles	(818) 863-7777
Fox11 Los Angeles	(310) 484-2000
NBC Los Angeles	(818) 684-4321
KTLA	(323) 460-5500

Ontario Campus	
Ontario Police (Non-Emergency)	(909) 395-2001
Ontario Fire Dispatch (Non- Emergency)	(909) 983-5911
American Airtight (Security)	(909) 946-4747
Coastline Property Management Office	(714) 969-1185
Southern California Edison (emergency, i.e. power outage, lines down)	(800) 611-1911
Southern California Gas Company (emergency shutoff)	(800) 427-2200
Poison Center	(800) 876-4766
Hazardous Waste Disposal	(888) 253-2652
Animal Control	(909) 623-9777
Local Weather Forecast line	(213) 744-1212
CDC	(800) 232-4636
CDC Media	(404) 639-3286
Local Hospitals	
San Antonio Regional Hospital	(909) 985-2811
Kindred Hospital Ontario	(909) 391-0333
Montclair Hospital Medical Center	(909) 625-5411
Kaiser Permanente Health Care	(909)724-5000
Canyon Ridge Hospital	(909) 590- 3700
Local Media	
ABC7 Los Angeles	(818) 863-7777
Fox11 Los Angeles	(310) 484-2000
NBC Los Angeles	(818) 684-4321
KTLA	(323) 460-5500

Phoenix Campus	
Phoenix Police Department (Non-Emergency)	(602) 262-6151
Phoenix Police (Information)	(602) 262-7626
Phoenix Fire Dispatch (Non-Emergency)	(602) 495-5555

Park Central Development (Transcend Security Solutions)	(480) 656-6500
Primary Security Guard	(480) 793-0138
Secondary Security Guard	(480) 433-9768
Park Central Development (Property Management Office – Plaza Co’s)	(623) 972-4400
Edison Electric Phoenix (emergency, i.e. power outage, lines down)	(480) 359- 1853
Arizona Poison and Drug Information Center	(800) 222-1222
National Weather Service Phoenix	(602) 275-0073
Arizona Department of Health Services	(602) 542-1025
CDC Arizona Health Department	(602) 364-4571
Local Hospitals	
Abrazo Hospital, Central Campus (Emergency Room)	(602) 249-0212
Banner University Medical Center (Emergency Room)	(602) 839-2000
Honor Health John C. Lincoln Medical Center (Emergency Room)	(602) 943-2381
St. Joseph’s Hospital and Medical Center (Emergency Room)	(602) 406-3000
VA Medical Center (Emergency Room)	(602) 277-5551
Local News	
ABC 15 Phoenix	(602) 273-1500
12 News in Phoenix	(602) 444-1212
Fox 10 Phoenix (Main Line)	(602) 257-1234
AZTV7	(602) 977-7700
KTAR	(602) 274-6200

IV. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**.

Information about the emergency should also be communicated immediately beginning with the top of the Emergency Response Team for purposes of expediting the College’s activation of its Emergency Response and Evaluation Procedures as set forth below.

Major Emergency Guidelines:

The major emergency procedures outlined in this handbook are designed to aid in the protection of lives and property through effective use of available college resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the Campus Director or designee may declare a state of emergency and implement these guidelines.

The Campus Director/Assistant Campus Director or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist employees in determining the appropriate response.

- a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the College. Report immediately to the Campus Director or designee. In the event that the Campus Director is not on the premises, report immediately to the Director of Education.

- b. Major Emergency:** Any incident that affects the entire building, which will disrupt the overall operation of the College. In this case outside emergency services will be required, as well as major resource efforts from the Emergency Response Team.
- c. Disaster:** Any event that seriously impairs or halts the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all college-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated by the Emergency Response Team and the appropriate support and operational plans will be executed.

The Campus Director/Assistant Campus Director will make the determination if a state of emergency is to be declared and the type. During a college emergency, the Campus Director or designee will place into effect the necessary measures to secure the College personnel and property. Only authorized persons will be allowed on the college premises during the declared state of emergency. The Emergency Response Team, and others designated by the Campus Director as essential will comprise authorized personnel.

Reporting Crimes

Students, faculty, and staff are strongly encouraged to report all crimes to local law enforcement, dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside the building should be reported to the local law enforcement agency.

Local Law Enforcement Agency	Local Phone Number	Emergency Number
Olympic Police Department	(213) 382-9102	911
Ontario Police Department	(909) 395-2001	911
Phoenix Police Department	(602) 262-6151	911

In addition, crimes that should be reported to the Campus Director/Assistant Campus Director or other Campus Security Authority (CSA) by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director/Assistant Campus Director or other CSA for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a confidential basis for inclusion in the College’s annual crime statistics reporting.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director/Assistant Campus Director, other CSA, or the nearest available College employee. All College employees are trained to notify the Campus Director/Assistant Campus Director, or his/her on-site designee, or CSA immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director/Assistant Campus Director, or his/her on-site designee, or other CSA.***

Campus Security Authorities (CSA)

Los Angeles Campus		
Myra Chason, Campus Director	(310) 289-5123 x108	myra@wcu.edu
Mieke Wibowo, Assistant Campus Director	(310) 289-5123 x111	mieke@wcu.edu
Lisa Ingoldsby, Corporate Director of Compliance	(310) 289-5123 x138	lisa.ingoldsby@wcu.edu
Ontario Campus		
Brian Chilstrom, Campus Director	(909) 483-3808 x201	brian.chilstrom@wcu.edu
Bruce Reiss, Facilities Manager	(909) 483-3808 x217	bruce.reiss@wcu.edu
Phoenix Campus		
Sophia Perkovich, Campus Director	(602) 954-3834 x111	sophia.perkovich@wcu.edu
Deanna Martin, Compliance Officer	(602) 954-3834 x105	deanna@wcu.edu

Timely reporting of criminal activity enables WCUI to respond in a timely manner and potentially reduce the recurrence of that crime. Timely manner shall be defined to mean immediately or as immediately as possible under the circumstances. The College strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies. Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

WCUI works cooperatively with local law enforcement agencies when necessary; however, there are no written memoranda of understanding agreements between WCUI and local law enforcement agencies to investigate alleged crimes. WCUI does, in good faith effort, contact local law enforcement agencies to obtain data on Clery Act crimes that occurred on or near the campus. Not all agencies respond to our requests for data.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Please notify the Campus Director/Assistant Campus Director or other CSA when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked.
- Anyone tampering with a motor vehicle or loitering in a parking lot.
- Persons publicly displaying a weapon.
- Persons loitering in dark or secluded areas (like in the back of the campus).
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings.

Response to Reports of Crime or Emergency

Upon receipt of a report of a crime or emergency, the Campus Director/Assistant Campus Director will:

- Immediately assess, based on his/her own judgment or after consultation with other WCUI employees, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained below.

- Immediately assess, based on his/her own judgment and/or after consultation with other WCUI employees or the local police, whether a “timely warning” to the campus community should be issued pursuant to the Timely Warning policy below.
- With regard to a reported incident that is or may be sexual harassment (including sexual violence), refer to the College’s “Title IX Policy” contained in this Report.
- For all reported crimes, the Campus Director/Assistant Campus Director will contact the Campus Security Survey Administrator within 24 hours of the incident to provide all available and relevant information including the date, time, location, and description of the incident.
- The Campus Director/Assistant Campus Director will cooperate with the Campus Security Survey Administrator and/or Title IX Coordinator to investigate and gather any additional information necessary to determine whether the incident must be reported in the crime statistics contained in this Report.

Timely Warning of Reported Crime

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director/Assistant Campus Director, constitutes an ongoing or continuing threat to students, employees and campus community, including with regard to any crime reportable pursuant to the Clery Act, a campus wide “timely warning” will be issued. The Campus Director/Assistant Campus Director has the main responsibility for confirming an instance requiring a timely warning. The Campus Director/Assistant Campus Director will coordinate with outside resources such as the local police department, when applicable, in determining if it is an instance requiring a timely warning. Local authorities will determine when and if necessary to notify the surrounding neighborhood community.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the students and employees, WCUI will post a warning via one or more of the following means of communication: email or text message and/or other verbal or written notice, including the building’s security or property management, social media, local television station or other appropriate local media. The Campus Director/Assistant Campus Director will create the notification and the IT Department along with the Facility Managers will be responsible for notifying students/employees. If deemed necessary, the front desk personnel and Campus Director/Assistant Campus Director or his/her trained designee will notify the local police, fire, public health agency or other appropriate first responder to assist with the emergency. Local authorities will determine when and if necessary to notify the surrounding neighborhood community. WCUI’s administrative staff will contact parents, guardians, spouses and those listed as emergency contacts by the student via phone if the situation warrants. Other staff and faculty members may be designated as back-ups and to assist with assigned tasks.

The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves when a significant emergency or dangerous situation occurs. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report the circumstances immediately to the Campus Director/Assistant Campus Director in person or by phone (contact information listed above).

Emergency Response and Evacuation Procedures

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. In the event the building needs to be evacuated or locked down for any reason, maps of the evacuation route have been posted in each office, common areas and classrooms.

WCUI will, without delay, and taking into account the safety of the students, faculty and staff, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Campus Director/Assistant Campus Director or other responsible authority, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The Campus Director/Assistant Campus Director will create the notification and the IT Department along with the Facility Managers will be responsible for notifying students/employees. Notification may include spoken, verbal, text message or email announcement or any combination of methods determined to be necessary. If deemed necessary, the front desk personnel and Campus Director/Assistant Campus Director or his/her trained designee will notify the local police, fire, public health agency or other appropriate first responder to assist with the emergency. Local authorities will determine when and if necessary to notify the surrounding neighborhood community. WCUI's administrative staff will contact parents, guardians, spouses and those listed as emergency contacts by the student via phone if the situation warrants. Other staff and faculty members may be designated as back-ups and to assist with assigned tasks. The only reason the College would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency; or otherwise mitigate the emergency.

