

Rio Hondo College

Emergency Response



Plan

Rio Hondo College Emergency Response Plan

Department Name: _____

Building Name: _____

Floor/Section: _____

Building Address/Location: _____

Address of the Campus:

**Rio Hondo College
3600 Workman Mill Road
Whittier, CA 90601-1699**

Building Emergency Leaders (BEL): _____

BEL Phone Number: _____

Alternate BEL: _____

Alternate BEL Phone Number: _____

Emergency Assembly Point for Building is:

Emergency Numbers:

**Fire 9-911
Medical 9-911
College Security 3490**

Information Prepared By: _____ Date: ____/____/____

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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. 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.

Rio Hondo College's Emergency Response Plan has been designed to assist the staff and students in the protection of life and property in the event of an earthquake, fire, explosion, or other emergency. While this guide does not cover every conceivable situation, it does supply the basic guidelines necessary to cope with most campus emergencies.

The 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 plan and the Rio Hondo College Emergency Operations Manual. Any exceptions to these emergency 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 Dean of Public Safety for review.

Responsibilities of Faculty and Staff

In accordance with State of California Government Code, Section 3100-3101, all college district employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them (*..all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law*).

- The primary responsibility for faculty and staff is to provide for the safety of the students.
- At the beginning of each new semester, disaster instructions are to be given to each class (follow earthquake and fire instructions).
- In the event of a major emergency or disaster, immediately activate, by leadership and example, proper procedures.
- Assess to the best of your ability.
- Remain with your students after an evacuation or lockdown, conduct a head count, and be ready to report this information to emergency responders or the Emergency Operations Center.

Purpose and Objectives

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 and staff to follow in an emergency situation. This written plan should be made available to employees and staff by the Emergency Coordinator for the building.

Under this plan, employees will be informed of:

- An overview of Rio Hondo College emergency procedures and operations
- Preferred means of reporting fires, earthquakes, and other emergencies
- Emergency escape procedures and route assignments
- Building Emergency Leader (BEL) responsibilities
- Procedures to account for all employees after emergency evacuation has been completed
- Emergency preparedness plan for people with disabilities

Responsibilities of Building Emergency Leaders (BEL) and Alternates

The Building Emergency Leaders and their Alternates are responsible for the following:

- Familiarizing personnel within their area of responsibility with emergency procedures.
- Acting as liaison between management and their work area.
- Knowing where the primary and secondary evacuation routes are located and for communicating this information to occupants.
- Knowing where their Emergency Assembly Point is and for communicating this information to occupants.
- Knowing where the pull stations are and how to activate them.
- Having a list of personnel in their area of coverage, so a head count can be made at their Emergency Assembly Point.
- Know where persons with disabilities are located in your area.
- Evaluating and reporting problems to the Emergency Coordinator after an emergency event.
- Posting the "Area Evacuation Plan" in their work areas, communicating plan to occupants, and updating the plan annually.

During an Emergency

- Ensuring that occupants have vacated the premises in the event of an evacuation, and for checking assigned areas.
- Direct occupants to exits and tell them to reassemble at the Emergency Assembly Point.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- Mark doors with post-it notes to indicate that the area has been checked.
- Do not allow stairway doors and other exit doors to be blocked/wedged open.
- Conduct a head count of occupants in their area of coverage at the Emergency Assembly Point. This information will be communicated to the Emergency Operations Center.

Accountability Procedures for Emergency Evacuations

- A roster of occupants needs to be developed and kept current by the BEL's.
- BEL's and/or their Alternates will conduct head counts at the Emergency Assembly Point once the evacuation has been completed. This information will be reported to the Emergency Operations Center or the Incident Command Post.

- Instruct personnel to remain at the Emergency Assembly Point until further notice. If they must leave have them report to the BEL before leaving the area and record this information.

Emergency Coordinator

The Dean of Public Safety is the Emergency Coordinator for Rio Hondo College and has overall responsibility for the preparation and implementation of this plan. The Emergency Coordinator will review and update the plan as necessary. Copies of this plan will be maintained in all Division Dean/Director's offices and readily available to anyone who requests to view or copy it..

Emergency Operations Center

The primary Emergency Operations Center (EOC) Is located in the Board Room. The Alternate Emergency Operations Center is located in Classroom C at the police academy. The EOC serves as the centralized, fully supported location in which college administration and staff plan and coordinate the response to and recovery from an incident or emergency. The EOC operates in accordance with the State of California Standardized Emergency Management System (SEMS). Designs of both EOC's are listed in the Emergency Operations Manual.

Standardized Emergency Management System

Rio Hondo College follows the Standardized Emergency Management System (SEMS) used by the State of California when dealing with an incident or emergency. SEMS uses the Incident Command System (ICS) as its basic framework. The Incident Command System is a standardized model for command, control, and coordination of a response for on-scene emergency management.

The Incident Command System

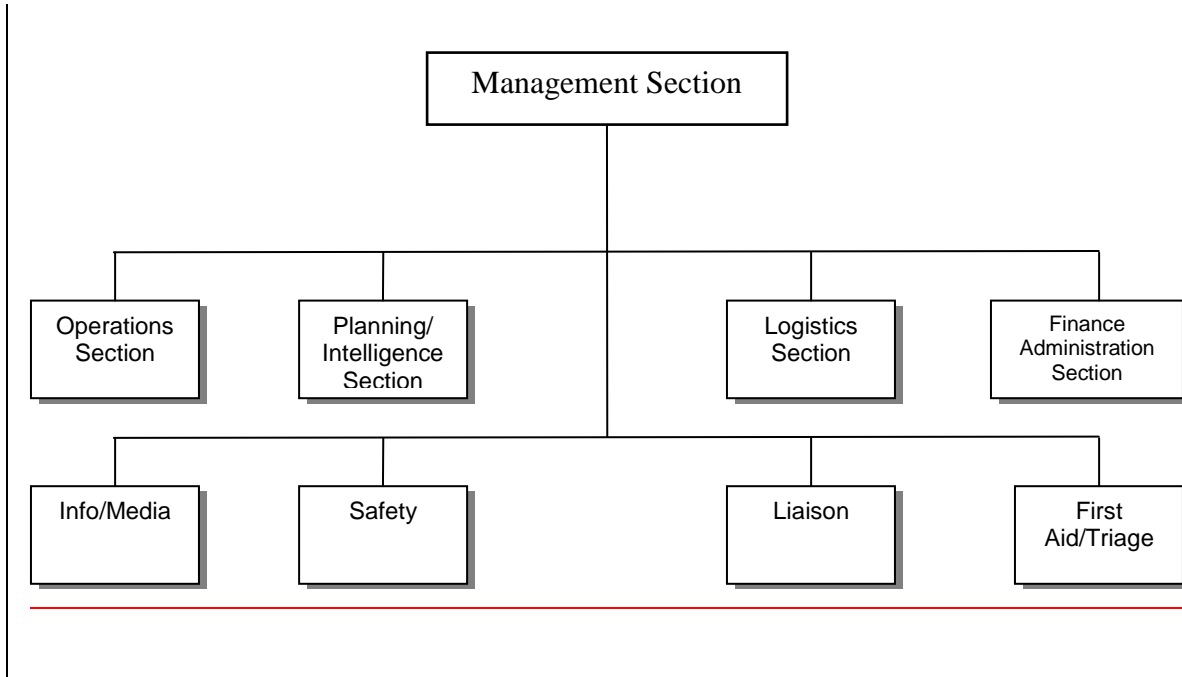
The Nine major components in the Incident Command System (ICS) are:

1. **Management** – Dean of Public Safety or Director of Public Safety. Provides the overall direction and sets priorities for an incident or emergency.
2. **Operations** – Fire Academy Coordinator. Implements priorities established by management.
3. **Planning/Intelligence** – Director of Human Resources. Gathers and assesses information.
4. **Logistics** – Director of Facilities, Assistant Director of Facilities and Director of Information Technology. Obtains the resources to support the operations.
5. **Finance/Administration** – Tracks all costs related to the operations.

Command Staff:

6. **Information/Media** – Executive Director of Planning and Development.
7. **Safety** – Emergency Preparedness Coordinator.
8. **Community and Government Liaison** – Director of Community and Governmental Relations. Provides direct assistance to Management.
9. **First Aid/Triage** – Doctor Student Health Services. Campus Health Services personnel will coordinate First Aid and triage response during an emergency.

ICS Organizational Chart



Emergency Support Teams

Emergency Support Teams will be formed to provide specific support functions. Some members of this team may be trained in additional and more advanced emergency operations to further enhance these teams. Team members will be issued colored incident command/safety vests to help identify their tasks and jobs to other personnel and emergency responders.

