

Los Angeles Valley College



Emergency Response Plan

Los Angeles Valley College Administrative Services 5800

Fulton Ave.

Valley Glen, CA 91401

T: (818)947-2336 E: AdminServices@lavc.edu



Los Angeles Valley College

LAVC Emergency Contact

Los Angeles Valley College
5800 Fulton Ave. Valley
Glen, CA 91401

Fire or Medical Emergency
College Sheriff
(818) 947-2911



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

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SOPS

FACILITIES – PASSWORD REQUIRED

INFORMATION TECHNOLOGY – PASSWORD REQUIRED

Cyber – Under Development

Preface

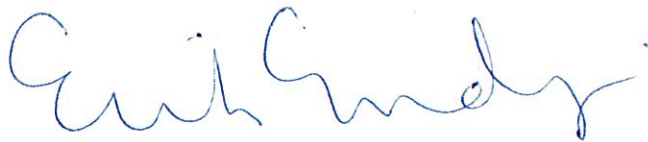
Emergencies can come without warning at any time. Being prepared is the best way to handle these unexpected incidents and disasters. The information in this guide is intended to cover most emergencies but is not all-inclusive. Use common sense when instructions are not given. Think before you act, then act swiftly to minimize your exposure to danger. It is important to keep the information in this plan up to date.

LAVC's Emergency Response Plan has been designed to assist the Campus, College Sheriff and the Director College Facilities in the protection of life and property in the event of an earthquake, fire, explosion, or other emergency requiring building evacuation.

This Emergency Response Plan General version provides a basic contingency plan for College all college personnel and students in case of campus emergencies. While this guide does not cover every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies. All Staff and Faculty should be familiar with the contents of this plan and of what to do during an emergency situation to help ensure the safety of students and other members of the college community. (**Faculty and Staff should also refer to the Emergency Response Plan Detailed Manual**).

The College policies and procedures described herein are expected to be followed by all personnel whose responsibilities and authority cover the operational procedures found in this manual. It is also noted that there could be many unpredictable factors and this plan should be taken as a guide. Campus emergency operations will be conducted using the guidelines in this manual. Any exceptions to these emergency preparedness procedures will be conducted by, or with the approval of, College Administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Office of the Vice President of Administrative Services.



Erika Endrijonas, Ph.D.
President, Los Angeles Valley College

Los Angeles Valley College Emergency Response Plan

Purpose and Objectives

Potential emergencies at any location on campus where there is a fire, explosion, spill, chemical releases, and all other emergencies require employees to evacuate the building. An Emergency Response Plan (ERP) and adequate occupant familiarity with a building will minimize threats to life and property. In addition, the Occupational Safety and Health Administration (OSHA) Emergency Response Plan standard found at 29 CFR 1910.38(a) requires that each building have a written Emergency Response Plan (ERP). This plan applies to all emergencies where employees may need to evacuate for personal safety.

This ERP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan will be distributed to all employees and will also be on-line on the home page of the LAVC website.

Under this plan, employees are responsible to be informed of:

- ✓ The plan's purpose
- ✓ Preferred means of reporting fires and other emergencies
- ✓ Emergency escape procedures and route assignments
- ✓ Procedures to be followed by employees who remain to control critical plant operations before they evacuate
- ✓ Procedures to account for all employees after emergency evacuation has been completed
- ✓ Rescue and medical duties for those employees who perform them

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- Establish command and control of the incident
- Make notifications to students and staff
- Notify College Admin Staff
- Notify ESC (213) 840-4447
- Notify Public Relations (818) 947-2433

LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Locate, contain, and stop the shooter <input type="checkbox"/> Lock-Down the campus <input type="checkbox"/> Establish an Incident Command Post <input type="checkbox"/> Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers) <input type="checkbox"/> Request IT to remotely lock all exterior electronic access control doors <input type="checkbox"/> Request mutual aid if needed <input type="checkbox"/> Locate victims and request EMS <input type="checkbox"/> Assist fire with treating victims <input type="checkbox"/> Establish Staging Areas (Fire/EMS, Family Reunification, Media) <input type="checkbox"/> Secure the scene <input type="checkbox"/> Send a liaison to the JIC <input type="checkbox"/> Advise investigators on the need for resumption of school functions 	<ul style="list-style-type: none"> <input type="checkbox"/> RUN-HIDE-FIGHT <input type="checkbox"/> Attempt to get out of harm's way <input type="checkbox"/> Lock or barricade the door, if able. Block the door using whatever is available – desks, chairs, file cabinets, etc. <input type="checkbox"/> Turn off lights, radios and computer monitors <input type="checkbox"/> Silence cell phones <input type="checkbox"/> If it is safe to do so, close windows and shades <input type="checkbox"/> If it is safe to do so call the College Sheriff's 818-947-2911 give the specific location and direction of the shooter. The number of shooters, detailed description(s) and type of weapons. <input type="checkbox"/> Always consider the risk of exposure by opening the door for any reason <input type="checkbox"/> Stay in your secured location until law enforcement arrives and gives instructions <input type="checkbox"/> If all else fails FIGHT <input type="checkbox"/> Send a staff member to act as a liaison to the LAVC Emergency Operations Center (When Safe) <input type="checkbox"/> Send a facilities staff member to the LAVC Emergency Operations Center (When Safe) <input type="checkbox"/> RECOVERY <input type="checkbox"/> Once the LASD determines that the incident is over the College Administrator on scene will make the determination as to whether to resume or cancel classes <input type="checkbox"/> Notify students as to status of classes <input type="checkbox"/> Establish a JIC <input type="checkbox"/> Request EAP to dispatch crisis counselors <input type="checkbox"/> Notify Facilities to repair/clean affected areas of the College upon release of the scene by the Sheriffs <input type="checkbox"/> Have PR create a press release <input type="checkbox"/> Incident Commander and College Administrator to approve the press release prior to dissemination <input type="checkbox"/> Advise students of available resources <input type="checkbox"/> Coordinate with ESC requests for additional resources <input type="checkbox"/> Remind staff not to talk to media, nor divulge any victim information if known