Evacuations to safe locations will be implemented when necessary and proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety.

WCUI tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. All present students, faculty and staff are required to participate and conduct themselves appropriately. When tests are conducted, the College publicizes its emergency response and evacuation procedures to students, faculty, and staff, including making available a copy of this policy. WCUI maintains documentation of each test exercise including date and time performed and whether it was announced or unannounced.

The plan, including any updates, is reviewed with new students and employees during orientation, at a number of faculty meetings during the year and on days when the emergency response and evacuation procedures are tested.

The campus community should report all unsafe activities, potential and real emergencies, and/or criminal activities to the Campus Director/Assistant Campus Director or other CSA as soon as possible.

WCUI College – Site Evacuation Procedures

1. Audible Fire Alarm OR Notice of Evacuation by Announcement System

When the audible fire alarm sounds, all occupants will immediately:

- Collect their personal belongings around them, including coats, cell phones, keys
- Evacuate to the nearest emergency exit of the classroom or office
- Follow the route to exit the building
- Go to their designated Assembly Area
- Provide their names to the Instructor or Supervisor
- Wait for further instructions
- Students are NOT released from class during an evacuation and must wait for the ALL CLEAR or until told by their instructor that they can leave and/or reenter the building
- Employees are NOT released from work during an evacuation and must wait for the ALL CLEAR or until told by their supervisor that they can leave

2. Classroom Evacuation Students and Instructors

When the fire alarm sounds, the students are to:

- Collect their personal belongings around them, including coats and jackets
- Evacuate out the classroom door and go to the nearest emergency exit. Do NOT use elevators.

Instructors are to:

- Announce the evacuation
- Assist students with evacuating the classroom and to the designated Assembly Area
- Gather their own personal belongings, including cell phones, keys, and personal items
- Be the last person to leave the classroom-taking attendance sheet with them
- Make a visual check of the room to make sure everyone has left
- If anyone is injured or unable to self-evacuate, the Instructor contacts others to assist the person to evacuate, if possible

3. College Office Areas Employees and Managers

When the fire alarm sounds, all employees are to:

- Collect their personal belongings around them, including cell phone and keys
- Go to the nearest emergency exit. Do NOT use elevators

The Designated Person (for each separate office location):

- Gather their own personal belongings, including jacket, coat and personal items
- Hold a flashlight
- Walk through the office area and make a visual check to make sure everyone has left
- Check any closed conference rooms, restrooms or other areas to make sure everyone has left
- This check should take no more than one minute to complete
- All occupants are told to leave immediately
- If anyone is injured or unable to self-evacuate, the Office Manager calls 9-1-1 to report the emergency and gets help from others to assist the person to evacuate
- Visitors and guests are directed to the nearest exit and asked to go to the designated Assembly Area
- If an occupant refuses to leave, the Manager will continue with his or her own evacuation and notify the person in charge once outside the building

4. People with Disabilities or Mobility Impairments

If there is a mobility impaired or disabled student or instructor, the College will provide:

- An assistant who will help the disabled person to the evacuation route

If the person is in a wheelchair or otherwise unable to exit through stairwells, or through immediate means:

- Call 9-1-1, report the situation and wait for assistance
- Do not leave a disabled person alone

5. College Assembly Areas for Faculty and Students

All students and instructors are to go to the pre-designated assembly areas outside of the building. Instructors are to:

- Account for all students who were present in the classroom at the time of the evacuation and note anyone who was present in the classroom but is not accounted for at the assembly area
- Determine the student's location if possible
- Go to the Staging Area and report the status count of the students, providing the name and last known location for unaccounted for students to the Director of Education or their designee

6. Office Assembly Areas

All employees are to go to the pre-designated assembly areas outside of the building. Designated Persons are to:

- Account for all staff who were present at work at the time of the evacuation and note anyone who was present at work but is not accounted for at the assembly area
- Determine the employee's location if possible
- Go the Staging Area And report the status count of the staff, providing the names and last known location for unaccounted for
- Account for any visitors or guests

7. Staging Area

The staging Area is a pre-designated location outside of the building(s) for:

- The location of the Campus Emergency Response Team (CERT) for receiving reports from Instructors and Persons in Charge
- The location or near to the Care Area for people with injuries or who are emotionally upset (the Fire Department will take care of people in need of any medical assistance.)
- Location of the Staging Areas: See map of Staging Areas located throughout campus

8. Campus Director or Designated Person-In-Charge

The Campus Director will report to the Staging Area. He/she will:

- Receive Reports from Instructors on the status of all students, staff and visitors
- Confirm that 9-1-1 has been called for the fire alarm and for any injuries or emergencies
- Ensure that campus first aid personnel have been activated if necessary
- Serve as the point of contact for the Property Manager (and confirm whether Property Manager contacted 9-1-1). If a Property Manager is on-site, that person serves as the primary point-of-contact for public safety agencies, including the Fire Department.
- Report the crisis status and any requests for support to WCUI Colleges Corporate offices
- Check on the status of anyone who is injured or needs help and set up a Care Team location for helping people with injuries or who are emotionally upset
- Check on the status of people with disabilities or mobility impairments
- Report any missing people or people who did not evacuate to the Fire Department (or Property Manager, if on-site)
- Contact the Property Manager to determine the status of building(s)
- If the Property Manager is not on site, contact the Fire Department to determine the status of the building(s)
- Receive the ALL CLEAR or NOT CLEAR from the Fire Department or Property Manager
- Notifies Instructors and Managers if the building(s) will be closed

9. Care Area/Care Team

If needed, the Campus Director will establish a Care Area and assign a Care Team. The Care Team designates a Care Area for people with injuries or who are emotionally upset. The Care Team will:

- Provide First Aid as required by OSHA regulations
- Coordinate with the Fire Department for persons with injuries requiring additional care
- Provide assistance to anyone who is emotionally distressed
- Contact community mental health agencies as necessary
- Confirm the identity of anyone who is treated, transported or referred to medical services

10. ALL CLEAR

The ALL CLEAR is given when the building(s) has been checked by the Fire Department and can be safely occupied.

11. NOT CLEAR – Building Closed

The NOT CLEAR indicates the building is not safe or will not be open for occupancy. The occupants will wait for further instructions from the Person In Charge (PIC).

12. First Aid Supplies and Other Emergency Supplies

- First Aid Kits are located throughout the campus.
- Flashlights and batteries are located with the Person(s) In Charge.

V. SECURITY AWARENESS AND CRIME PREVENTION

Students and employees are encouraged to be responsible for their own security and the security of others. Employees and students are expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of accidental emergencies and increase the effectiveness of the campus response to unforeseen emergencies. Students are required to wear their student ID badges at all times when on campus or participating in school related functions.

Walking around campus

- Familiarize yourself with the layout of the campus.
- Plan the safest route to your destination; choose well-lighted, busy pathways and streets.
- At night, stick to well-lighted areas whenever possible and avoid alleyways or “short cuts” through isolated areas.
- Travel in groups when walking at night.
- If you are being followed, change direction and go to the nearest business or safe place and call the Police. Note the description of the person following you.
- Walk near the curb and avoid shrubbery or other places of potential concealment.
- Stay alert to your surroundings and the people around you.
- Carry your purse close to your body and keep a firm grip on it.
- Carry your wallet in an inside coat pocket or your front pant pocket.
- Keep your keys separate from your purse or backpack.
- Don’t overload yourself with bags or packages
- Avoid wearing shoes that restrict your movements.
- Always carry and display your campus identification card.
- Be aware, stay alert and report suspicious activity to Campus Security Authority.

In the campus buildings

- Don’t allow others to enter if you are not positive they are a current employee or student.
- Do not let unknown individuals “tailgate;” ask who they are visiting and offer to call the front desk.
- Do not prop any security or exterior doors open to allow unescorted visitors into the building.
- Report lost or stolen keys immediately to the front desk.
- Report any malfunctioning security system, locks, doors or windows to CSA or front desk.
- Do not leave your keys lying around in your room when you are not in the room.
- Report any suspicious persons or activities to CSA or front desk.
- Secure your valuables and engrave expensive items with identifying information.

- Do not leave your identification, keys, wallets, or other valuables in open view, unattended or not secured.

Motor vehicle safety

- Park in well lighted areas, where your vehicle is visible
- Keep all valuables out of sight. Remove or place CD players/cases, etc. in the trunk.
- Keep your vehicle locked and close windows at all times when parked.
- Unlock your vehicle only when you are in reach of your door.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark if you do not have to, or walk in groups to and from buildings.

Suggestions to Reduce Risk of Sexual Violence

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.

VI. General Emergency Guidelines

During any type of emergency, follow these important procedures:

1. If you are in a building, know the exit nearest to you. In the event that this exit is blocked, be familiar with alternate exits.
2. Avoid panic. Remain calm. Follow procedures and instructions.
3. Stop rumors. Rumors lead to confusion and make everyone's task harder.
4. Leave the building immediately when conditions are safe. If it is nearby, take the Emergency Kit you prepared in advance, and your wallet or purse. Do not take time to collect other personal items.
5. In general, do not use the elevators. Even if it is safe to use them, elevators will be needed by authorized personnel to evacuate people with disabilities and children. In the event of a fire or structural damage, elevators cannot be used by anyone. You must use the stairs.