Campus Security

Security will be responsible for all security operations during a campus emergency including: stopping all vehicle flow into the area, only allowing exit traffic except for emergency vehicles (Note, it may be necessary to stop all non-emergency traffic for safety reasons) and open any fire gates in the area. All Traffic Control/Parking issues and personnel fall under Campus Security. They will also support the Emergency Operations Center as needed and assist in campus-wide communications.

First Aid/Triage Team

Campus Health Services personnel will coordinate the First Aid and triage response during an emergency. A log shall be maintained of all medical events and dispositions. Los Angeles County Fire Department will become the primary coordinator once they have arrived on scene. The Campus Health Services personnel will assist the Los Angeles County Fire Department as requested and required.

Rescue and Medical Duties

The Fire Department or trained Employee Emergency Response Teams will conduct all rescue and medical duties.

First Aid/Triage Supplies

Triage kits are at the following locations (Facilities Services and Campus Security have keys):

- Student Health Services
- A.J. Police Academy
- Gym
- Technology Area

Facilities Services Team

The Facilities Team will assume the following duties during an emergency or disaster:

- Man vehicles to support emergency operations as directed by the Emergency Operations Center
- Authorized personnel will immediately check all valves for escaping gas or water
- Take control of utilities and operation plant equipment.
- Assist with removal of debris
- Assist with shoring

Definitions of an Emergency

The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response.

Emergency Incident

An emergency incident would have no disruption to operations. The EOC would not be activated and an Incident Site Command Post would not be established. The responding emergency personnel along with management (in the department where the incident occurred) would have primary authority over the situation. Emergency incidents would include personal sickness or injury, small/minor utility or network disruptions.

Level 1 Emergency

An emergency that would rate **Level 1**, would be limited to a disruption of operations to a single building. An Incident Site Command Post may be established. The EOC may be activated contingent upon the size and type of event. An example of a **Level 1** emergency would be loss of power to a single building or the evacuation of a single building.

Level 2 Emergency

A **Level 2** emergency would be an incident that effects or disrupts operations to multiple buildings. In the case of a **Level 2** Emergency the EOC would be activated. An example of a level 2 Emergency would be a chemical spill requiring the evacuation of multiple buildings. An Incident Site Command Post may be established to support the EOC.

Level 3 Emergency

A **Level 3** Emergency would be an incident that has campus-wide repercussions or a major disaster affecting the area. In a Level 3 emergency the EOC would be activated. Some examples of a **Level 3** emergency would be a significant earthquake, a major fire affecting the Lot, or a hostage/terrorist situation. An Incident Site Command Post would most likely not be established due to the limited resources available in a **Level 3** emergency.

Alerting or Signaling Building Occupants in Case of Emergency

- In case of a fire, employees should activate the nearest fire alarm box and/or make a telephone call to Security at 3490. The alarm alerts building occupants of the need for evacuation and sends a signal to Security that there is an alarm condition in the building.
- It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.
- Persons discovering a fire, smoky condition, or explosion should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to College Security.
- To report emergencies, call Security at 3490: State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.

Evacuation Procedures for Building Occupants

Refer to the posted Evacuation Plan for detailed procedures

- When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.
- All occupants should proceed to their Emergency assembly point and await further instructions from their BEL'S.
- All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Maps with the Emergency Assembly Points are located in the Attachments section of this plan and are posted in the buildings.
- Building occupants must NOT use elevators as an escape route in the event of a fire.

Notes and Precautions:

Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported to Security at 3490 immediately. Never enter a room that is smoke filled. Never enter a room if the door is warm to the touch.

Critical Operations Shutdown

Procedures for rapid shutdown should be predetermined for life safety and loss of control purposes, as well as ensuring complete evacuations in a timely manner.

Operation Responsibility

The following Departments have been assigned the tasks of Critical Operations Shutdown:

Electrical Department

- Building or Campus Main Electrical Main Panels

Plumbing Department

- Building Gas Valves
- Building water supplies (not Fire Supply Mains)

HVAC Department

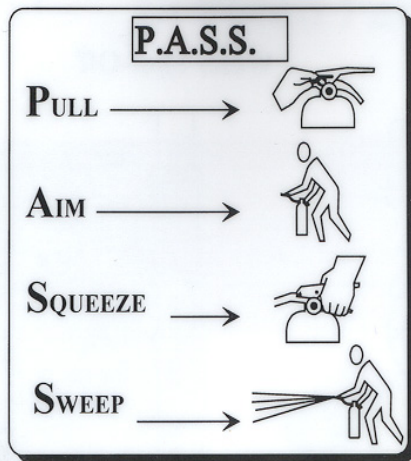
- HVAC equipment

A listing of contact numbers is provided at the back of this plan.

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the Emergency Response Plan, and will be appropriately trained for the particular situation by their supervisors. The procedures for Critical Operations Shutdown will be maintained in the Facilities Services Office. The Director of Facilities will insure that all personnel are familiar with the shutdown procedures.





Fire Emergencies

- If you discover a fire, close the door to the room where the fire is located, activate the nearest pull station, and call the Security at ext. 3490.
- Continuous sounding of the alarm signals a building evacuation
- All persons should evacuate to the designated Emergency Assembly Point
- If the fire is small (waste basket size), you may wish to fight it with a fire extinguisher or building fire hose. But first sound the alarm. (follow the Deciding To Use A Fire Extinguisher flow chart later in this section). Be sure you are using the proper extinguisher for the type of fire you are fighting. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate



Operating a Fire Extinguisher

- Always operate an extinguisher in an upright position.
- The acronym to remember when operating an extinguisher is P.A.S.S.:
 - ☞ **P**ull the pin
 - ☞ **A**im at the base of the fire
 - ☞ **S**queeze the handle
 - ☞ **S**weep the stream at the base of the fire

FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS  A	WATER FOAM	REMOVES HEAT REMOVES AIR AND HEAT
	DRY CHEMICAL	BREAKS CHAIN REACTION
FLAMMABLE LIQUIDS  B	FOAM CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT  C	CO ₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
COMBUSTIBLE METALS  D	SPECIAL AGENTS	USUALLY REMOVE AIR

- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- If time permits, take purses and bags, lock files, and office doors before leaving. *Walk, do not run*, to the nearest stairway exit. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing, shout for help and wait there until help arrives.
- When fire alarms sound, do not use elevators.
- Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside the building.
- Assist disabled persons in exiting the building. Do not use elevators.
- If you become trapped in a building during a fire and 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, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**

IMPORTANT: After an evacuation, report to your designated Emergency assembly point. Stay there until an accurate HEADCOUNT has been taken. The BEL'S will take attendance and assist in the accounting of all building occupants.

Deciding To Use A Fire Extinguisher

Follow the questions below as a guide for using a portable fire extinguisher during a fire.