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
|--|---|
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| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Notify Public Relations (818) 947-2433 |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Complete a quick survey of the College, looking for injuries, damage to buildings and other hazards
- Activate a command post, advise admin staff of location
- Assess the situation (i.e. scouting activity)
- Identify and secure immediate hazards, and notify the command post
- Assist fire with treating and searching for victims
- Request mutual aid if required
- Identify a triage area
- Stage Medical Personnel
- Identify a PIO
- Request Air Support
- Make all Executive Notifications

COLLEGE STAFF

- Remain calm. Keep caller on the line for as long as possible
- Listen carefully
- Follow Bomb Threat checklist
- Call College Sheriff's 818-947-2911
- If your phone has a display, copy the number and give to Sheriff's
- Send a staff member to act as a liaison to the LAVC Emergency Operations Center
- Have Facilities respond to the LAVC Emergency Operations Center
- If an assessment of the situation indicates that it is safer to remain in the classroom. Move away from windows and give the Drop, Cover and Hold command. Remain in place until instructions are given by law enforcement
- Assist individuals with disabilities. Request assistance from Sheriff or fire personnel. If no assistance available and it becomes necessary to move disabled persons, do so carefully. Ask the individual if they need help then render assistance as necessary
- Evacuate immediate area
- Make decision to cancel or resume classes
- Assist in identifying specific containment areas
- Identify buildings impacted
- Assist with building evacuations
- Attempt to control situation to avoid panic
- Provide counseling as needed

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE

- Call College Sheriff's 818-947-2911
- Handle note as minimally as possible

IF A BOMB THREAT IS RECEIVED BY EMAIL

- Call College Sheriff's 818-947-2911
- Do not delete the message

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Do not touch or disturb the suspected bomb
- Do not use cell phones
- Notify College Sheriff's 818-947-2911
- Initiate building evacuation procedures or shelter in place
If it is determined that it is safer to remain in classroom, lock or barricade the doors
- Brief students and advise to remain calm
- Review evacuation procedures with students
- Ask facilities to shutoff gas and electrical power to affected infrastructure

RECOVERY

- Use mass notification system campus is returning to normal

Bomb Threat Checklist

- Time/date call was received: _____
- Call recipient's name: _____
- Caller ID of caller: _____
- Telephone number receiving call: _____
- Length of call: _____
- Origin of call: _____

Do not interrupt. Try to keep the caller talking. Once caller has finished speaking ask the following questions

- When is the bomb going to explode?
- Where is the bomb right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- How do you know so much about the bomb?
- Did you place the bomb? Why?
- Where are you now?
- What is your name?
- What is your phone number?
- What is your address?

After receiving this call, report it immediately to the College Sheriff's Office and fill out the rest of this form.

Continued on page 2

Bomb Threat Checklist (page 2)

By the description of the bomb location, did the caller appear familiar with the facility/grounds?
___ Yes ___ No

Suspect Description: Gender _____ Race _____ Age _____
Height _____ Weight _____ Clothing Description _____

Voice characteristics:

Loud	Soft	High pitch	Deep/low
Raspy	Intoxicated	Pleasant	
Other:			

Speech:

Fast	Slow	Normal	Distinct
Whispered	Stutter	Slurred	Lisp
Distorted	Nasal	Other:	

Language:

Excellent	Good	Well-spoken/educated
Fair	Taped message	Message read by caller
Poor	Foul (cursing)	Other:

Accent:

Local	Foreign	Not local	Disguised
Other:			

Manner:

Calm	Rational	Coherent	Deliberate
Righteous	Irrational	Incoherent	Emotional
Angry	Deep breathing	Clearing throat	Cracking voice
Laughing	Other (sounded like):		

Possible Hazards:

Schools
Shopping Center
Church
School
Utility Facility
Park

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Notify Public Relations (818) 947-2433 |
| <input type="checkbox"/> Notify College admin staff | |