6. After leaving the building, report immediately to the designated Assembly Area until advised of further action by the ERT, local police department, or fire department.

VII. Crisis Scenarios

Active Shooter

When active shooters are in your vicinity, you must be prepared mentally and physically to deal with the situation. Students may need to improvise their plans.

Three Options

- **RUN** – Keep in mind an escape route and plan, leave your belongings, evacuate regardless if others agree to follow, help others if possible, do not attempt to move wounded, prevent others from entering an area where the shooter may be, keep hands visible, **CALL 911**.
- **HIDE**- Hide out of shooters view, lock doors and block entries, silence your cell phone and remain quiet.
- **FIGHT** – Last resort, attempt to incapacitate shooter, improvise weapons or throw items, commit to your actions (your life depends on it).

When law enforcement arrives

- Remain calm, follow instructions
- Drop all items in your hands. Raise hands and fingers. Always keep hands visible
- Avoid quick movements and do not touch officers
- Avoid pointing, screaming, or yelling
- Do not ask questions when evacuating

Information to Provide 911 Operators

- Location of shooter
- Number of shooters
- Physical descriptions
- Number and type of weapons shooter has
- Number of potential victims

Terrorist/Hostage Incident

If you hear or see a hostage/terrorist situation:

- Immediately remove yourself from any danger.
- Immediately notify the Campus Director or college administrator and local law enforcement

Be prepared to give the following information:

- Location and room number of incident
- Number of possible hostage/terrorist takers
- Physical description and names of hostage/terrorist takers, if possible
- Number of possible hostages
- Any weapons the hostage/terrorist takers may have
- Your name
- Your location and phone number

If you are taken hostage or if a rescue is taking place:

- Remain calm, polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance for your survival. It is safer to be submissive, and obey your captors.

- Speak normally. Do not complain, avoid being belligerent, and comply with all orders.
- Do not draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Be observant and attempt to memorize the physical traits, voice patterns, clothing or other details that can help provide later identification of your captors.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you and have established a relationship.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.
- Do not run. Drop to the floor and remain still with your hands clearly visible. Do not make any sudden movements as the police may not be able to clearly identify hostages from hostage takers.
- Wait for instructions from the police and obey all instructions.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification will take place as well as an interview.

Bomb Threat

The following steps should be taken when receiving a bomb threat over the telephone:

- Keep the caller on the line.
- Do not put the caller on hold or transfer the call to another person.
- Do not interrupt the caller.
- Do not delay reporting this incident directly to the Campus Director. Wait for instructions from the Campus Director. To avoid undo panic, do not discuss the incident with anyone else unless directed by the Campus Director.
- The Campus Director will call 911.
- The Campus Director will order the evacuation of the building, if necessary.
- Do not activate fire alarm as it may activate any kind of bomb. The Campus Director will go to each class and office to provide notification.
- Follow evacuation procedures.

Suspicious Package

- If you spot a suspicious object, package, etc. report it to Security Personnel or the Campus Director. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address and may be delivered or discovered in an unconventional way.
- Evacuate area: Campus Director will block off the immediate area around the package.
- Campus Director will contact police/fire for assistance from bomb squad.
- Wait for trained police squad to examine and dispose of suspicious package.

Violent Crime

Scenario: a violent incident occurs on campus, such as gunfire, stabbing or sexual assault.

- Do not attempt to apprehend or interfere with the assailant(s).
- Call 911 immediately and notify Security Personnel, Campus Director or CSA.
- If possible, have someone stay with the victim(s) to provide emotional comfort and to monitor their condition.

- Before the police arrive, the Campus Director will try to immediately isolate the incident or portion of the building and potentially evacuate the rest of the school.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police and the Campus Director authorize re-entry.
- The Campus Director will serve as lead contact for the authorities.
- The Campus Director will act as a liaison with the authorities and will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security and Campus Director.
- The Campus Director will provide a current copy of the floor plan of the building to the police, upon request.
- The Campus Director will assist the authorities in collecting all evidence and obtaining witness statements.
- The Campus Director will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- The Campus Director will be available to assist and provide counseling, emotional support and referral to local hospitals, crisis programs and sexual assault programs.
- The Campus Director/Director of Operations will prepare statements and plan for disseminating information to all audiences – students, parents/families, staff/faculty, media and the public.
- In Incident Report Form must be completed with the Campus Director or CSA.

Once the immediate crisis is contained:

- The Campus Director should be notified if the alleged perpetrator is a student and Human Resources should be notified if it is an employee for further investigation and disciplinary action.
- For those indirectly affected by the incident, dismissal may be appropriate and should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident; groups consisting of no more than 20 people will be de-escalated by the Campus Director and given time to talk and express concerns or issues prior to dismissal.
- Review security measures and make any necessary adjustments.

Suspect or Witness a Crime

Scenario: theft, vandalism, drug use.

- If an employee suspects a student or an employee is breaking the law, the employee should contact the Campus Director.
- If the crime is in progress and if no foreseeable danger is apparent, try to diffuse the situation.
- If possible, apprehend the perpetrator(s) and bring them to the Campus Director or Security.
- If the crime is a violent crime, **call 911 immediately** and notify Security and the Campus Director.
- An Incident Report Form must be completed with the Campus Director or CSA.

Weapons

Scenario: Student, employee or visitor has a weapon, such as a gun or knife, on campus.

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation and proceed only with caution. Consider the safety of yourself and those in the immediate area.

Non-threatening situation: Possession of weapon is noted

- An individual aware of a weapon possession on campus should report the situation to Security and Campus Director.
- Campus Director will decide regarding who, in addition to Campus Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Campus Security.
- If the individual declines to remove the weapon from the premises, Campus Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Campus Director, if a student, or by Human Resources, if an employee. If the visitor was visiting students or employees, their host will be subject to disciplinary review by the Campus Director or Human Resources.

Threatening situations: A weapon is shown in a menacing manner on campus

- Do not attempt to apprehend or confront the person with the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as safely possible, call 911, contact Security and the Campus Director.
- Provide them with your name, building address, location and information about the situation including type of weapon, physical description, and mental state of the person with the weapon.

Fights

- In the event a fight occurs at the school, a staff/faculty member should try to diffuse the situation if possible. Once the situation is under control, escort the students to the Campus Director.
- If the fight cannot be diffused, the staff/faculty member should immediately contact Security or the Campus Director and consider calling 911.

Earthquake

In the case of an earthquake:

- **Drop** down to the floor.
- Take **cover** under a sturdy desk, table or other piece of furniture protecting your head, neck and torso.
- Avoid areas close to windows, hanging objects, mirrors or large unstable furniture.
- **Hold** your position until the shaking stops. Move as little as possible. Most injuries occur because people are moving around, falling and suffering sprains, fractures and head injuries.
- Stay indoors until the shaking stops and you are sure it is safe to exit.
- If you must leave the building after the shaking stops, use the stairs rather than the elevators in case of aftershocks, power outages or other damage.
- Before you leave a building, check to make sure that there is no debris from the building that could fall on you.
- If you smell gas, get out of the building and move as far away as possible.
- If outdoors, locate an open area away from buildings, trees, falling objects and power lines.

After Earthquake

- Identify injured persons in your area. Assess the severity of the injuries. Report or dispatch someone to report to the Campus Director.
- Determine if there is structural damage to the area you are located in and report to the Campus Director.
- The Campus Director and/or designees will assemble in the administrative suite and conduct a swift assessment of the situation, injuries and facility condition.
- Follow first-aid procedures.

- If damage to the facility is extensive, the Campus Director will order the evacuation of the facility to the designated assembly area. Instruct occupants not to attempt to leave area until surrounding area damage is known.
- The Campus Director will contact emergency authorities and document community directives. Determine if the evacuees are able to get home, if roads are passable, identify areas of damage and evacuation locations.
- The Campus Director will report facility damage and condition to building management
- Follow evacuation procedures.

Fires/Wildfires

There are two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from the Fire Department. Both however, call for calm, immediate action by the person discovering the fire.

What to do if there is a fire on campus:

- Call 911 and report the location of the fire
- Activate the closest fire alarm
- Evacuate the building immediately and assist the handicapped in exiting the building. Use emergency stairwells unless the environment is dangerous. Do NOT use elevators unless absolutely necessary and proceed to the evacuation area.
- Remove people from the affected area if necessary and if possible.
- Close doors and windows. Do not lock. If possible, mark "FIRE" on the door where the fire is located.
- Leave by the nearest marked exit and alert others to do the same.
- Keep away from the building and fire department operations.
- Only use fire extinguishers if you have been trained to do so, on small fires only (for example, a wastebasket fire), and if it is safe to do so.
- Make sure that you are between the fire and the nearest exit and have a clear path to the exit. Try to work with another person.
- If smoke is present, keep low to the floor to avoid flames and smoke.
- Before opening the door, feel the upper portion of the door.
- If the upper door or doorknob is hot, DO NOT OPEN THE DOOR.
- If the door or the doorknob is not hot, brace yourself against the door and open it slightly.
- If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.