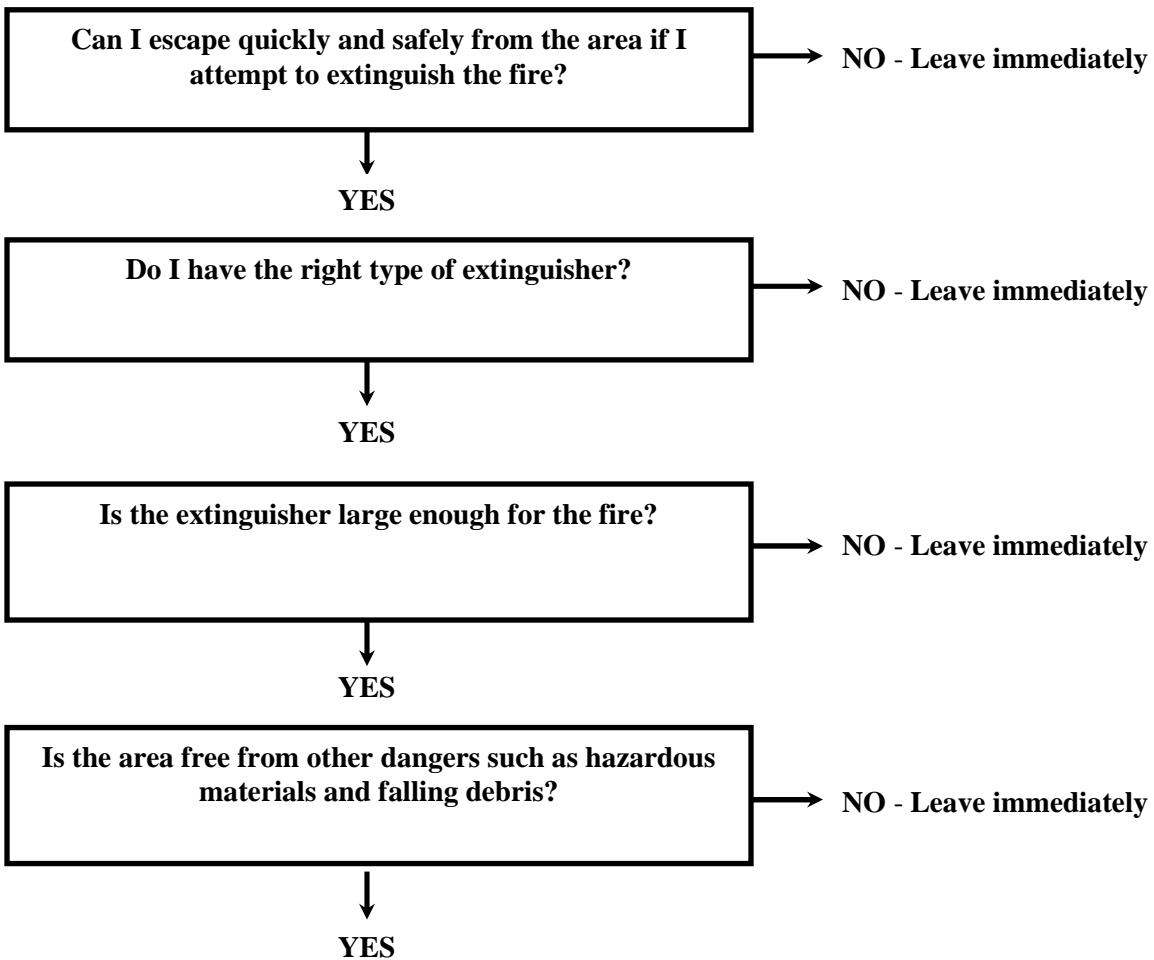


Ask yourself each of the questions before attempting to extinguish a fire.

If you answer “NO” to any of these questions:

- Leave the building immediately.
- Shut all doors as you leave to slow the spread of the fire.

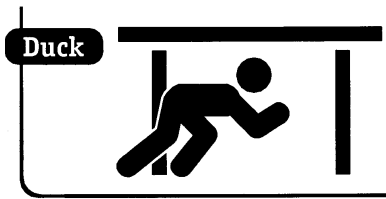
If you answer “YES” to all of the questions, you may attempt to extinguish the fire. If you feel unable to extinguish the fire, however, leave immediately.



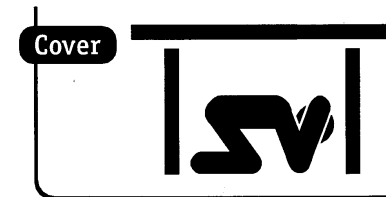
Extinguish The Fire

Earthquakes

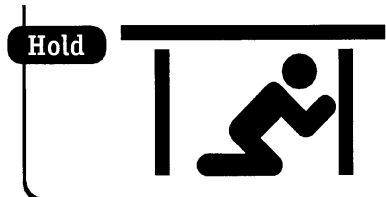
During an earthquake, protect yourself and remain calm and don't panic. **DUCK, COVER, and HOLD**



DUCK or **DROP** to the floor.



Take **COVER** under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.



If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

If Indoors

- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- Stay away from windows. Do not run outside.
- Do not dash for exits since they may be damaged and the building's exterior brick, glass, tile, and decorations may be falling off.
- Do not use the elevators.
- If you are in an Elevator: Do not panic and wait to be rescued.

If Outdoors

- Move away from buildings and power lines; stay in the open.
- If you are in a moving car, pull over as soon as it is safe leaving the road clear for emergency vehicles. Remain in the car.

When the Shaking Stops

- Check for injuries to personnel in your area.
- Do not attempt to move seriously injured persons unless they are in immediate danger.
- Render first aid assistance if required and possible.
- Prepare for aftershocks.
- Check for fires or fire hazards (spills of flammable or combustible liquids, or leaks of flammable gases) if it is safe to do so.
- Turn off ignition and heat sources if it is safe to do so.
- Exit the building, if possible, and go to the Emergency Assembly Point and report on injuries, damages, and potentially hazardous conditions (smell of gas, etc.).
- Stay with your group and do not leave this area unless told to so.
- If you must leave this area make sure to tell your BEL first.
- Once you have exited the building do not reenter until the building has been declared safe by trained emergency personnel.
- Use the telephone system only for urgent matters.

Chemical or Radiation Spill

- Any spillage of a hazardous chemical or radioactive material should be reported immediately to Security ext. 3490.
- When reporting, be specific about the nature of the involved material and exact location. College Security will contact the necessary specialized authorities and medical personnel.
- The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Security.
- If possible have someone remain in vicinity, away from danger, to assist emergency responders in locating the spill and identifying the chemical.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to College Security. Required first aid and cleanup by specialized authorities should be started at once.
- If an emergency exists, activate the building alarm. You must report the emergency by phone.
- When the evacuation alarm is sounded, walk to the nearest identified exit and ask others to do the same.
- If the presence of toxic fumes is suspected, the area or areas affected should be evacuated. Use a telephone away from this area and always call ext. 4116 or ext. 3437 if it is an emergency, or ext. 3490 (Facilities Services) if is not an emergency. If it is during non business hours refer to the chart below:

Day of the Week	Hours	Phone # on Campus
M-F	8pm – 5am	15
	5am – 10pm	3437
	10pm – 8am	15
Sat	8am – 10pm	3437
Sat 10pm – Mon 5am		15

- It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

Explosion or Aircraft Down (Crash) on Campus

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass, debris, or explosion.
- If necessary, or when directed to do so, activate the building alarm. Report an explosion by calling ext. 3490 immediately.
- When the alarm is sounded, or when told to leave by college officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the **DISABLED IN EXITING THE BUILDING!** Remember that elevators are reserved for disabled persons. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC!**
- Once outside, move to the Emergency Assembly Point for your building. Keep streets and walkways clear for emergency vehicles and crews. Know your Emergency Assembly Points.
- **DO NOT RETURN TO AN EVACUATED BUILDING** until the all—clear signal is sounded, unless told to do so by a college official.
- An Incident Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

Violent & Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or Vice President, Student and Academic Services will be notified:

Disruptive Demonstrations

- Security should be immediately notified of the disturbance at ext. 3490.
- If a class or lecture is disrupted the offending person or persons should be requested to leave. If they refuse call Security at ext. 3490.
- Avoid provoking or obstructing the demonstrators.
- Avoid the area of the disturbance or demonstration.
- Stay away from doors and windows if the disturbance is outside.

Violent or Criminal Behavior

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or a witness to any on-campus offence --- Avoid taking unnecessary risks.
- Get a good description of the criminal note.
 - Height
 - Weight
 - Sex
 - Color
 - Age
 - Clothing
 - Method and direction of travel
 - Note license number if using a vehicle
 - Any outstanding characteristics (tattoos, scars, etc.)
- Promptly notify Security at ext. 3490 immediately and report the incident, including the following:
 - Nature of the incident.
 - Location of the incident.
 - Description of person(s) involved.
 - Description of property involved.
 - Assist Security when they arrive by supplying them with all additional information and ask others to cooperate.
- Should gunfire or discharged explosives create a danger on campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
- A Campus Incident Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

What to do if taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state.
- Avoid appearing hostile.
- Try to rest. Avoid speculating.
- Comply with instructions as best you can. Avoid arguments.
- Be observant. The personal safety of others may depend on your memory. You may be released or escape.
- If medications, first aid, or bathroom privileges are needed by anyone, say so.

Utility Failure

In the event of a power failure emergency lighting will come on and exits signs will remain lit. Some buildings are equipped with emergency generators which will provide power to elevators (to return them to the ground floor), some additional lighting, and critical equipment.

- In the event of a major utility failure occurring during regular working hours notify Facilities Services at ext. 3441 or Security at ext. 3490 immediately.
- If an emergency exists activate the building alarm. Building evacuations shall occur when an alarm sounds or when an emergency exists.
- ASSIST THE DISABLED IN EXITING THE BUILDING!
- DO NOT USE ELEVATORS.
- If trapped in an elevator, remain calm. Do not attempt to force open the roof hatch or door. Use the telephone located on the panel. They will send help that will assist you.
- Once outside, move to the Emergency Assembly Point for your building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- DO NOT RETURN TO AN EVACUATED BUILDING until the all-clear signal is sounded or unless told to do so by a college official.
- If the power failure occurs during daylight hours, open the drapes or blinds to utilize sunlight.
- To prevent fire hazards, do not use open flames (candles, etc.).