LASD

COLLEGE STAFF

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Stop loss of life, serious injury (identify responsible parties) <input type="checkbox"/> Control / Secure campus (protect property) <input type="checkbox"/> Ensure administrators are sending out notifications to the college (confirm if campus lockdown or evacuation) <input type="checkbox"/> Establish an Incident Command Post <input type="checkbox"/> Request mutual aid if needed <input type="checkbox"/> Locate victims and request EMS <input type="checkbox"/> Assist fire with treating victims <input type="checkbox"/> Establish Staging Areas (Fire/EMS, Family Reunification, Media) <input type="checkbox"/> Send a liaison to the JIC <input type="checkbox"/> Advise investigators on the need for resumption of school functions <input type="checkbox"/> Survey of the College, looking for injuries, damage to buildings and other hazards (Post incident) <input type="checkbox"/> Secure the scene for investigation (Post incident) | <ul style="list-style-type: none"> <input type="checkbox"/> Notify College Sheriff's 818-947-2911 <input type="checkbox"/> Identify if demonstration is in free speech area <input type="checkbox"/> Determine the urgency of the situation <input type="checkbox"/> Inform individuals of disruption to the college <input type="checkbox"/> Talk with the LASD to determine an action plan <input type="checkbox"/> Try and determine the issue causing the disturbance <input type="checkbox"/> With assistance from the LASD attempt to talk with leaders <input type="checkbox"/> Assign LACCD staff member to the LAVC Emergency Operations Center <input type="checkbox"/> Send facilities staff member to the LAVC Emergency Operations Center <input type="checkbox"/> Identify is board rules are violated? Which ones? |
|---|---|

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Notify College admin staff | |

LASD

- Notify Fire Department
- Evacuate campus at direction of college president
- Identify and secure immediate hazards
- Assist fire with treating and searching for victims
- Establish joint FIRE/LASD Incident Command Post (if warranted)
- Request mutual aid (if needed)
- Establish staging areas (family re-unification, media, etc. if needed)
- Maintain security over campus
- Complete a survey of the College, looking for injuries, damage to buildings and other hazards
- Critical facilities check
- Assessment reports to Sheriff's Communication Center

COLLEGE STAFF

- Give the drop cover and hold command, stay away from windows
- If you are outside move to open space away from building, trees and powerlines
- After shaking has stopped assess any injuries to students and damage to classrooms
- Shelter in place – do not evacuate until directed to do so by first responders or building marshals
- Check for injuries, trapped persons and disabled persons requiring assistance
- If the building is unsafe, gain control of your students and evacuate to a safe location outside
- Do not use elevators
- Follow the directions of building marshals (if they are on-site)
- Ensure the disabled are able to evacuate or assist. Use evacuation chairs if needed
- Request treatment for all of the injured through the LAVC Emergency Operations Center if activated otherwise through the Sheriff's
- Complete a quick analysis of the situation and danger to faculty staff and students
- Direct students to walk away from buildings, trees, poles and exposed wires
- Do not re-enter buildings until it is deemed safe by authorized personnel

FACILITIES STAFF

- If it is safe to do so conduct exterior building surveys and conduct interior building sweeps and report injuries/hazard to the LAVC Emergency Operations Center
- Facilities personnel shall stand by at the plant facilities and wait for further instructions
- Refuel generators as required

RECOVERY

- Once the LAVC Emergency Operations Center determines that the incident is over the College Administrator will make the determination as to whether to resume or cancel classes
- Notify students as to status of classes
- Request EAP to dispatch crisis counselors
- Notify Facilities to repair/clean affected areas of the College
- Advise students of available resources
- Coordinate with ESC requests for additional resources

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Make notifications to students and staff | <input type="checkbox"/> Notify Public Relations (818) 947-2433 |
| <input type="checkbox"/> Notify College admin staff | |

LASD

- Complete a survey of the College - Assess affected areas
Assist with evacuation of staff/students (if campus is closed)
- Establish Incident Command Post (if needed)
- Notify Fire (if needed)
- Request mutual aid (if needed)
- Locate and assist any injured
- Identify and secure immediate hazards, and notify the
College Administrators / Facility Manager
- Secure campus buildings and control access
- Note any sink holes developing and cordon off area
- Control access to campus - Traffic direction and road
closures.
- Consider if Sheriff's Station relocation is needed

COLLEGE STAFF

- Initiate appropriate response actions, which may include
shelter-in-place, or evacuations
 - Notify College Sheriff's 818-947-2911
 - Supervise evacuation (if required) until first responders arrive
in scene
 - Assist people with disabilities
 - Ensure accountability of staff and students
 - Provide care for students and employees that cannot leave
the campus due to the hazard
 - Coordinate with facilities to limit damage
 - Be prepared to open shelters
 - Determine whether to resume or cancel classes
 - Monitor weather conditions
 - Have facilities shutoff water mains so contaminated water will
not back up into the campus supply
 - Only resume classes after a determination of building safety
has been made
 - Render first aid
 - If situation is emergent, activate the building alarm
 - Assist individuals with disabilities
- AFTER THE FLOOD**
- College administrator to make determination as to whether to
resume or cancel classes
 - Notify students as to status of classes
 - Facilities to lead the effort on inspections
 - IT to conduct inspections
 - If needed request additional resources through College admin
staff
 - Notify LACCD insurance personnel
 - Determine which buildings are operable
 - Plan to move classes from affected/inoperable buildings
 - Advise updates via the web page and social media