What to do if there is a Wildfire near your home and community:

- Have a designated emergency meeting location outside the fire or hazard area.
- Know the several different escape routes from your home and community.
- Have an evacuation for pets and large animals
- Have a Family Communication Plan that designates one person as a single point of contact
- Prepare your home by having a fire extinguisher
- Ensure your family knows where your water, gas, and electric main shut off
- Keep an extra emergency supply kit in your home and car

What to do if clothing is on fire:

- Drop to the ground or floor and roll to smother flames.
- Smother flames with a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

Fire Prevention Tips:

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and how to use them. Keep aisles and hallways clear and accessible.
- Don't block doorways.
- Keep equipment such as fire extinguishers, electrical panels, detectors, pull stations and automatic fire sprinklers clear at all times.
- Sprinklers require at least 18 inches of clearance and electrical panels require at least 36 inches of clearance.
- Never tamper with life safety devices such as sprinklers, detectors, and fire extinguishers. It is a violation of state law to do so.
- Avoid the use of extension cords. Use only surge protected, UL-listed power strips and plug them directly into wall outlets.
- Plug major appliances directly into wall outlets.
- Check electrical cords frequently for damage and replace if worn or damaged.
- Avoid running cords underneath rugs or traffic areas to avoid damage.
- Store combustibles away from all heat sources such as heaters, stoves, ovens, etc. Store flammable liquids in designated cabinets.
- Avoid the use of space heaters. When allowed on campus by facilities, space heaters must be electrical only, with no open flame, and must have an automatic shut-off feature when tipped over.

Extreme Weather Conditions

Severe Storms

These natural events usually provide the College sufficient warning to enable the campus emergency plan to be put in place prior to experiencing impact of the event. It is the position of the college that when a significant storm is predicted to impact the greater surrounding area and city, a decision to close the college will be made with sufficient time to permit students and employees to return home safely prior to the initial impact of the storm. These storms have the potential to cause flash floods, landslides, and extended power outages. In the event of a severe weather storm:

- Go to a secure location if you hear a severe thunderstorm warning. Damaging wind or large hail may be approaching.
- Stay away from windows if you are in a severe thunderstorm warning and damaging wind or large hail is approaching.
- If your outside, go inside a sturdy building immediately if severe thunderstorms are approaching. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also put you at a greater risk of getting struck by lightning.
- Being in a vehicle during severe thunderstorms is safer than being outside; however, drive to closest secure shelter if there is sufficient time.
- Avoid walking or driving through flood waters. Turn around, Don't Drown. Just 6 inches of moving water can knock you down and 1 foot of water can sweep your vehicle away.
- Be especially alert when driving – watch for downed power lines, collapsed pavement, mud, fallen rocks and other indications of possible debris flow.
- Stay updated about severe thunderstorm watches and warnings via local news.
- Check for any WCUI emergency notifications via email, text alerts, or social media for additional safety information or updates regarding closings, delayed openings or other restrictions.

Haboob/Sandstorm

What to do if there is a sudden Haboob (severe dust storm) and you are walking or on campus:

- **Put a mask over your nose and mouth.** If you have a respirator or mask designed to filter out small particulates, put it on immediately. If you do not have a mask, wrap a bandanna or some other piece of cloth around your nose and mouth. A shirt sleeve or a medium-sized sheet works well. Moisten it a bit if you have enough water. Apply a small amount of petroleum jelly to the inside of your nostrils to prevent drying of your mucus membranes
- **Protect your eyes.** If you do not have goggles or eyeglasses, shield your face with your arm as you move, then wrap a piece of cloth tightly around your head to protect your eyes and ears.
- **Look for shelter.** Try to find the nearest enclosure or even a parked car if you do not have shelter or hide behind a giant rock. If you cannot find shelter, find a safe area to crouch down. Try to cover your skin and face as much possible.
- **Get to high ground.** Seek high ground if you can find a safe, solid, high point, but only if the storm is not accompanied by lightning and there is no danger of being struck by heavier flying debris.
- **Wait out the storm.** Do not try to move through the storm. Stay where you are and wait for it to pass before you attempt to move to a different location.
- Be prepared: Stay informed by local news if severe weather conditions are forecasted at the time you normally commute to and from school.

What to do if there is a sudden Haboob/Sandstorm and you are driving: PULL OFF! LIGHTS OFF! FOOT OFF!

- Pull aside and avoid driving into or through a dust storm
- Immediately check traffic around your vehicle. Check the front, back, and to the side as you proceed to slow down.
- It is important that you do not wait until poor visibility and pull over as soon as possible.
- Do not stop in a travel or in the emergency lane and look for a safe place to pull completely off the road.
- Turn off your headlights and taillights, put your vehicle in “Park”, set you emergency brake, and take your foot off the brake (so your lights are not illuminated). Other motorists may tend to follow taillights in an attempt to get through the dust storm, and may strike your vehicle from behind.
- Stay in the vehicle with your seat belt buckled and wait for the storm to pass.

Extreme Heat

Extreme heat can cause heat exhaustion, heat prostration and heat stroke.

Take Precautions:

- Spend the warmest part of the day inside at home or in a public building
- Listen to local weather forecasts and stay aware of upcoming temperature changes
- Postpone outdoor activities
- Stay hydrated!
- Get trained in first aid to learn how to treat heat-related emergencies

Explosion

Chemical accidents, leaking gas, faulty equipment, or explosive devices could all be the cause of life-endangering explosions. Explosions usually result in falling debris and structural damage that can cause serious injuries. Explosions often accompany or follow fires, floods, and power outages and vice versa.

If inside the building:

- Seek cover under a desk, table or other heavy furniture which can provide protection from flying glass and debris
- Remain inside the building until it is safe to exit. DO NOT USE ELEVATORS.
- While exiting, pull the fire alarm, check for fire, note other hazards and any remaining personnel

- Take your emergency supplies, car keys, purse, and/or wallet and other personal items, if it is safe to do so

Call 911 and give the following information:

- Your name
- Telephone number
- Location of the explosion (building, floor, room number, etc.)
- Materials involved in explosion, if known
- Description of the situation

Note: Do not hang up until the dispatcher advises you to disconnect

- Notify the Campus Director and report any noted hazards or remaining personnel

If trapped in office with exit blocked:

- Call 911 and give the following information:
 - Your name
 - Telephone number
 - Location of the fire or area blocked (building, floor, room number, etc.)
 - Severity of fire or blockage
- Be prepared for possible further explosions, crawl under a table or desk for protection
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
- Do not use matches or lighters
- If smoke or fire is present:
 - Wedge cloth material along the bottom of the door to keep out smoke
 - Close as many doors as possible between you and the fire

If outdoors on campus:

- Stay clear of buildings, trees or other falling hazard areas

Should you become trapped in debris:

- Stay calm
- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews
- If there is no window, tap on a pipe or wall so that rescuers can hear where you are
- If possible, use a flashlight to signal your location to rescuers
- Avoid unnecessary movement so that you don't kick up dust
- Cover your nose and mouth with anything you have on hand to prevent breathing in dust and other debris. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- If possible, use a whistle to signal rescuers
- Shout only as a last resort (to prevent dust inhalation, tiring too quickly, or losing your voice)

If there is a downed aircraft (crash) on campus, take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the Campus Director.
- Give your name and describe the location and nature of the emergency.
- Activate the building alarm.
- When the building alarm is sounded or when instructed to leave by police, fire, or College officials, walk quickly to the nearest marked exit and ask others to do the same.

Hazardous Material Spill

- Notify Campus Director or college administrator to report any injuries or exposures.
- Isolate area of spill/leak. Do not attempt to clean.
- Alert others in immediate area.
- If known, note any characteristics about the spilled material.
- Follow evacuation instructions.

Biohazards

Scenario: Employee or student is exposed to blood, vomit or other potentially infectious substance.

Universal precautions will be observed by all employees to prevent contact with blood and other potentially infectious materials. When differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are infectious.

- Contact Director of Education/Campus Director for cleanup of any blood and/or body substance spills. Spills are to be promptly cleaned by gloved personnel using a bleach solution.
- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substance may be anticipated. Gloves must be removed immediately, or soon as feasible after contact and followed by a 10 secondhand wash.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- The Campus Director or designee will arrange to dispose of the contaminated gauze, gloves and clean-up materials contained in a plastic bag and to secure/isolate the bag. The materials will be disposed directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call the Campus Director or designee for removal and disposal of “sharp container.” Hypodermic needles should be handled carefully using tongs and gloved hands.
- An Incident Report Form should be completed with the Director of Education or CSA.

Power Outages

In the event of a power failure: Remain calm. If the outage lasts more than a few minutes, contact local electric company. If it is determined that an outage will last for an appreciable amount of time, unplug all electrical equipment, especially computers, and turn off all light switches.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible
- Know how to locate the closest exit

If a power outage occurs:

- Remain calm
- Assess the extent of the outage in your area
- Report the outage to Facilities Management and ERT
- Help persons in darkened work areas move to safety
- Unplug personal computers and non-essential equipment, turn off light switches
- Open windows for additional light and ventilation
- **Do not light candles or other types of flames for lighting**

- If you are in an elevator that stops working, stay calm. The elevator should return to a predesignated floor and the doors will open automatically. Use the intercom or the emergency button inside the elevator to notify the University Emergency Operator in Facility Operations if you are not able to exit the elevator. Consult the Elevator Malfunction section for further information.
- If asked to evacuate, secure any hazardous materials if it is safe to do so and proceed directly to the designated Assembly Area.
- Emergency Response Team members for each area will move through all spaces helping faculty, staff, and students to safety and ensuring that all areas have been evacuated

Gas Leak

What to do if you suspect a gas leak:

- Evacuate
- Report the leak to the Campus Director or college administrator
- Provide any detailed information you have to arriving responders.