IF A BLACK-OUT SHOULD OCCUR, THIS IS THE PLAN OF ACTION

Daytime Blackouts

Blackouts generally last no more than 1-2 hours. If one occurs during the daytime, the college will remain open. We want to do whatever we can to avoid losing a day of instruction and having to make-up that day. Most classrooms and offices have windows that will allow for sufficient light to continue instructional activities. In classrooms and offices that have no windows, I have asked the managers responsible for those areas to meet with staff and discuss alternative strategies such as additional flashlights, etc. We will be adding additional emergency lighting to areas such as indoor restrooms to permit their safe use during a blackout. The Child Development Center will remain during a daytime blackout.

Evening Blackouts

If a blackout occurs during the evening hours, classes will be canceled and the campus will be evacuated. The Evening Supervisor, assisted by the custodial staff and security, will oversee the process. These staff will also see that all disabled students, faculty and staff are safely removed from areas not on the main level. The likelihood of evening outages is not nearly as strong as that of having one during the day when power usage is at its peak.

Saturday Blackouts

If a blackout occurs on a Saturday, we will continue instruction just as on weekdays.

Telephone Service

In the case of an electrical blackout, our internal phone service will also be disrupted. We are in the process of ordering additional walkie talkies to facilitate communication among all areas of the campus. We are purchasing flashlights for all cost centers; however, we encourage individual staff members to also buy personal flashlights for individual use.

On a final note, we urge all of you to continue to conserve electricity whenever possible, both at home and on the job.

Bomb Threats

Phone Threats

Personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted or is going to be planted. Also attempt to get as much information as possible about the caller, for example, male or female, accent, etc. Listen for any background noise that may indicate the location of the caller. Use the checklist at the end of this section, 'Bomb Threats' to help record this information. Complete the checklist as soon as possible after receiving a threatening call and report it immediately to Security at ext. 3490. An evacuation maybe required. If so, follow the building evacuation procedures.

Suspicious Packages

Mail

Suspicious packages received by mail may be identified by one or a combination of any the following items:

- Excessive postage
- Addressed to an area instead of a specific person
- No return address
- Heavy package with excessive amounts of packaging tape or string
- Package is leaking or has liquid or grease-like stains
- Noises emitting from package
- Package does not fit area (i.e.: lunch box hidden behind pipes)
- Package has protruding wires
- Package has "warm spots"
- Package smells like almonds
- Any thing about a package pertaining to its delivery method, time of delivery, addressee or any other item that arouses suspicion.

*****If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call Security at ext. 3490.*****

Conducting a Search

It is best for searches to be conducted by people familiar with the rooms being searched. If you are asked to conduct a search of your area for suspicious packages, look for the following:

- Packages that do not fit the area (lunch box hidden behind a file cabinet, briefcase left in the open, etc.)
- Packages that are not owned by workers in the area
- Packages with excessive postage
- Packages addressed to an area instead of a specific person
- Packages with no return address
- Packages that appear to be heavy and have excessive amounts of packaging tape or string
- Packages that are leaking or have liquid stains
- Packages that emit noises
- Any other packages that are suspicious or do not belong in the area
- Draw a diagram of the area searched and note the location of any suspicious objects. Give the diagram to college Emergency Operations personnel, security and/or law enforcement personnel.

*****If a suspicious object is found DO NOT HANDLE THE OBJECT! Clear the area and immediately call College Security at ext. 3490. *****

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 Security at ext. 3490, then fill out the rest of this form.

- Continued on page 2 -

Bomb Threat Checklist (page2)

- By the description of the bomb location, did the caller appear familiar with the facility/grounds?
- ___ Yes ___ No
- ___ Male ___ Female
- Approx. age: _____
- 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): _____
- Background sound:
 - ___ Voices ___ House noises ___ Music
 - ___ Airplanes ___ Clear ___ Factory machinery
 - ___ Motor ___ Train ___ Street noises/traffic
 - ___ PA system ___ Bedlam ___ Static
 - ___ Quiet ___ Animal sounds ___ Office machinery
 - ___ Party atmosphere ___ Other: _____

Notes:

Rio Hondo College Child Development Center/Lab School - Emergency Procedures

Fire

- Sound building fire alarm. This automatically implements action to leave the building.
- Evacuate to outdoor assembly area as per attached evacuation route map.
- Director takes office sign-in sheet clipboards, enrollment book with each child's emergency information and college two-way radio to the designated outdoor assembly area (see attached "Evacuation Plan" map).
- Staff remains with students.
- Each classroom teacher checks attendance against the sign-in sheets and reports any discrepancies to the Director.
- If evacuation from the outdoor assembly area is necessary, children and staff will be transported by emergency response workers to the Rio Hondo College relocation site (see attached "Emergency Disaster Plan" form).
- Staff remains with students.
- If necessary, Director will issue further instructions.
- Be ready for further instructions from Rio Hondo College officials.

Earthquake –

Drop and Cover Inside Building

- Give DROP AND COVER command.
- Staff and children get under table or other sturdy furniture with back to windows.
- If not near any furniture, sit in a corner or with back against a wall with back to windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops.

Drop and Cover Outside Building

- Give DROP and COVER command.
- Assume DROP AND COVER position in an open space.
- Maintain position until shaking stops.
- Move away from buildings, trees, overhead wires, and poles.
- Do NOT enter building until it is determined to be safe.

After Shaking Stops

- Check for injuries, and render first aid.
- If ordered by Director, evacuate to outdoor assembly area as per attached evacuation route map.
- DO NOT return to building until instructed.
- Keep a safe distance from any downed power lines.
- Director takes office sign-in sheet clipboards, enrollment book with each child's emergency information and college two-way radio to the designated outdoor assembly area (see attached "Evacuation Plan" map).
- Each classroom teacher checks attendance against the sign-in sheets and reports any discrepancies to the Director.
- Stay alert for aftershocks.
- If evacuation from the outdoor assembly area is necessary, children and staff will be transported by emergency response workers to the Rio Hondo College relocation site (see attached "Emergency Disaster Plan" form).
- Staff remains with students.
- If necessary, Director will issue further instructions.
- Be ready for further instructions from Rio Hondo College officials.

Air Pollution Emergency Contingency Actions

The South Coast Air Quality Management District (AQMD) has specified measures to be taken during air pollution episodes. *(Note that this is a brief summary; see Rule 701 – Air Pollution Emergency Contingency Actions for the complete text of the AQMD regulations).*

Notifications

The South Coast Air Quality Management District may notify directly or shall disseminate the alert through the news media whenever an episode of is predicted, declared, or terminated.

Episode Actions**Ozone Health Advisories**

- All individuals with special health problems should follow precautions recommended by their physicians
- All children discontinue prolonged, vigorous outdoor exercise lasting longer than one hour.
- Susceptible persons, such as those with heart or lung disease Avoid outdoor activity.
- Examples of the kinds of outdoor activities that should be avoided are calisthenics, basketball, running, soccer, football, tennis, swimming laps, water polo.

Stage I Alert

- All individuals with special health problems should follow precautions recommended by their physicians.
- All children discontinue vigorous outdoor activities regardless of duration.
- Outdoor physical education (PE) classes, sports practices, and athletic competitions should be re-scheduled or canceled if practicable.
- Encourage employees to limit the amount of time they work outdoors to the degree practicable.
- Encourage that campus driving be restricted to essential operations only.
- Encourage that student and faculty car pools be initiated.

Stage II and Stage III Alert

- All individuals with special health problems should follow precautions recommended by their physicians.
- Encourage employees to limit the amount of time they work outdoors to the degree practicable.
- Outdoor physical education (PE) classes, sports practices, and athletic competitions should be re-scheduled or canceled if practicable.
- All children discontinue all outdoor activities
- Restrict all campus gasoline operated vehicles to essential operations only.

Recommendations for Identifying and Dealing with Post Traumatic Stress

According to the National Center on Post Traumatic Stress Disorder (PTSD), ‘Most people who are exposed to a traumatic, stressful event experience some symptoms in the days and weeks following exposure, but the symptoms generally decrease over time and eventually disappear. However, about 8% of men and 20% of women go on to develop PTSD, and roughly 30% of these individuals develop a chronic form that persists throughout their lifetimes.’