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

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LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Notify Fire (if needed) <input type="checkbox"/> Complete a survey of the College - Assess affected areas <input type="checkbox"/> Assist with evacuation of staff/students (if campus is closed) <input type="checkbox"/> Notify Fire / HazMat <input type="checkbox"/> Establish Joint Fire / Sheriff's Incident Command Post <input type="checkbox"/> Request mutual aid (if needed) <input type="checkbox"/> Locate and assist any injured <input type="checkbox"/> Identify and secure immediate hazards, and notify the ICP/ EOC / College Administrators / Facility Manager <input type="checkbox"/> Secure campus buildings and control access <input type="checkbox"/> Control access to campus - Traffic direction and road closures. <input type="checkbox"/> Consider if Sheriff's Station relocation needed 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify College Sheriff's 818-947-2911 <input type="checkbox"/> Determine need to shelter in place or evacuate <input type="checkbox"/> Provide first aid if needed <input type="checkbox"/> Assist people with disabilities <input type="checkbox"/> Keep students in designated area until problem is resolved or receive further instructions <input type="checkbox"/> Send LACCD staff member to the LAVC Emergency Operations Center <input type="checkbox"/> Request facilities respond to the LAVC Emergency Operations Center <input type="checkbox"/> Assess location of chemical spill and determine appropriate action to take for safety of students <input type="checkbox"/> Close doors leading into building/classrooms <input type="checkbox"/> Secure the area until the LASD Arrives <input type="checkbox"/> Notify District environmental health and safety FACILITIES <input type="checkbox"/> Shut down sources for ignition <input type="checkbox"/> Shutoff ventilation system <input type="checkbox"/> Shut down HVAC as requested by the LAVC Emergency Operations Center <input type="checkbox"/> Shut down utilities as requested by the LAVC Emergency Operations Center <input type="checkbox"/> Provide ventilation equipment as requested by the LAVC Emergency Operations Center <input type="checkbox"/> Sterilize affected area using best housekeeping practices as required

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- | | |
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| <input type="checkbox"/> Notify College admin staff | |

LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Notify Fire (if needed) <input type="checkbox"/> Complete injury report 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify College Sheriff's 818-947-2911 <input type="checkbox"/> The College Sheriff will determine whether to request response from Student Health Center and/or Los Angeles Fire Department <input type="checkbox"/> In situations involving students, where the Health Center is able to treat, the Sheriff will provide transportation to the facility. The LAFD will be contacted as needed for additional medical treatment <input type="checkbox"/> In non-emergency situations involving staff or volunteers, refer to the appropriate treatment location <input type="checkbox"/> Assist people with disabilities <p>FACILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sterilize area using best housekeeping practices <input type="checkbox"/> Clean up affected area(s)

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

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LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain order on campus <input type="checkbox"/> Assess affected areas <input type="checkbox"/> Notify Fire (if needed) <input type="checkbox"/> Request mutual aid (if needed) <input type="checkbox"/> Locate and assist any injured <input type="checkbox"/> Assist with evacuation of staff/students (if campus is closed) <input type="checkbox"/> Identify and secure immediate hazards, and notify the College Administrators / Facility Manager <input type="checkbox"/> Establish Incident Command Post (if needed) <input type="checkbox"/> Secure campus buildings and control access <input type="checkbox"/> Post fire watch for occupied buildings with impaired fire alarms or sprinkler systems 	<ul style="list-style-type: none"> <input type="checkbox"/> Shelter in place <input type="checkbox"/> If safe to do so evacuate buildings <input type="checkbox"/> Assist individuals with disabilities <input type="checkbox"/> Remember elevators will not function <input type="checkbox"/> If it localized to your building, notify the college Sheriff's 818-947-2911 and Facilities <input type="checkbox"/> If activated send a staff member to act as a liaison at the LAVC Emergency Operations Center <input type="checkbox"/> Send Facilities employee to the LAVC Emergency Operations Center <input type="checkbox"/> Determine extent of outage <input type="checkbox"/> Determine source of outage <input type="checkbox"/> Contact utility company <input type="checkbox"/> Have IT power down critical systems <input type="checkbox"/> Resume or cancel classes <input type="checkbox"/> Notify staff and students of resumption or cancellation of classes <input type="checkbox"/> Secure empty buildings FACILITIES <input type="checkbox"/> Verify no one is stuck in elevators <input type="checkbox"/> Evaluate and shutdown all non-critical equipment as necessary <input type="checkbox"/> Work with IT to shut down or restore systems <input type="checkbox"/> Verify backup generators are working <input type="checkbox"/> Refuel generators as required

COMMON COMMAND FUNCTIONS APPLICABLE TO ALL ELEVATED INCIDENTS

- Establish command and control of the incident
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- Notify Public Relations (818) 947-2433