What NOT to do if you suspect a gas leak:

- DO NOT Investigate the leak yourself
- DO NOT Turn on or off appliances or any equipment capable of creating a spark including light switches
- DO NOT stay near the leak or reenter an area until responders have given the “all clear”

Medical Emergencies

Emergencies can happen to anyone, anywhere. Before you can give help, however, you must be able to recognize an emergency. You may realize that an emergency has occurred only if you become aware of unusual noises, sights, odors and appearances or behaviors. Examples include the following:

- Unusual noises
- Unusual sights
- Unusual odors
- Unusual appearances or behaviors

Once you recognize that an emergency has occurred, you must decide how to help and what to do. There are many ways you can help in an emergency, but in order to help, you must act. Sometimes, even though people recognize that an emergency has occurred, they fail to act. The most common factors that keep people from responding are:

- Panic or fear of doing something wrong
- Being unsure of the person’s condition and what to do
- Assuming someone else will take action
- Type of injury or illness
- Fear of catching a disease
- Fear of being sued
- Being unsure of when to call 911 or the local emergency number

As a general rule, call 911 and request medical assistance if the person has any of the following conditions:

- *Unconsciousness or an altered level of consciousness, such as drowsiness or confusion*
- *Breathing problems (trouble breathing or no breathing)*
- *Chest pain, discomfort or pressure lasting more than a few minutes that goes away and comes back or that radiates to the shoulder, arm, neck, jaw, stomach or back*

- *Persistent abdominal pain or pressure*
- *Severe external bleeding (bleeding that spurts or gushes steadily from a wound)*
- *Vomiting blood or passing blood*
- *Severe (critical) burns*
- *Suspected poisoning*
- *Seizures*
- *Stroke (sudden weakness on one side of the face/facial droop, sudden weakness on one side of the body, sudden slurred speech or trouble getting words out or a sudden, severe headache)*
- *Suspected or obvious injuries to the head, neck or spine*
- *Painful, swollen, deformed areas (suspected broken bone) or an open fracture*

In general, you should give the appropriate care to an ill or injured person:

- Stay with the victim unless a building evacuation is ordered or the scene becomes unsafe
- Check breathing and initiate first aid if trained to do so
- Help stop any bleeding (apply direct pressure to the wound or elevate the wound)

Moving an Injured or Ill Person

One of the most dangerous threats to a seriously injured or ill person is unnecessary movement. Moving an injured person can cause additional injury and pain and may complicate his or her recovery. Generally, you should not move an injured or ill person while giving care. However, it would be appropriate in the following three situations:

- When you are faced with immediate danger
- When you have to move a person with minor injuries to reach someone needing immediate care.
- When it is necessary to give proper care. For example, if someone needed CPR, he or she might have to be moved from a bed because CPR needs to be performed on a firm, flat surface.

While waiting for emergency medical service personnel to arrive:

- Post a person by entrance to direct emergency personnel to the injured or ill.
- Keep the area clear for first responders (prevent congregation of unauthorized staff and students).
- Make necessary notifications in accordance with emergency contact information.

Injury/Illness Prevention

- Keep walking surfaces like your office, and classroom clear and free from obstructions and trip hazards.
- Clean up all spills as soon as possible to prevent others from slipping and falling.
- Stay Healthy! Wash hands often, especially when handling food, after coughing or sneezing, or using the bathroom.
- Use a tissue when coughing or sneezing, or sneeze into your elbow. Stay home when you are sick.
- Avoid close contact with others who are ill by staying about three feet away from them. Get a flu shot if possible.

Mental Health Crisis/Suicide Threat

If someone is experiencing emotional and/or mental distress and could pose immediate danger to self or others.

- Call 911 and notify the Campus Director.
- Attempt to calm the distressed person if you are able.
- Do not leave the suicidal person alone.

Civil Unrest/Rioting

Individuals or groups of people have the right to exercise their right to free speech and assembly. Sometimes, however, peaceful demonstrations can turn confrontational or heated and devolve into a riot or violence. If tensions start to escalate:

- Report any suspicious behavior or unauthorized persons in your building or on campus to the ERT, security and local Police Department
- Stay inside and away from doors and windows.
- Secure your area (doors, safes, files, vital records, expensive equipment, etc.).
- Be vigilant and aware of unfolding events.
- Do not engage in verbal confrontations, and do not physically engage protestors. If you are personally confronted, remain calm and try not to raise your voice or escalate the situation.

Most demonstrations such as marches, meetings, picketing, and rallies are peaceful and non-obstructive. Everyone should attempt to carry out business as usual.

- Avoid provoking or obstructing the demonstrators.

Demonstrations should not be disrupted by police or campus officials unless one or more of the following conditions exists:

- with normal operations of the College
- Prevention of access to an office, a building, or other College facilities
- Threat of physical harm to persons or damage to College facilities if you believe any of these conditions exist or are threatened, contact Security.

Cyber Threats

As we increasingly use and rely on computer technology, it's important to be aware of possible threats caused by cyber-attacks, viruses and identity thieves. Learning about the dangers online and taking action to protect yourself is the first step in making the internet a safer place for everyone.

Cybersecurity involves preventing, detecting and responding to cyber incidents. Cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire computer systems, intruders breaking into computer systems and altering files, intruders using your computer to harm others, or intruders stealing confidential information. You can increase your chances of avoiding cyber risks by setting up proper controls. The following are things you can do to protect yourself before a cyber-incident occurs:

- Only connect to the internet over secure, password-protected networks.
- Do not click on links or pop-ups, open attachments, or respond to emails from strangers. Breaches of privacy and theft of personal information often begin with a "phishing" email from a spammer, a hacker or other individuals. Such messages will try to trick you into entering your WCUI login information on a non-WCUI login page, thus compromising your account.
- Report phishing emails to IT at support@WCUI.edu.
- Do not respond to online requests for Personally Identifiable Information (PII); most organizations do not ask for your personal information over the internet. If you believe your PII is compromised, immediately change all passwords; financial passwords first. If you used the same password for multiple resources, make sure to change it for each account and do not use that password in the future. If you believe the compromise was caused by a malicious code, disconnect your computer from the internet. Contact companies where you have accounts, as well as credit reporting companies, and other agencies depending on what information was stolen. Close any accounts that may have been compromised and watch for any unauthorized charges to your account.

- Trust your instincts. If you think an offer is too good to be true, then it probably is.
- Password protect all devices that connect to the internet and user accounts.
- Change your password frequently and do not use the same password twice; choose a password that means something to you and you only.
- Use anti-virus software and ensure the software on all your systems is up-to-date.
- Notify WCUI IT department at support@wcui.edu to report a cyber incident or if you believe your PII has been compromised.

Campus Closure

Upon decision by the Campus Director/Assistant Campus Director, after consultation with other WCUI officials as appropriate, to close a campus or delay opening for any reason, including for weather related reasons; the College will notify students and staff using text message, email, social media, TV and/or radio. Notification for closure or delays will be sent separately for morning, evening, and weekend schedules.

In the advent of a prolonged school closure caused by a pandemic, extreme weather disaster or other natural catastrophe, WCUI will notify its students of additional planning related to an emergency education delivery method structure via our Student Information System, and via the Emergency Notification System. WCUI will work with all students to ensure all lectures, clinical laboratory and externship/clinical hours are obtained in full within the quarter. We will work with our community partners to collaborate and facilitate a temporary laboratory environment.

VIII. COVID 19 Policy and Procedures

WCUI has taken every precaution to protect the health and safety of the students, staff, and faculty during the Covid-19 pandemic.

- WCUI provides training on safety protocols to all students, staff, and faculty.
- WCUI has reduced possible exposure to Covid-19 by having non-essential employee's work remotely and by limiting the # of students participating in the lab at any given time.
- Hand sanitizing stations are located throughout the campus.
- WCUI uses air purifiers which maintain proper ventilation and aeration.
- WCUI follows a strict schedule for disinfecting all surfaces and equipment using CDC/EPA recommended chemicals, such as CaviWipes.
- Acrylic dividers or are used to separate students when possible. Curtains are used to separate the scanning stations in the labs.
- Conjugating in offices, breakrooms and the Library are prohibited.
- Sharing of food is prohibited and the water fountains have been temporarily shut off.
- Students, staff, faculty, and visitors to the campus are required to have a temperature check and be screened for signs of illness upon entering. If a temperature is greater than 100°F or they show signs of illness, they will be sent home.
- Everyone on campus must always wear a medical grade mask. In the laboratories a face shield or goggles must be worn in addition to the face mask and gloves are required.
- Social distancing of a minimum of 6 feet apart is maintained throughout the campus. The only exception is when students are scanning each other in the lab (wearing PPE properly in the labs is strictly adhered to).
- If a student or employee has been exposed to Covid-19 or has tested positive, they will be required to quarantine or self-isolate according to the CDC and local health departments.
 - WCUI will investigate, provide guidance, and document the details of each possible exposure or confirmed case of Covid-19. WCUI may be required to report student/employee positive case

information and their close contacts to the local public health department including name, address, phone number, date of birth, gender and race/ethnicity.

Return to Campus Policy:

- Quarantine/Self-Isolation for 14 days from the on-set of Covid-19 related symptoms is required for:
 - Anyone with known close contact to a person who has tested positive for Covid-19. Close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or direct contact with secretions (e.g. being coughed or sneezed on).
 - Anyone who has Covid-19 related symptoms with a negative test result.
 - Anyone who has Covid-19 related symptoms and did not get tested.
- Quarantine/Self-Isolation for 10 days from the on-set of Covid-19 related symptoms is required for:
 - Anyone who has a confirmed positive Covid-19 test result.
 - A person must be fever free without the use of a fever reducing medication for a minimum of 24 hours before they can return to work or school.
 - If a person is still symptomatic at the end of the 10-day quarantine/self-isolation period, they will be required to quarantine until symptoms completely disappear or they can present medical documentation that clearly states the symptoms they are experiencing are not related to Covid-19.
 - If a person tested positive but never developed symptoms of Covid-19, they may return to school/work 10 days after they took the Covid-19 test, even if they received test results later.
 - WCUI will not require anyone who has tested positive for Covid-19 to re-test before returning to work or school. Local health departments are now following a symptom-based guidance outlined by the CDC to return to work or school.