Three clusters of symptoms are associated with PTSD

Re-experiencing of the traumatic event

- Recurring nightmares
- Intrusive daydreams or flashbacks
- Disassociate experiences
- Intensification of symptoms on exposure to reminders of the event

Avoidance or numbing

- Efforts to avoid thoughts, feelings, activities, or situations associated with the trauma
- Feelings of detachment or alienation
- Inability to have loving feelings

Hyperarousal

- Exaggerated startle response
- Insomnia and other sleep disturbances
- Irritability or outbursts of anger
- Physiological reactions to exposure to reminders of the event

Preparedness

Be prepared. Studies show that being prepared actually helps to lessen PTSD and Trauma Symptoms and helps provide a sense of control and comfort.

- Be aware of surroundings
- Use Common Sense
- Keep emergency phone numbers handy
- Discuss safety techniques with family, friends, neighbors
- Develop and family disaster plan:
- Discuss how to protect yourself in case of disaster
- Locate and learn about utility shutoffs.

Delegate responsibilities

- Plan for special needs (infants, elderly)
- Instruct children how to call emergency numbers
- Re-read first aid training information.
- Draw a floor plan of your house with food, supplies, tools, batteries etc. located on it.
- Practice evacuation.
- Determine 2 or 3 remote ‘safe- reunion’ spots Where do your children go if they are away from home and something happens? Identify an out of town contact or friend to coordinate reunion efforts.
- Share your plan

- Check your earthquake kit- do you have food, water, flashlights, radios, batteries, first aid supplies, fire extinguishers, waterproof matches, blankets, shoes, clothes, diapers, toilet paper, necessary over the counter and prescription medications, money...

Stay calm

- Reach out to neighbors.
- Collaborate. Be kind to one another.

Within the First 24 – 48 Hours of a Trauma

According to the International Critical Incident Stress Foundation, Inc. You should consider these actions within the first 24 – 48 hours of a trauma.

- Engage in periods of appropriate physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- Structure your time-keep busy.
- You're normal and having normal reactions —don't label yourself crazy.
- Talk to people —talk is the most healing medicine.
- Be aware of *numbing* the pain with overuse of drugs or alcohol, you don't need to complicate this with substance abuse problems.
- Reach out- people do care.
- Maintain as normal a schedule as possible.
- Spend time with others.
- Help your co-workers as much as possible by sharing feelings and checking out how they are doing.
- Give yourself permission to feel rotten and share your feelings with others.
- Keep a journal; write your way through those sleepless hours.
- Do things that feel good to you.
- Realize those around are under stress. Don't make big life changes.
- Do make as many daily decisions as possible, which will give you a feeling of control over your life, i.e. if someone asks you what you want to eat-, answer him or her even if you're not sure.
- Get plenty of rest.
- Eat well-balanced and regular meals (even if you don't feel like it).
- Remember to breathe.

Reoccurring thoughts, dreams or flashbacks are normal — don't try to fight them-they'll decrease over time and become less painful.

Recommendations for Family and Friends of Those Most Severely Impacted by Post Traumatic Stress

- Listen Carefully.
- Spend time with traumatized person.
- Offer your assistance and a listening ear if they have not asked for help.
- Reassure them that they are safe.
- Help them with everyday tasks like cleaning, cooking, caring for the family, minding children.
- Give them private time.
- Don't take anger personally.
- Don't tell anyone that they are "lucky it wasn't worse" —those statements do not console traumatized people. Instead, tell them that you are sorry such an event has occurred and you want to understand and assist them.

Disaster Preparedness Plan for People with Disabilities

Guidelines for People With Disabilities in Emergencies

Persons with disabilities should prepare for an emergency situation before hand and should be familiar with their needs during an evacuation. You are encouraged to convey these needs to your instructor at the beginning of each semester. While attending class, try to position yourself near a doorway for an easier exit. Become familiar with the building and its exits.

The following guidelines are important to follow:

- Establish a buddy system and alternate for each class.
- People with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency.
- If assistance is not immediately available, disabled people should remain near the stairwell landing or in the elevator lobby. Wait for rescue & remain calm. Rescue personnel will first check all exit corridors and stairwells for those trapped. He or She should continue to call for help until rescued.
- People who cannot speak loudly, or with voice / speech impairments, should carry a whistle or have other means of attracting attention of others.
- Be familiar with alarm signals.
- Leave school materials in the room to avoid wasting time.
- Wait for rescue & remain calm.
- DO NOT re-enter a building until permitted by emergency personnel.
- Do NOT use elevators unless authorized to do so by police or fire personnel.

Evacuation of People with Disabilities

Floor Wardens and volunteers should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

- Evacuating a disabled or injured person by only one person with no assistance is a last resort.
- Check on people with special needs during an evacuation, determine if they have established a "buddy system," and ensure their safe evacuation.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- If the situation is life threatening, call 911.

- Do NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.

Emergency Responses by Disability

Blindness or Visual Impairment

- Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- Tell the person the nature of the emergency and offer to guide him/her by offering your elbow (this is the preferred method when acting as a "Sighted Guide"). Do NOT grasp a visually impaired person's arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- When you have reached the designated Emergency Assembly Point, orient the person to where he/she is and ask if any further assistance is needed.
- Some individuals may have guide dogs that may be disoriented during the emergency, and may require additional assistance.
- White canes and other mobility aids should NOT be left behind.

Deafness or Hearing Loss

- If the structure is not equipped with visual (flashing light) evacuation alarms, persons with impaired hearing may not perceive an emergency exists. An alternative warning technique may be required. Two (2) methods of warning are:
 - Write a note stating what the emergency is and what the evacuation route is - i.e. "Fire - go out the rear door to Parking Lot".
 - Turn the room lights on and off to gain attention - then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
- Offer visual instructions to advise of safest route or directions by pointing toward exits or evacuation map.
- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.

Mobility Impairments

- Mobility-impaired persons should not be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms. Before taking action, always ask the person their preferred method of assistance. (Refer to the Emergency Evacuation Tips and Overview later in this section). Check with the Floor Warden for the availability of an evacuation chair if needed.

People using Crutches, Canes, or Walkers

- The same procedure outlined for the Mobility Impaired should be used. Crutches, canes and walkers should NOT be left behind.

Non-Ambulatory

- Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.
- Non-Ambulatory persons should not be evacuated by untrained personnel unless the situation is life-threatening.
- All 2+ story buildings will require persons to be carried out if evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well being. If the person prefers to be moved in their wheelchair – do so only if you have had rescue training (Refer to the Emergency Evacuation Tips and Overview later in this section).
- Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety.
- If moving a person more than three (3) flights, a "relay team" arrangement is needed. If a wheelchair is left behind, do NOT leave it in an exit path or doorway to become an obstacle.
- Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (Refer to the Wheelchair Nomenclature later in this section).
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes, as their ability to breathe is seriously in danger.
- Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is

attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.

- If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regard to:
 - Ways of being removed from a wheelchair
 - The number of people needed for assistance
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair
 - Being carried forward or backward on a flight of stairs.
 - After-care. If a person is removed from the wheelchair (i.e. a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed
 - The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility. Inform emergency responders of the location of wheelchairs to be retrieved.

Power Outages

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, Floor Wardens should be notified so they can advise emergency personnel.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call Night College at ext. 3437 or Security at ext. 3490 to request evacuation assistance.

Emergency Evacuation Tips and Overview

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. The following guidelines are general and may not apply in every circumstance.

Occupants should be invited to volunteer ahead of time to assist disabled People in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility. Volunteers should obtain evacuation training for certain types of lifting techniques. Two or more trained volunteers, if available, should conduct the evacuation and relay teams established if the evacuation is more than three flights.

Always ask disabled people how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs. Ask whether a seat cushion or pad should be brought along. Wheelchairs were not designed to handle the stress of lifting. Batteries may have to be removed and life support equipment could be connected.

Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going. Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs. Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary. Certain lifts may need to be modified depending on a person's disability.

Bumping on a Series of Steps

In situations where the wheelchair user must be carried up or down a flight of steps it is desirable to have a minimum of two assisting persons, with four assisting person preferred for adults or heavy persons. The strongest person(s) should be placed at the back of the chair, It is also advisable to check to see if anyone has any physical condition that contraindicates lifting, such as heart condition or back problems.

Procedure:

- The wheelchair should be gripped by the handles on the back of the chair.
 - If two people are assisting, one holds the hand grips; the other assists in front.
 - If there are four, at least two assist in the back; each person gripping one of the handles. Where the other assisting person grips depends upon which parts of the chair are removable.
 - If the wheelchair arms are removable, do NOT grip them. This must be stressed because it is the first place an assisting person will grip.
 - If the leg rests are removable, do NOT grip them. The assisting person(s) who will be in front should grip a part of the wheelchair which is not removable, such as the front seat frame or leg rest (if not removable).
- DO NOT carry the wheelchair up or downstairs. This is the quickest way to create back trouble for the uneducated or unheeding. ROLL the wheelchair up or down the stairs. Let the wheelchair carry the weight, not the back of the assisting person.
- Keep the wheelchair slightly tilted back to keep the wheelchair user secure. However, do not tilt too far; this makes the assisting person(s) behind the wheelchair bend too far forward; this could cause the person(s) to loose balance and pitch forward.
- Always keep the wheelchair user facing away from the stairs.