LASD	COLLEGE STAFF
<ul style="list-style-type: none"> <input type="checkbox"/> Notify Fire Department <input type="checkbox"/> Evacuate immediate area of the fire (College or large area evacuations are done at order of college president) <input type="checkbox"/> Identify and secure immediate hazards <input type="checkbox"/> Assist fire with treating and searching for victims <input type="checkbox"/> Establish joint FIRE/LASD Incident Command Post (if warranted) <input type="checkbox"/> Request mutual aid (if needed) <input type="checkbox"/> Establish staging areas (family re-unification, media, etc. if needed) <input type="checkbox"/> Maintain security over campus/affected area 	<ul style="list-style-type: none"> <input type="checkbox"/> Pull the fire alarms <input type="checkbox"/> Evacuate affected areas <input type="checkbox"/> Notify College Sheriff's 818-947-2911 <input type="checkbox"/> All occupants should proceed to their designated assembly areas. <input type="checkbox"/> Make certain every student has left the classroom (faculty) upon reaching your assigned assembly area, immediately take attendance <input type="checkbox"/> Assist people with disabilities and children <input type="checkbox"/> Render first aid as necessary <input type="checkbox"/> Check with staff to ensure the accountability of students/staff <input type="checkbox"/> Send LACCD staff member to act as a liaison at the LAVC Emergency Operations Center <input type="checkbox"/> Facilities representative respond to the LAVC Emergency Operations Center <p>RECOVERY</p> <ul style="list-style-type: none"> <input type="checkbox"/> College administrator will make the determination on as to whether to resume or cancel classes <input type="checkbox"/> Notify LACCD insurance personnel <input type="checkbox"/> Conduct damage assessment <input type="checkbox"/> Request with crisis counselors <input type="checkbox"/> Inform employees and students that the college has resumed normal operations <p>FACILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shutdown utilities as requested by the LAVC Emergency Operations Center <input type="checkbox"/> Facilities to inspect buildings <input type="checkbox"/> Secure spaces deemed uninhabitable <input type="checkbox"/> Re-route access

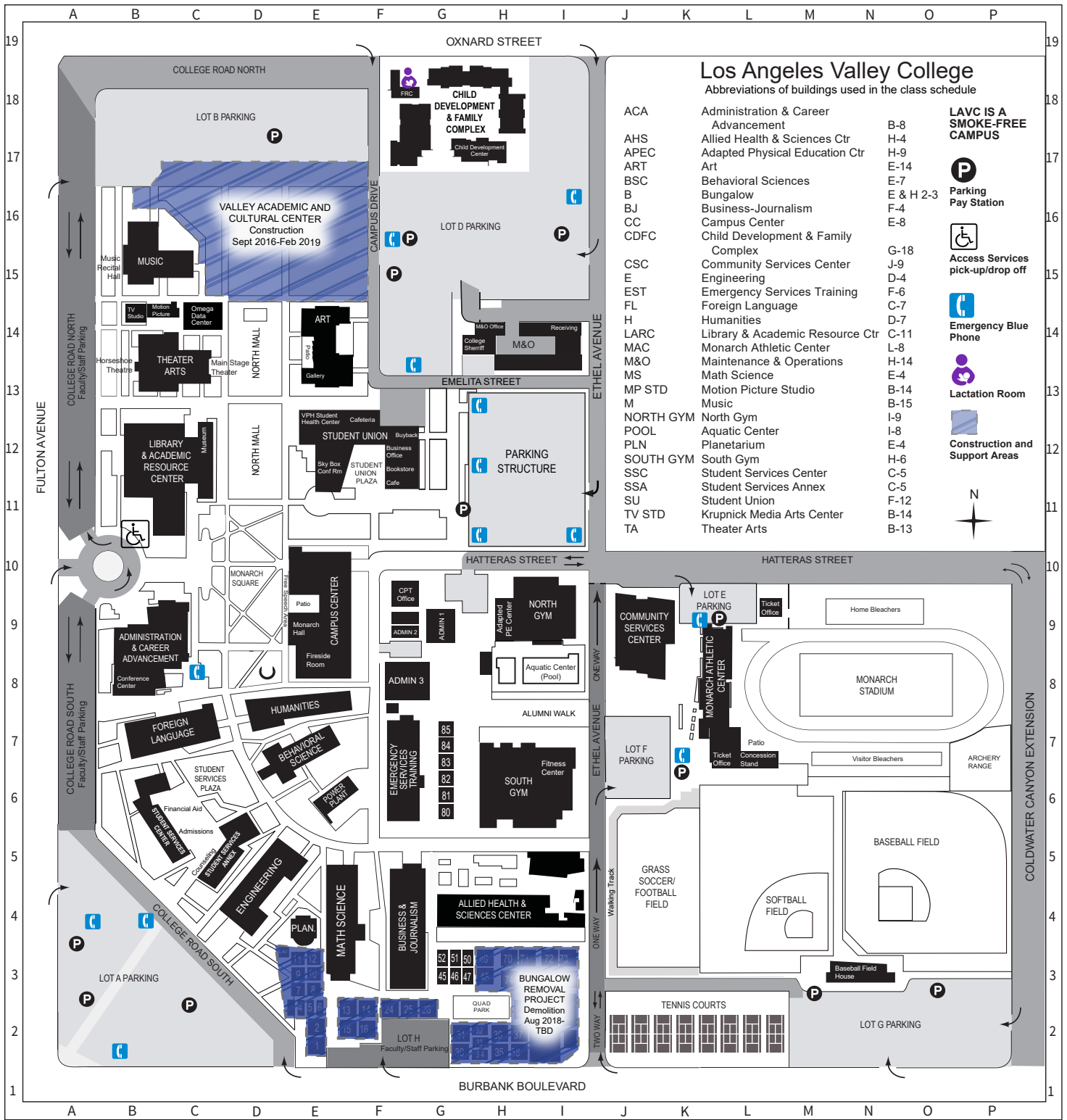
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LASD