Covid-19 policies and procedures are published on WCUI's website and are updated based on CDC recommendations and state and federal requirements.

IX. ORIENTATION AND TRAINING

All incoming students are given an overview of WCUI's emergency preparedness plan during New Student Orientation. The evacuation area map and emergency exit signs are posted throughout the campus. An evacuation drill is conducted at least annually to educate all employees and students about emergency procedures.

Emergency Response Team administrators will review WCUI's emergency preparedness plan bi-annually and will also be responsible for providing and facilitating preparedness training for staff and faculty, including new hires, to assure employees are knowledgeable with specific emergency procedures and guidelines which will allow a crisis to be managed in a safe, organized manner.

APPENDIX A – Evacuation Maps

APPENDIX B – Designated Assembly Areas

APPENDIX C – Campus Security Authority (CSA) Incident Report

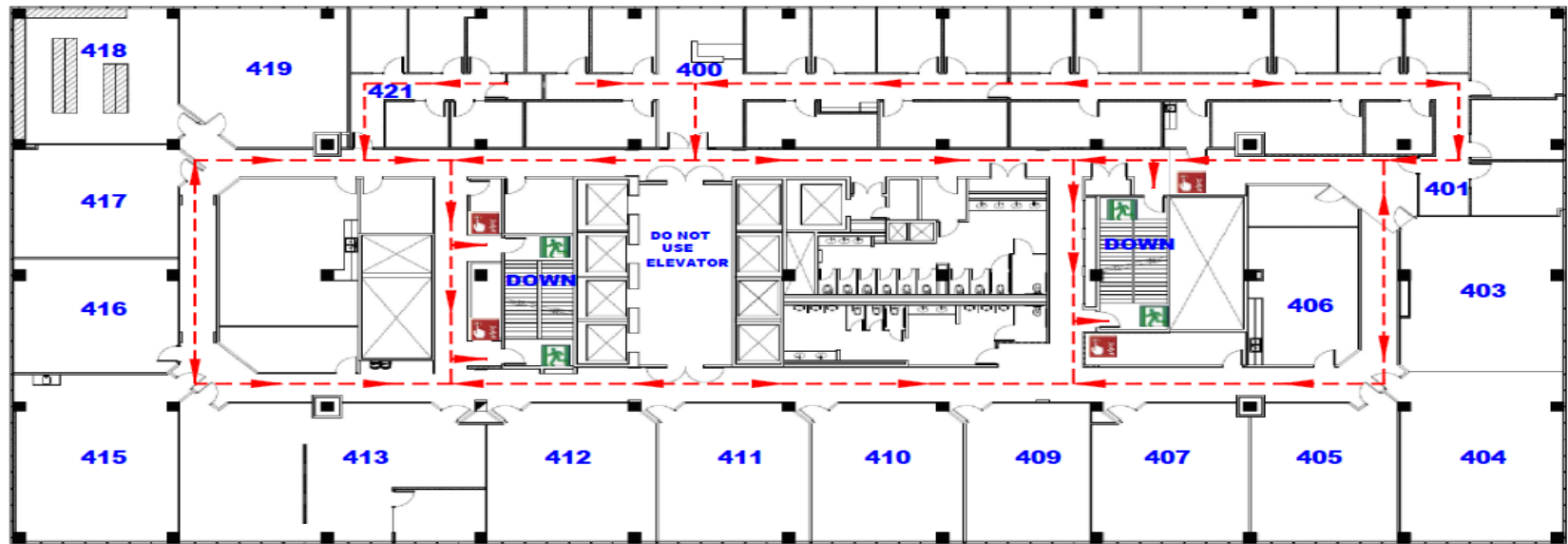
Appendix A

Los Angeles Campus – Evacuation Map



**IN CASE OF FIRE USE STAIRWAY TO EXIT
DO NOT USE ELEVATOR
CALL 911 FIRE DEPARTMENT**

**LOS ANGELES MAIN CAMPUS
FOURTH FLOOR PLAN**



**WEST COAST ULTRASOUND INSTITUTE
3580 WILSHIRE BLVD., 4TH FLOOR
LOS ANGELES, CA 90010
TEL: (310) 289-5123**



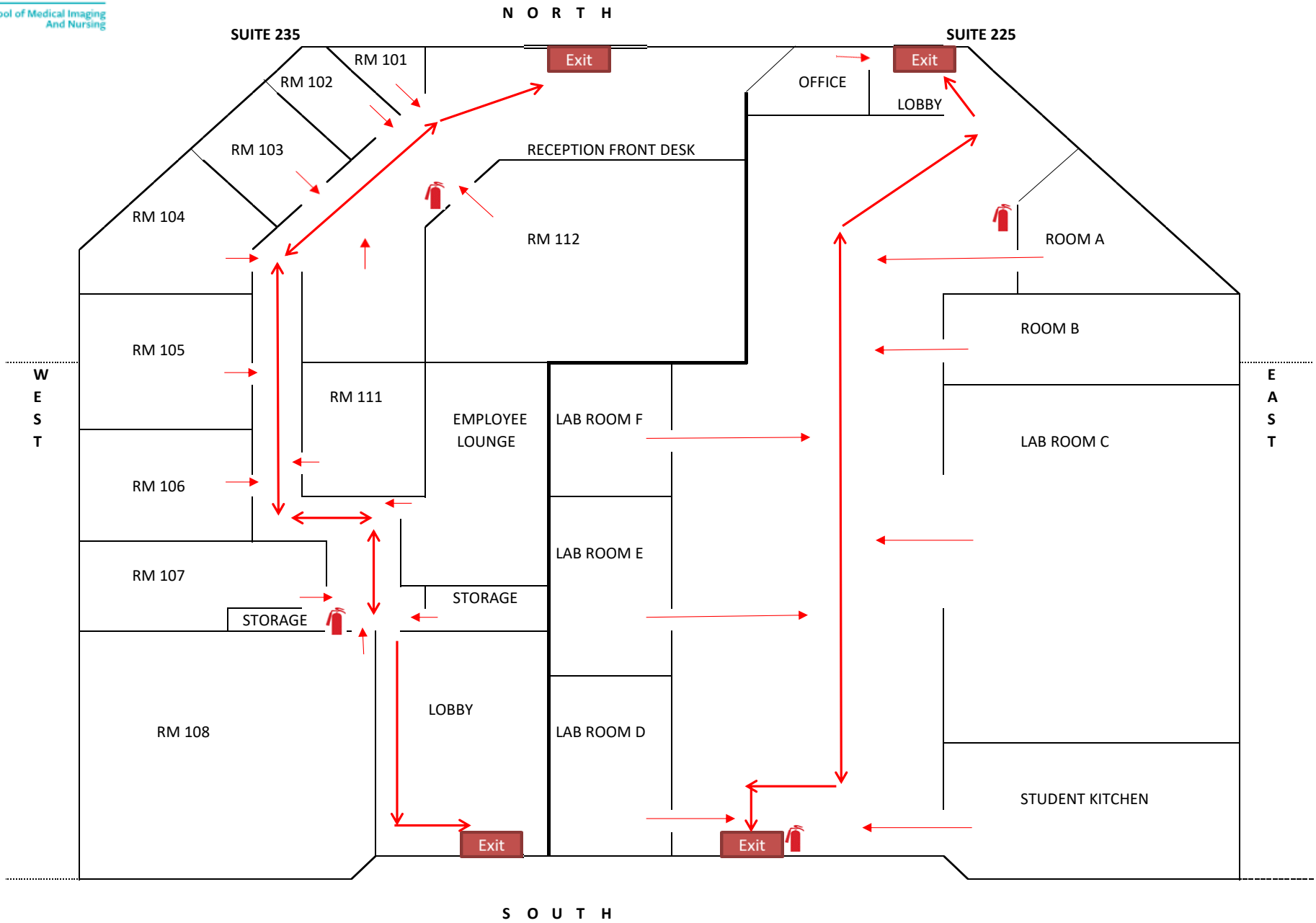
EMERGENCY EVACUATION PLAN

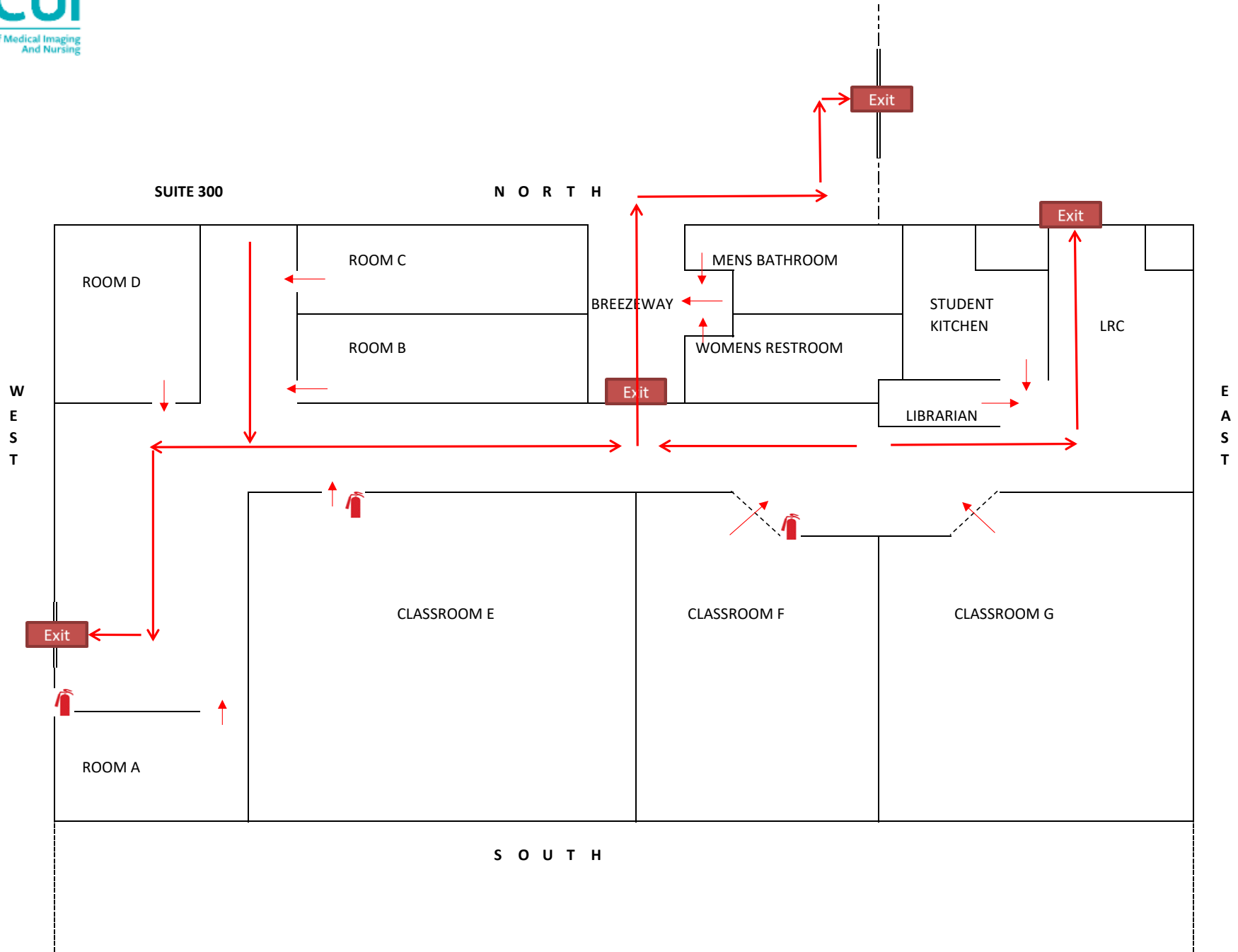
SCALE 1" = 20'-0".

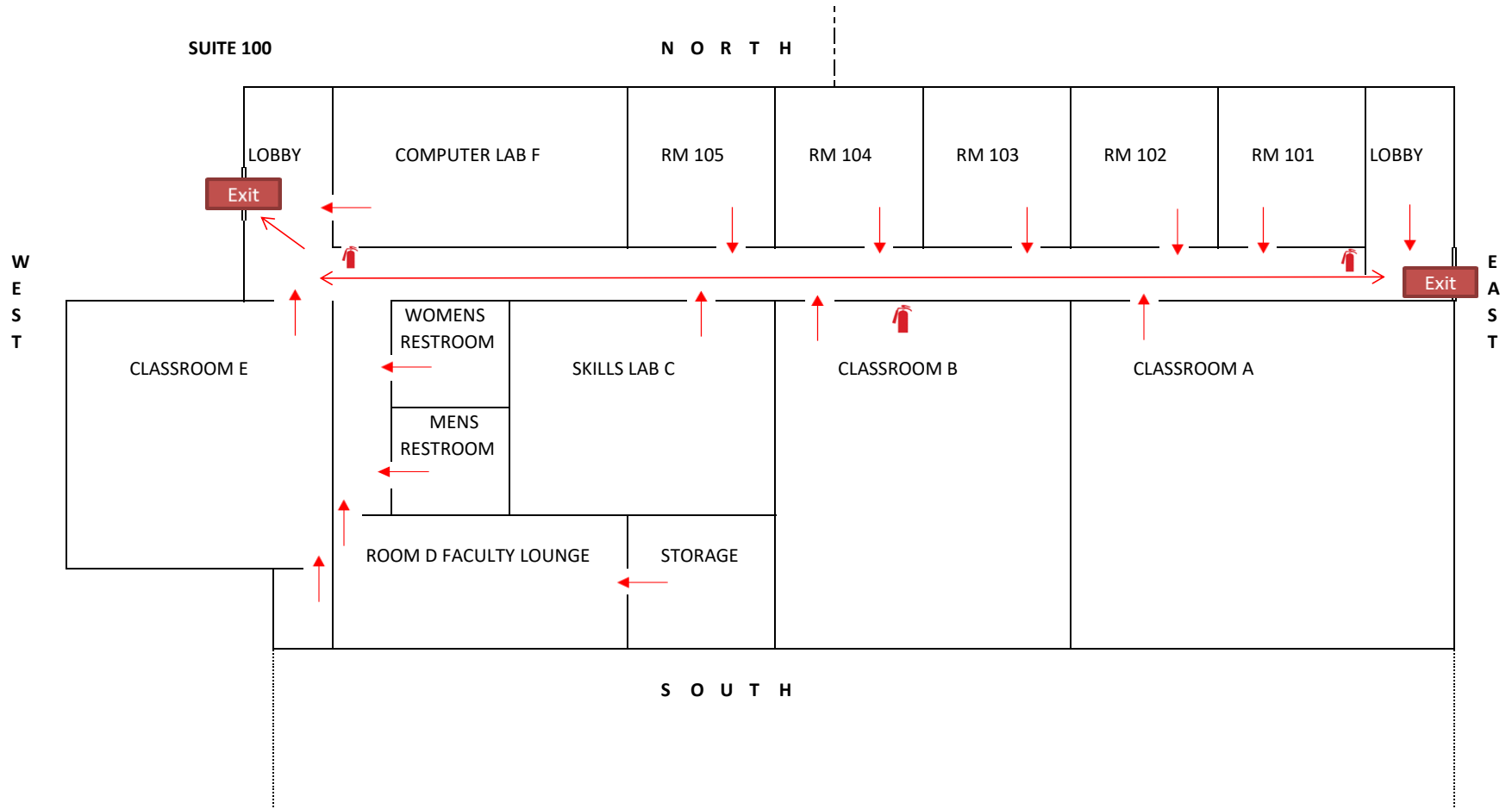
LEGEND

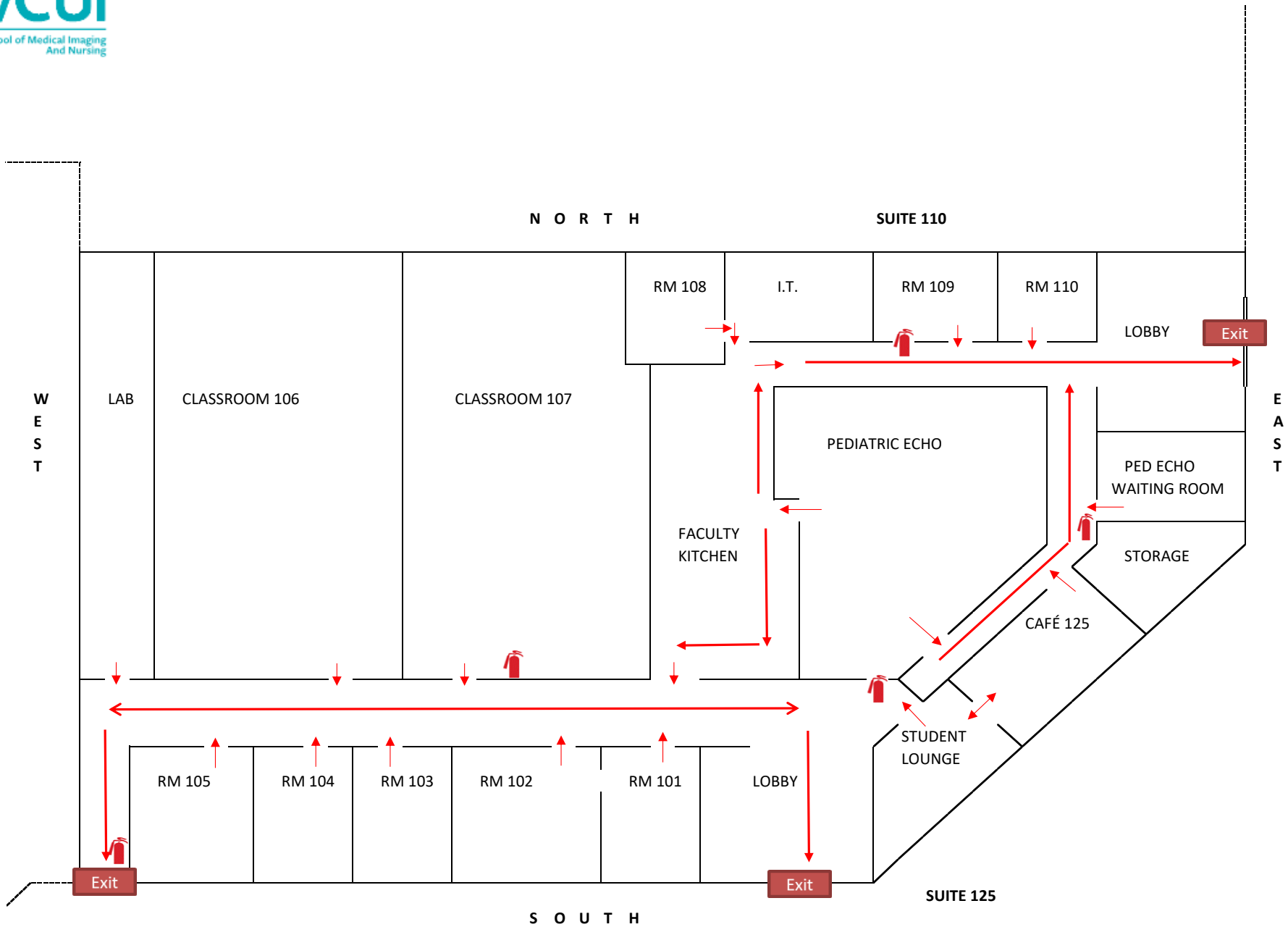
- EXIT ROUTE
- ELEVATOR
- STAIR
- EMERGENCY EXIT
- FIRE ALARM