Curbs and Single Steps

There are generally two methods which can be used to assist a person in a wheelchair over a curb or single step. The wheelchair can be rolled down off the curb, or the step: backwards or forwards, Which method used depends upon the preference of the user, the environmental situation, the strength of the assisting person, and the confidence the wheelchair user has in the assistant. As in all activities, if the wheelchair user does not have sitting balance, a seat belt should be attached to the wheelchair and used.

Procedure (Backward):

This is the least taxing method on the assisting person and usually the safest for the wheelchair user, is to turn the wheelchair around until it can be rolled off the step or curb backwards.

- Just before reaching the edge of the curb or step turn the wheelchair around so that it is facing away from the edge.
- Holding tightly to the handles, back the wheelchair down off the curb. Let the rear wheels roll down over the edge. Additional support can be furnished by pressing a hip against the back of the chair as it comes off of the edge. (See figure 4.)
- To prevent the front wheels coming down with a jar that could throw the wheelchair user out of the chair, press a foot on the anti-tipping bar as the chair is backed away from the curb. Then gently lower the front wheels to the ground.
- Turn the wheelchair around, being careful not to clip the ankle of a passer-by and proceed on your way.



Figure 4. When the wheelchair is being rolled backwards off a curb, support it by lightly pressing against it.

Procedure (Forward):

This method is effective if the assisting person is experienced in handling wheelchairs. It is most useful on crowded street corners and places where the wheelchair can not be turned around to go off an edge backwards. The wheelchair user should have on a safety belt or be holding to the chair to prevent being thrown forward out of the wheelchair.

- As the curb is approached, place one foot on the anti-tipping bar and tip the wheelchair back on the large wheels. This keeps the wheelchair user securely in the chair as the chair rolls off the edge. The assisting person should not be supporting the weight of the wheelchair user, but just keep the wheelchair balanced on the large wheels.
- Once the front wheels are up, remove the foot from the anti-tipping bar. Continue rolling the wheelchair off the edge with the front wheels up.
- After the large wheels are off of the edge, allow the front wheels to drop down gently by pressing a foot on the anti-tipping bar as the wheels come down.

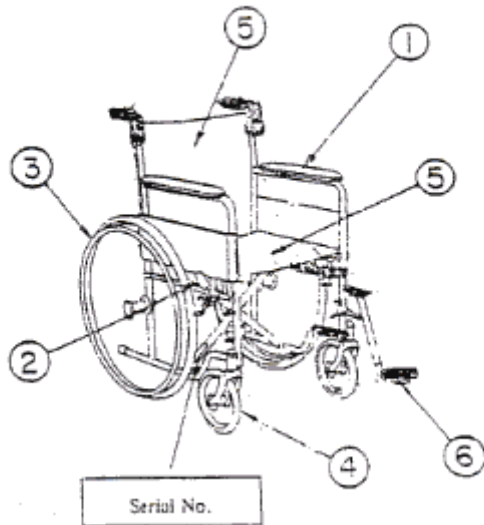
Rolling on the Rear Wheels

Can be used to roll the wheelchair over the following types of terrain: going over railroad tracks and grates embedded in the street or sidewalks; soft lawns, sand, snow, etc., even deep pile carpets. This type of terrain tends to throw the front wheels aside or cause them to sink in, making the progress difficult if not impossible. Lifting the front wheels off the surface gives the assisting person more control over the wheelchair.

If the assisting person is not strong enough (although it actually takes little physical strength if the wheelchair is kept balanced) or doesn't feel confident, it is advisable to turn the wheelchair around and go backwards over rough terrain, This also puts the front wheels out of the way as

they are following rather than guiding the wheelchair. Remember not to tilt the chair too far backwards.

Wheelchair Nomenclature



1. Armrests
2. Wheel Locks
3. Wheel and Handrim
4. Casters
5. Seat/Back Upholstery
6. Footplates

The following represents the varying weights, lengths, and widths of wheelchairs, both electric and manual, with person in it. The American National Standards Institute states that doorway widths should be 32 inches.

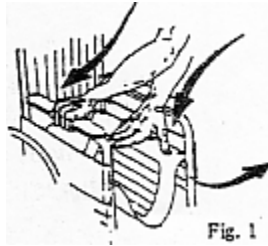
WEIGHT	LENGTH	WIDTH
200 Pounds	48 inches	25 inches
360 Pounds	50 inches	26 inches
375 Pounds	63 inches	63 inches

General Operational Guide

How to Open/Fold Wheelchairs

To Open Chair:

Tilt chair to one side, push down on seat rails (fig 1).



To Fold Chair:

Fold up the footplates, tilt chair to one side, and lift upward on seat rail or on upholstery next to seat rail. For chairs with detachable or offset arms (fig.2), fold by lifting carrying straps. Remove the seat cushion, back rest, or any other such additional equipment. Push heel straps (clips, leg rests, etc.) forward and fold the foot plates up. (fig 3). If seat straps are available (loops attached to either side of seat frame), grip both straps and pull up. If seat straps are not available, grip the center, front and back edges, of the seat and pull up. This should fold the wheelchair in half. Keep the seat pushed down between the frames and the back rest pushed back. This will allow for optimal closure.

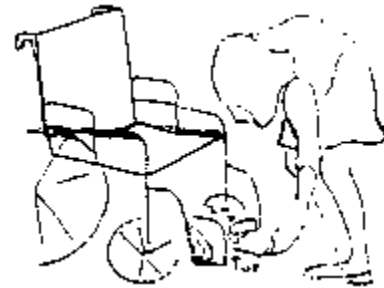
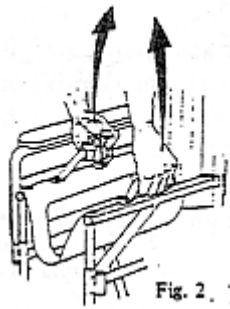


Figure 3. When folding the wheelchair be sure the footplates are all the way up against the leg frames.

Methods of Assistance

Two handed chair carry



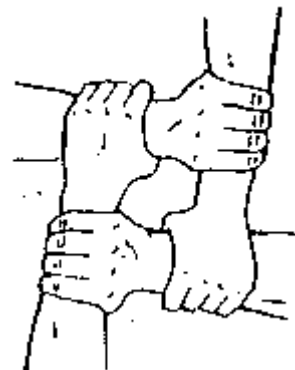
Chair carry



Packstrap carry

Packsaddle

Each bearer grasps one of his wrists and one of the other bearer's wrists, thus forming a packsaddle