COLLEGE STAFF

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Locate, contain, and stop suspect(s) <input type="checkbox"/> Lock-Down the campus <input type="checkbox"/> Complete survey of the College, looking for injuries, damage to buildings and other hazards <input type="checkbox"/> Establish an Incident Command Post <input type="checkbox"/> Ensure administrators are sending out notifications to the college (Sheriff's personnel use loud speakers) <input type="checkbox"/> Request IT to remotely lock all exterior electronic access control doors (if applicable) <input type="checkbox"/> Request mutual aid if needed <input type="checkbox"/> Locate victims and request EMS <input type="checkbox"/> Assist fire with treating victims <input type="checkbox"/> Establish Staging Areas (Fire/EMS, Family Reunification, Media) <input type="checkbox"/> Secure the scene <input type="checkbox"/> Send a liaison to the JIC <input type="checkbox"/> Advise investigators on the need for resumption of school functions | <ul style="list-style-type: none"> <input type="checkbox"/> Notify College Sheriff's 818-947-2911 <input type="checkbox"/> Identify number of assailants <input type="checkbox"/> Identify number of hostages, if any <input type="checkbox"/> Identify exact location <input type="checkbox"/> Attempt to Identify names of the assailants <input type="checkbox"/> Descriptions of assailants and weapons <input type="checkbox"/> What is the demand of the assailants <input type="checkbox"/> Notify students and staff to clear of the area <input type="checkbox"/> Assist people with disabilities <input type="checkbox"/> Gather all facts of the situation <input type="checkbox"/> Provide campus Sheriffs keys for access; locations of water, gas, and power shutoffs 'access to roofs: and locations of phones or other communication devices <input type="checkbox"/> Send LACCD employee to Emergency Operations Center (When Safe) <input type="checkbox"/> Send Facilities employee to Emergency Operations Center (When Safe) <input type="checkbox"/> Gather witnesses <input type="checkbox"/> Consider transportation needs <input type="checkbox"/> Consider emotional impact <input type="checkbox"/> Request members from the local utilities respond to Emergency Operations Center <input type="checkbox"/> Activate a Joint Information Center (JIC) <input type="checkbox"/> Consider the reunification of personal articles left behind |
|--|---|