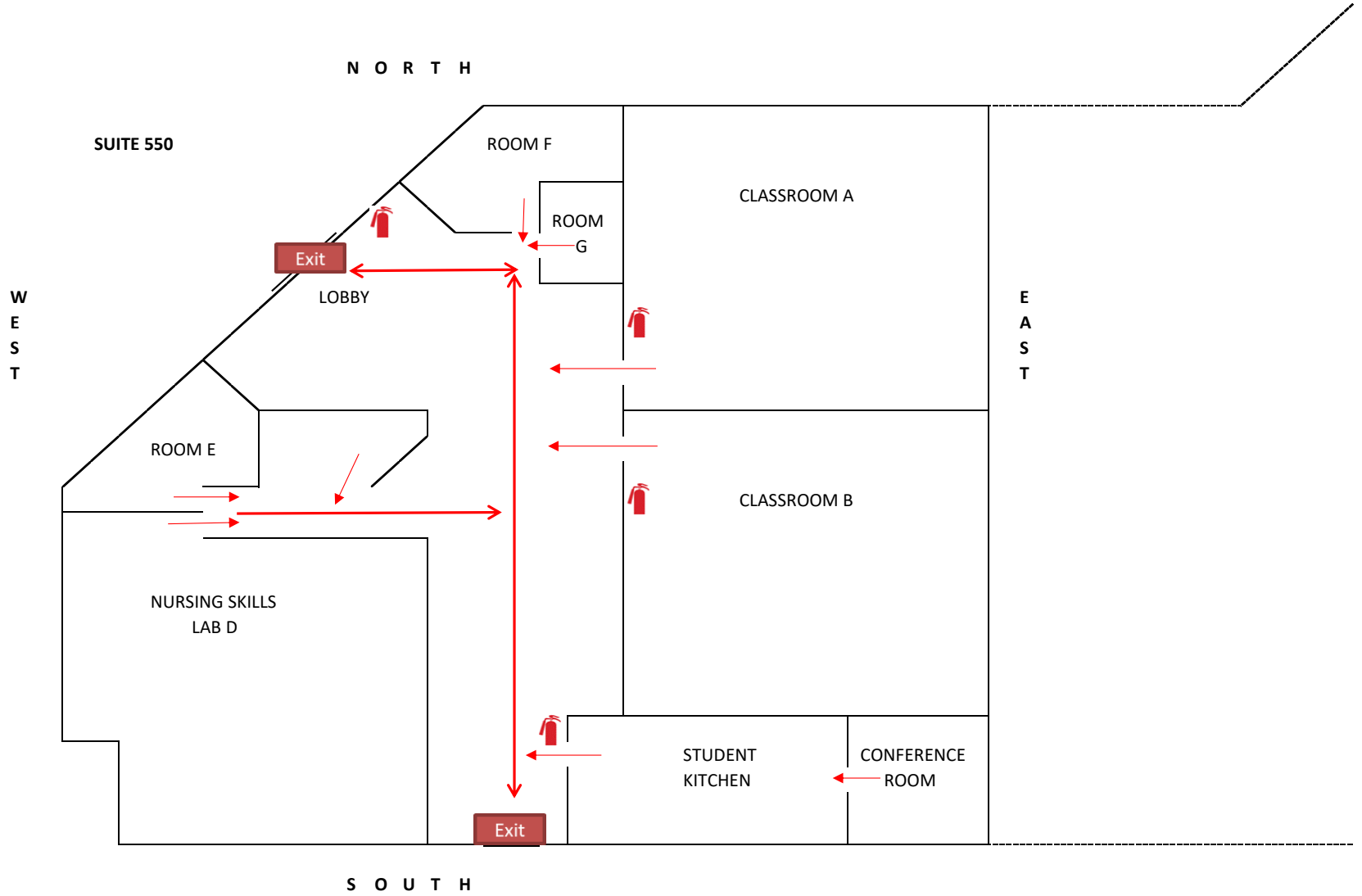
Ontario Campus – Evacuation Map











Phoenix Campus – Evacuation Map



Appendix B

Los Angeles Campus - Designated Assembly Area

Behind the parking structure at the intersection of 7th Street and Ardmore.



Ontario Campus - Designated Assembly Area

Grassy Knoll on North End of the Black Angus/El Torito parking lot.



Phoenix Campus - Primary Designated Assembly Area

Directly behind the building on the North side
by the stairway that leads to the upper parking area.



Phoenix Campus - Secondary Designated Assembly Area

The East parking lot toward Central Avenue near Jamba Juice.



Appendix C

Campus Security Authority (CSA) Incident Report

This form is to be filled out when an incident or crime report is received, pursuant to the Clery Act. The purpose of this report form is to provide Campus Security Authorities (CSAs) with a uniform mechanism for documenting the (who, what, when, where) of crimes reported to them, especially, confidential reporting. The statistical information collected from these forms may be reported in the campus' Annual Security Report.

Campus

Los Angeles Ontario Phoenix

CSA Reporter and Incident Information		
CSA First Name:	CSA Last Name:	Title:
Date of Incident:	Time of Incident:	Reporting Party: <input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Suspect <input type="checkbox"/> Other _____
Location of Incident: <input type="checkbox"/> On-Campus Property <input type="checkbox"/> Non-Campus Building or Property <input type="checkbox"/> Public Property <input type="checkbox"/> Off Campus Specific Location: _____		Police Report Filed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Date Police Report: _____

Type of Incident or crime being reported: CHECK ALL THAT APPLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Murder and Non-Negligent Manslaughter | <input type="checkbox"/> Fondling | <input type="checkbox"/> Aggravated Assault |
| <input type="checkbox"/> Manslaughter by Negligence | <input type="checkbox"/> Incest | <input type="checkbox"/> Burglary |
| <input type="checkbox"/> Rape | <input type="checkbox"/> Statutory Rape | <input type="checkbox"/> Motor Vehicle Theft |
| | <input type="checkbox"/> Robbery | <input type="checkbox"/> Arson |

CHECK ALL THAT APPLY (VAWA): Domestic Violence Dating Violence Stalking

CHECK ALL THAT APPLY: Weapon Law Violation Drug Law Violation Liquor Law Violation

<input type="checkbox"/> Hate Crime Involving: <input type="checkbox"/> Body Injury <input type="checkbox"/> Intimidation <input type="checkbox"/> Theft <input type="checkbox"/> Social Media or E-Messaging <input type="checkbox"/> Vandalism <input type="checkbox"/> Telephone <input type="checkbox"/> Other: _____	Category of Bias: <input type="checkbox"/> Gender Identity <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Ethnicity/National Origin <input type="checkbox"/> Gender <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion
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Violence Against Women Act (VAWA) crimes, including incidences of Sexual Misconduct (sex discrimination, sexual harassment and sexual violence) must be reported to the Title IX Coordinator.

Description of Incident:

DEFINITIONS

Criminal Offenses

- Criminal Homicide - *Murder and Non-negligent Manslaughter* is the willful (non-negligent) killing of one human being by another.
- Criminal Homicide - *Manslaughter by Negligence* is the killing of another person through gross negligence.
- *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sex Offenses:
 - *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - *Incest* is the sexual intercourse between persons who are related to each other within the degrees marriage is prohibited by law.
 - *Statutory Rape* is the sexual intercourse with a person who is under statutory age of consent.
- *Robbery* is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated Assault* is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).
- *Burglary* is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- *Motor Vehicle Theft* is the theft or attempted theft of a motor vehicle.
- *Arson* is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes A hate crime is any of the above-mentioned offenses, and any incidents of larceny-theft (except Motor Vehicle Theft), simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.

VAWA Offenses

- *Domestic Violence* is a felony or misdemeanor committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- *Dating Violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- *Stalking* is engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to - Fear for his or her safety or the safety of others; or Suffer substantial emotional distress.

Arrests and Referrals for Disciplinary Action

- *Weapons (Carrying, Possessing, etc.) Law Violations* – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- *Drug Abuse Violations* – the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment of devices utilized in the preparation and/or use.
- *Liquor Law Violations* – the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Campus Security Authority (CSA) (1) Anyone serving in a campus police department or a campus security department of an institution; (2) Any individual who has responsibility for campus security but who is not a member of a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into the institutional property such as a security guard); (3) **Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses** (who is designated in the School's ASR); (4) An official of an institution who has a significant responsibility for student and campus activities including, but not limited to, student discipline and campus judicial proceedings.

Reporting Locations

- *On-campus Property*: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose, including any building or property that is owned by the institution but controlled by another person and which is frequently used by students and supports institutional purposes such as a food or other retail vendor.
- *Non-campus Building or Property*: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- *Public property*: All public property, including thoroughfares, streets, sidewalks, parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.
- *Off campus*: Locations not included above.