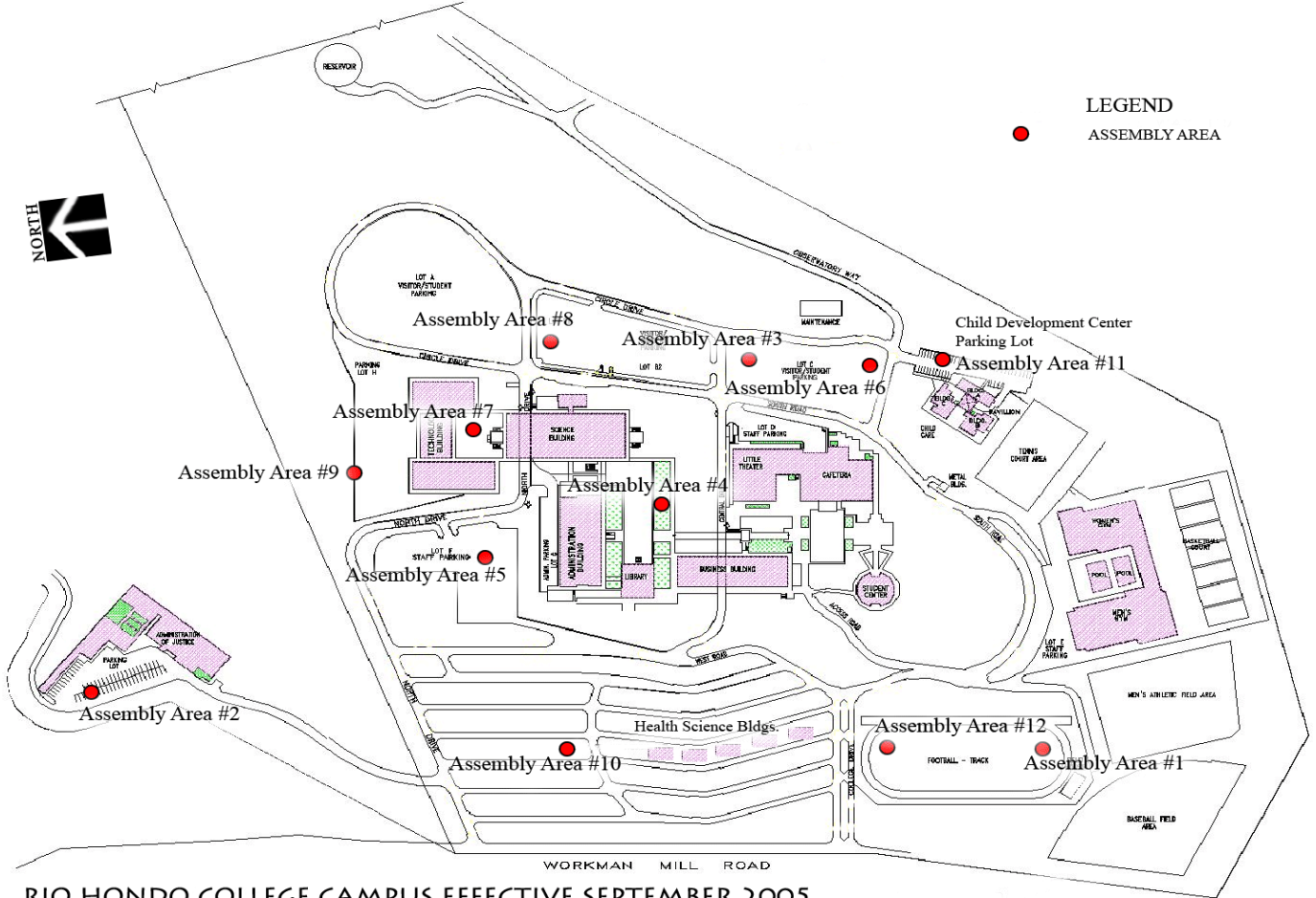


Walking Assist



Carry by Extremities

MAP OF EMERGENCY ASSEMBLY POINTS



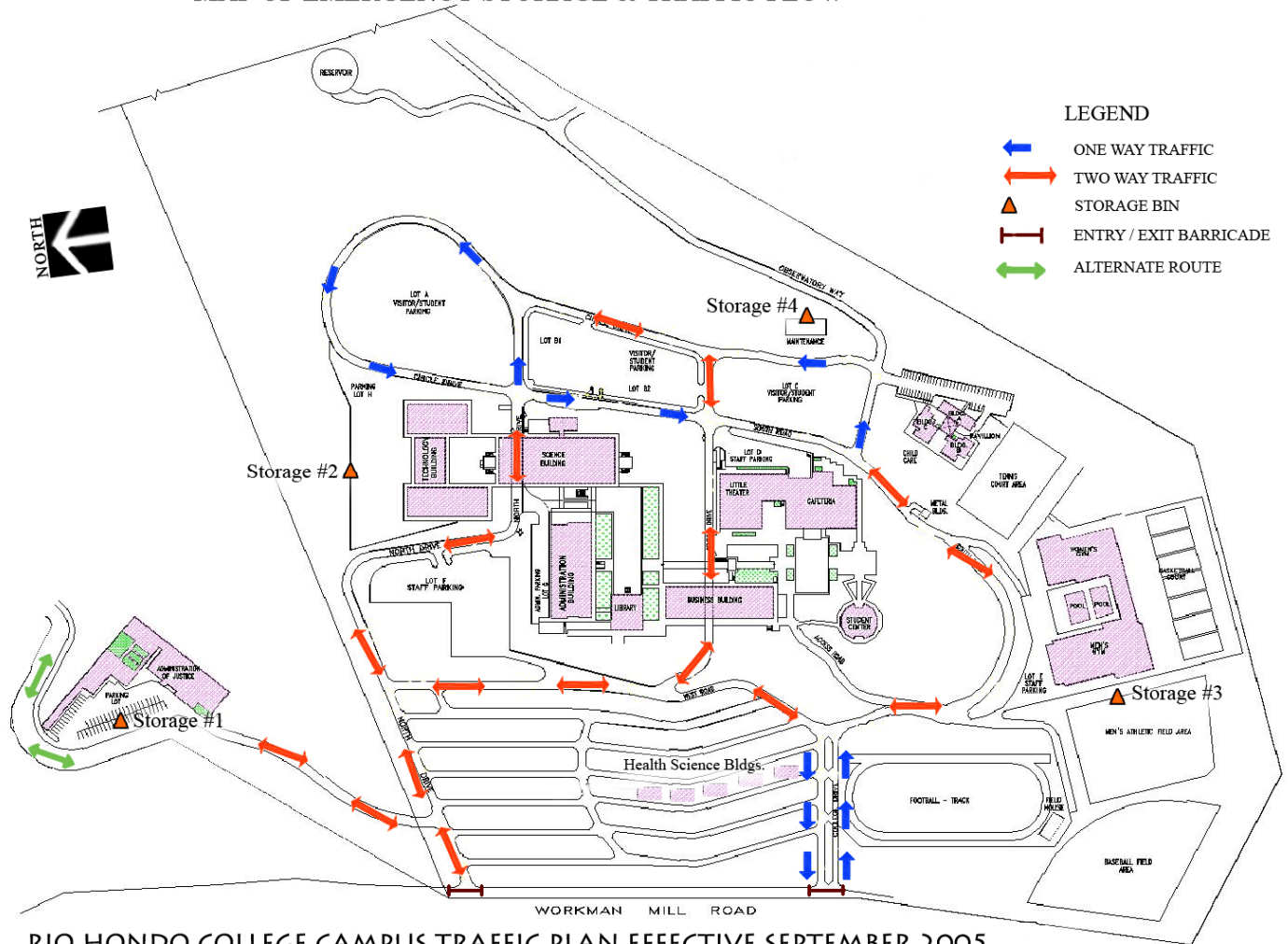
Control Point Locations/Assembly Area ●

Location # SPECIFIC AREA

1. Physical Education – Soccer Field
2. Police Academy - Parking Lot
3. Putman Center, Campus Inn, Wray Theater – Parking Lot C
4. Business/Art/Library/Computer Center – Upper Quad Green Belt Between Science and Library
5. Administration – Parking Lot F
6. Maintenance Area to Include Observatory – Parking Lot C
7. Science – 2nd/3rd floors North – Tech Quad/Parking Lot H (Secondary Area)
8. Science - 1st/2nd/3rd floors South – Parking Lot B
9. Technology – Parking Lot H
10. HS Buildings – Lot 3
11. Child Development Center – Center Parking Lot
12. Child Development Center - Soccer Field (Secondary Pick-up Area)

NOTE: Previous assembly located between the Putman center and the Campus Inn is no longer viable due to construction.

MAP OF EMERGENCY STORAGE & TRAFFIC FLOW



RIO HONDO COLLEGE CAMPUS TRAFFIC PLAN EFFECTIVE SEPTEMBER 2005

Traffic Control

In the event of an emergency incident on campus, campus security will convert two way traffic listed on the map to one way traffic depending on the exact location of the emergency incident. All entrances to the college will be blocked at Workman Mill Road with barricades and security personnel to prevent civilian traffic from entering college grounds and to accommodate emergency vehicle traffic responding to the incident.

College traffic exiting onto Workman Mill Road from North Road should be directed north on Workman Mill Road.

College traffic exiting onto Workman Mill Road from College Drive should be directed South on Workman Mill Road.

Police academy traffic will be directed to North Drive and then North on Workman Mill Road. If the academy road is blocked, the alternate evacuation route will be the road through the landfill. If the alternate route is necessary, the Landfill Control Room must be contacted at 562-692-5628 to request that the locked gate on the road be opened to accommodate the evacuation.

College security personnel assigned to traffic control shall coordinate traffic control with law enforcement personnel and relinquish control of their post if requested.