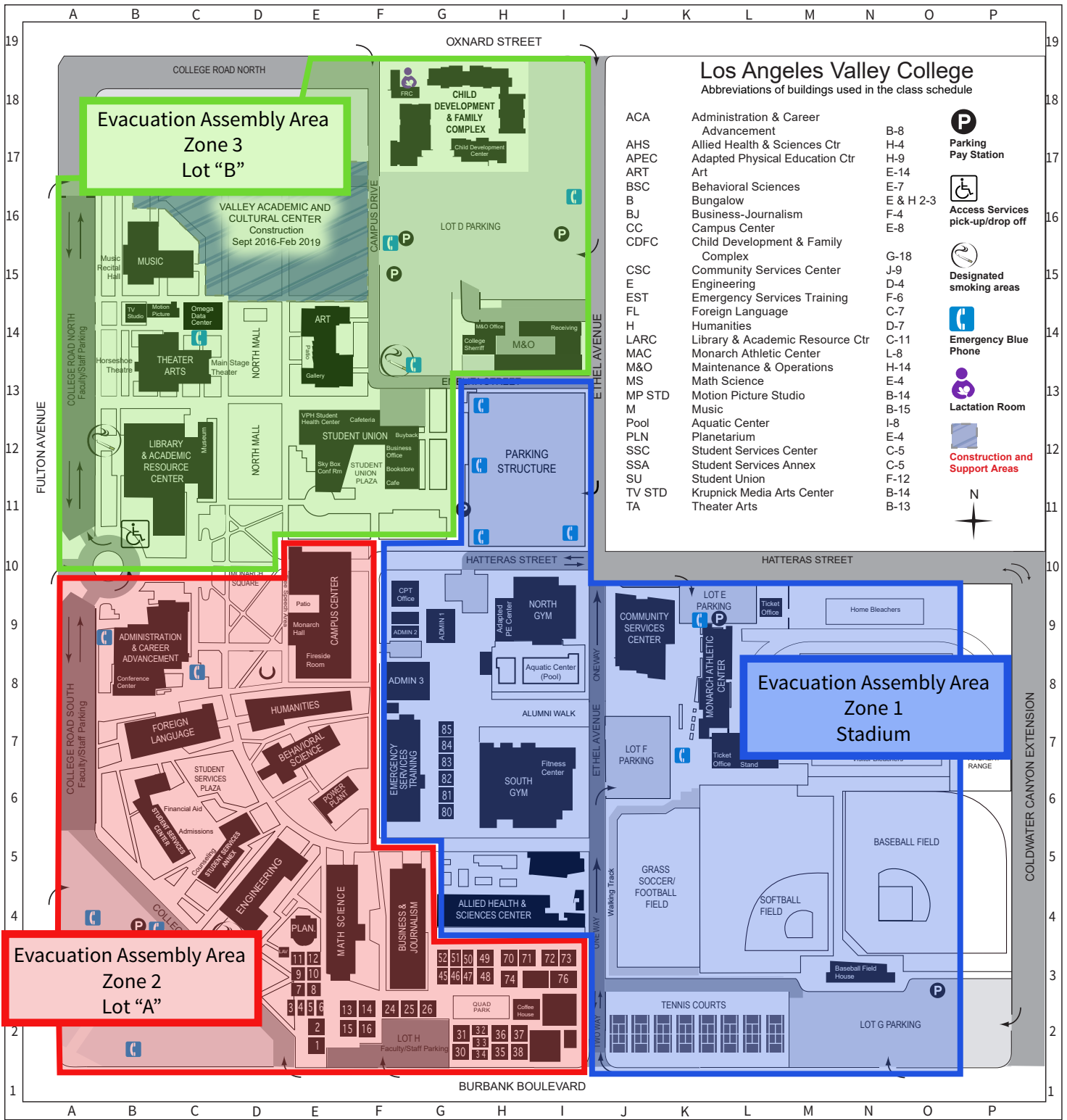


Los Angeles Valley College

Abbreviations of buildings used in the class schedule

ACA	Administration & Career Advancement	B-8	LAVC IS A SMOKE-FREE CAMPUS Parking Pay Station Access Services pick-up/drop off Emergency Blue Phone Lactation Room Construction and Support Areas N
AHS	Allied Health & Sciences Ctr	H-4	
APEC	Adapted Physical Education Ctr	H-9	
ART	Art	E-14	
BSC	Behavioral Sciences	E-7	
B	Bungalow	E & H 2-3	
BJ	Business-Journalism	F-4	
CC	Campus Center	E-8	
CDFC	Child Development & Family Complex	G-18	
CSC	Community Services Center	J-9	
E	Engineering	D-4	
EST	Emergency Services Training	F-6	
FL	Foreign Language	C-7	
H	Humanities	D-7	
LARC	Library & Academic Resource Ctr	C-11	
MAC	Monarch Athletic Center	L-8	
M&O	Maintenance & Operations	H-14	
MS	Math Science	E-4	
MP STD	Motion Picture Studio	B-14	
M	Music	B-15	
NORTH GYM	North Gym	I-9	
POOL	Aquatic Center	I-8	
PLN	Planetarium	E-4	
SOUTH GYM	South Gym	H-6	
SSC	Student Services Center	C-5	
SSA	Student Services Annex	C-5	
SU	Student Union	F-12	
TV STD	Krupnick Media Arts Center	B-14	
TA	Theater Arts	B-13	

Academic Affairs (ACA)	B-8	Continuing Ed Noncredit (ACA)	B-8	Mailroom / Staff Services (ACA)	B-8	Professional Development Ctr (LARC)	C-11
Administrative Services (ACA)	B-8	Counseling (SSA)	C-5	Main Stage Theater (TA)	C-13	Public Relations Office (ACA)	B-8
Admissions & Records (SSC)	C-5	Information Technology Office (CC)	E-10	Master Calendar Office (ACA)	B-8	Receiving Office (M&O)	H-1
Archery Range	P-7	EOPS/CARE/Guardian Scholars (SSC)	C-5	Math Lab (LARC)	C-11	Registration / Admissions (SSC)	C-5
Art Gallery & Patio (ART)	E-13	Exercise Room/EX ROOM (North Gym)	I-9	Media Services (LARC)	C-11	Reprographics / Staff Services (ACA)	B-8
Assessment Ctr (SSC)	C-5	Faculty Lounge (ACA)	B-8	Monarch Hall & Patio (CC)	E-9	Sheriff's Office (M&O)	H-14
Baseball Field	O-5	Family Resource Center (CDFC)	G-18	Monarch Square	D-10	Softball Field	M-4
Bookstore (SU)	F-12	Financial Aid (SSC)	C-5	Monarch Stadium	N-8	Student Life Office (SU)	E-12
Business Office (SU)	F-12	Fireside Room (CC)	E-9	Music Recital Hall (M)	B-15	Student Services Plaza (SSC)	C-6
Cafeteria (SU)	F-12	Fitness Center (SOUTH GYM)	I-6	Ombudsperson Office (ACA)	B-8	Student Union Plaza (SU)	E-12
CalWORKs (ACA)	B-8	Foundation Office (ACA)	B-8	Parking Lot A	B-3	Svcs / Students w/Disabilities (SSA)	C-5
Career / Transfer Ctr (SSA)	C-5	Free Speech Area	D-9	Parking Lot B	D-17	TAP / Honors Program (ACA)	B-8
Child Development Center (CDFC)	G-17	Free Weights Room/WT ROOM (MAC)	L-8	Parking Lot D	G-16	Tennis Courts	K-2
Child Development Dept (CDFC)	G-17	General Tutoring (LARC)	C-11	Parking Lot E	K-9	TRIO (SSC)	C-5
College Road North - Faculty/Staff	A-14	Gymnastics Center (CSC)	J-9	Parking Lot F	J-7	Walking Track	J-4
College Road South - Faculty/Staff	A-6	Historical Museum (LARC)	C-12	Parking Lot G	O-2	Workforce Training (ACA)	B-8
Community Services Office (CSC)	J-9	Horseshoe Theater (TA)	B-13	Parking Lot H - Faculty/Staff	G-2	Writing Center (LARC)	C-11
Computer Commons (LARC)	C-11	Institutional Effectiveness Office (ACA)	B-8	Parking Structure	H-12	Valley Presbyterian Hospital	
Cooperative Education (ACA)	B-8	Lion Cafe (SU)	F-12	Payroll / Personnel (ACA)	B-8	Student Health Center (SU)	E-12
Conference Center (ACA)	B-8	Lost & Found / Sheriff's Office (M&O)	H-14	President's Office (ACA)	B-8		



Academic Affairs (ACA)	B-8	Continuing Ed Noncredit (ACA)	B-8	Main Stage Theater (TA)	C-13	Professional Development Ctr (LARC)	C-11
Administrative Services (ACA)	B-8	Counseling (SSA)	C-5	Master Calendar Office (ACA)	B-8	Public Relations Office (ACA)	B-8
Admissions & Records (SSC)	C-5	Information Technology Office (CC)	E-10	Math Lab (LARC)	C-11	Receiving Office (M&O)	H-1
Archery Range	P-7	EOPS/CARE/Guardian Scholars (SSC)	C-5	Media Services (LARC)	C-11	Registration / Admissions (SSC)	C-5
Art Gallery & Patio (ART)	E-13	Faculty Lounge (ACA)	B-8	Monarch Hall & Patio (CC)	E-9	Reprographics / Staff Services (ACA)	B-8
Assessment Ctr (SSC)	C-5	Family Resource Center (CDFC)	G-18	Monarch Square	D-10	Sheriff's Office (M&O)	H-14
Baseball Field	O-5	Financial Aid (SSC)	C-5	Monarch Stadium	N-8	Softball Field	M-4
Bookstore (SU)	F-12	Fireside Room (CC)	E-9	Music Recital Hall (M)	B-15	South Gym	H-6
Business Office (SU)	F-12	Fitness Center (SOUTH GYM)	I-6	North Gym	I-9	Student Life Office (SU)	E-12
Cafeteria (SU)	F-12	Foundation Office (ACA)	B-8	Ombudsperson Office (ACA)	B-8	Student Services Plaza (SSC)	C-6
CalWORKs (ACA)	B-8	Free Speech Area	D-9	Parking Lot A	B-3	Student Union Plaza (SU)	E-12
Career / Transfer Ctr (SSA)	C-5	Free Weights Room (MAC)	L-8	Parking Lot B	D-17	Svcs to Students w/Disabilities (SSA)	C-5
Child Development Center (CDFC)	G-17	General Tutoring (LARC)	C-11	Parking Lot D	G-16	TAP / Honors Program (ACA)	B-8
Child Development Dept (CDFC)	G-17	Gymnastics Center (CSC)	J-9	Parking Lot E	K-9	Tennis Courts	K-2
College Road North - Faculty/Staff	A-14	Historical Museum (LARC)	C-12	Parking Lot F	J-7	TRIO (SSC)	C-5
College Road South - Faculty/Staff	A-6	Horseshoe Theater (TA)	B-13	Parking Lot G	O-2	Walking Track	J-4
Community Services Office (CSC)	J-9	Institutional Effectiveness Office (ACA)	B-8	Parking Lot H - Faculty/Staff	G-2	Workforce Training (ACA)	B-8
Computer Commons (LARC)	C-11	Lion Cafe (SU)	F-12	Parking Structure	H-12	Writing Center (LARC)	C-11
Cooperative Education (ACA)	B-8	Lost & Found / Sheriff's Office (M&O)	H-14	Payroll / Personnel (ACA)	B-8	Valley Presbyterian Hospital	
Conference Center (ACA)	B-8	Mailroom / Staff Services (ACA)	B-8	President's Office (ACA)	B-8	Student Health Center (SU)	E-12