Storage Bin Location: ▲

<u>Location #</u>	<u>SPECIFIC AREA</u>
1.	Parking Lot of Police Academy
2.	Technology Parking Lot Next to Electrical Panel
3.	West side of Gymnasium Adjacent to Baseball Field
4.	Facilities Services Yard

Emergency Supplies Container #1 – Police Academy Parking Lot

Checked by: _____ Date: _____ Page #: _____

Item	Quantity	Expiration Date
Box Respirator	1	
Roll(s) Tape	3	
Box(s) of Pepto Bismol (48 tablets)	3	
CPR Pro Value(s)	3	
Bottle sterile water irrigation	4	
Bottle hibiclen (chlorhexidine gluconate)	5	
Glucose tube	3	
Bottle hydrogen peroxide	7	
Multipurpose knife	1	
Box water proof matches	1	
Bottle sodium chloride irrigation	4	
Black back pack survival kit	1	
Boi bio hazard bags regulation red	1	
Thermal reflective blanket (54x84)	36	
Toilet paper (trash can)	2	
Round shovel	3	
Flat shovel	1	
Pick	1	
Power megaophone/8 c-cell batteries	1	
Flashlight/2 "D"cell batteries	6	
4 pack "D"cell batteries	3	
Emergency poncho	9	
Box of latex gloves (100 per box)	4	
Box of SOS survival food (20 packets per box)	5	
Gauze pads (100 pack)	1	

Emergency Supplies Container #2 – Technology Parking Lot H

Checked by: _____ Date: _____ Page #: _____

Item	Quantity	Expiration Date
7 Piece screwdriver set	3	
Roll of PVC tape	4	
Roll of caution tape	1	
3/8" Rope (50 feet)	2	
Protection goggles	10	
12 Pair package of gloves	3	
Multi-purpose ax	2	
25 Patient simpler life's deluxe medical kit	3	
Box bio hazard bags regulations red	1	
Hard hat (yellow)	9	
Megaphone / 8 "D" cell batteries	1	
Flashlight/2 "D" cell batteries	14	
"D"cell batteries (bright star)	16	
AA flashlight	3	
AA batteries	10	
Box latex gloves (100 per box)	3	
Box respirator mask	1	
Bottle sterile water irrigation 1000 mil.	4	
CPR pro value	5	
Multi purpose knife	1	
Emergency poncho	7	
Box water proof matches	1	
Bottle hibiclens (chlorhexidine gluconate)	5	
Tube oral glucose gel	3	
Gauze sponge	1	
Box Pepto Bismol (48 tablets)	4	

Roll adhesive tape	6	
Gauze pad	100	
Bloodstopper	17	
Bottle hydrogen peroxide	5	
Bottle sodium chloride irrigation 1000 mil	4	
Slup hander (4lbs)	1	
Slup hander (8lbs)	1	
Claw hammer	2	
8" Slip joint pliers	2	
2 Ton hand puller	2	
Hack saw	2	
Hack saw blade	12	
4 Ton hydraulic bottle jack	2	
4 Piece adjustable wrench	1	
Set blot-cutter	1	
Pry bar	2	
Search and rescue kit (black back pack)	2	
Toilet paper (trash can)	2	
5 Gallon water jug	20	
Box of 20 pack survival food	7	
Space saver cot	8	
Poly tarp (16x20)	2	
Thermal reflective blanket (54x84)	60	
Disposable emergency cone blanket (54x80)	24	
Feminine hygiene kit	75	
Small pillow	15	
Round shovel	4	
Flat shovel	2	

Emergency Supplies Container #3 – West side of Gymnasium

Checked by: _____ Date: _____ Page #: _____

Item	Quantity	Expiration Date
7 Piece screwdrivers set (flat/Philips)	2	
Round shovel	2	
Flat shovel	1	
Pry bar	2	
Space saver cot	8	
25 Patient simpler life's deluxe medical kit	4	
4 Pack of d cell batteries	9	
2 "D" cell flash lights	6	
4 "AA" cell flash lights	3	
4 Pack of "AA" cell batteries	2	
Solar radio	2	
Fluorescent lantern (6 pack "D" cell batteries required)	4	
4 Piece adjustable wrench	1	
3/8" Rope (50 feet)	1	
10 Piece kex key wrench set (SAE)	1	
PVC duct tape	4	
Trash can of toilet paper	2	
20 Pack of SOS survival food packets	8	
5 Gallons of water (preserved unit 12-2005)	20	
Cot	12	
Box of feminine hygiene pack (255 per box)	6	
Fashion blankets (full size)	10	
Emergency blankets yellow 54in x 50in	24	
Small pillow	23	
Protection goggles	9	

Bottle of hibiclens (chlorhexidine gluconate)	6	
Gauze pad/4 rolls of white tape	100	
Pack of 200 gauze sponges	1	
Box of 100 respirator masks	2	
Box of pepto bismol chewables (48 tablets)	3	
Box of 100 latex examination gloves	5	
Emergency poncho	7	
Bottle of 1000 mil. Baxter sterile irrigation water	4	
Box of thermal reflective blankets 54x84 (50-100)	1	
Bloodstopper pack	22	
Box of bio hazard bags regulation red (250 bags)	1	
Bottle of 9% sodium chloride irrigation	3	
Multi-purpose knife	2	
Small bottle portable aqua	1	
16 oz. bottle of hydrogen peroxide	6	
Tube oral glucose gel	3	
12 Pair package of gloves	1	
Hard hat (yellow)	8	
Roll of cautions tape	1	
Megaphone with 8-c dry cell batteries	1	
Black survival back pack	1	
Stretchers	2	

Form Handling

- Record any expiration dates of these supplies on this chart
- Make sure to replace supplies before the expiration date

Emergency Supplies Container #4 – Facilities Service Yard

Checked by: _____ Date: _____ Page #: _____

Item	Quantity	Expiration Date

Form Handling

- Record any expiration dates of these supplies on this chart
- Make sure to replace supplies before the expiration date

Contact Numbers

The following pages are contact numbers that would be useful during an emergency or disaster.

Personnel Assigned to Critical Operations Responsibilities

Critical Operation	Name	Department	Phone Number

Campus Emergency Contact Numbers

Contact	Telephone Number or Contact Person **
Security	Ext. 3490 or (562)908-3490
Electricity	
Plumber, Water, Gas	
HVAC	
Sprinkler	
Custodian	
Mechanical	
Locksmith	
Elevator	
Director, Facilities Services	Steven Lohr, 562-408-6592 pager
Assistant Director, Facilities Services	Gus Gonzalez, 562-601-6320 pager
Manager, Grounds, Parking & Security Services	Vacant, 562-601-3012 pager
Manager, Operations & Maintenance	George Lopez, 562-601-6324 pager

** Refer to the Facilities Services Emergency Phone Number card for pager and home numbers

Outside Emergency Contact Numbers

Contact	Telephone Number
Los Angeles County Sheriffs Office – Pico Rivera	911 Non-Emergency (562)949-2421
Los Angeles County Fire Department	911 Non-Emergency (626)444-2581
California Highway Patrol	(626)296-8100
Edison	(800)655-4555 (after hours)
Gas Co.	(562)969-7911 (after hours)
San Gabriel Valley Water	(626)448-4028 (after hours)
County Landfill Gas	(562)692-5628 (after hours)
University Elevator (Business/Art, Library & Science South Elevators only)	<i>Use Campus Emergency Contact Numbers (found on pg 44) first.</i> (951)232-6244
Kone Inc. (Science Bldg. Tower Elevators only)	<i>Use Campus Emergency Contact Numbers (found on pg 44) first</i> (877)276-8691
Los Angeles County Department of Health Services Info Line	(800)427-8700
American Red Cross - Rio Hondo Chapter	(562)945-3944
State Office of Emergency Services – Southern Region	(562)795-2900
State Office of Emergency Services – Headquarters	(916)845-8510
Los Angeles County Vector Control (Africanized Honey Bees)	(562)944-9656
Los Angeles City Emergency Info Line	(213)473-3231
Hadley Towing	(562)692-3793
Bob & Dave’s Towing	(562)693-9596

Forms

The following pages are forms that may be useful during an emergency or disaster. Make copies as needed

Training Record

Name: _____ ID #: _____

Training Program	Cert. Date	Cert. Expiration Date
Building Emergency Leader Program		
Fire Extinguisher		
CPR		
Basic First Aid		
Emergency Response Team		

Form Handling

- Use this chart to track your training
- Make sure you update any certifications before the expiration date and record new training on the chart

Building Emergency Leader Supply List

Name: _____ ID #: _____

Item	Quantity	Expiration Date
6 Gallon Storage Bucket	1	
First aid kit	1	
Flash Light w/batteries	1	
Light Stick	2	
Whistle	1	
Florescent Lime Vest	1	
Water Pouches-4.227oz	2	
Clipboard and Pad	1 each	
Pen/Pencil	1 each	
Emergency Blanket	1	
Dust Mask	1	
Nyplex Gloves (Latex Free) Disposable	2 pair	
Black Marker	1	
Roll of Caution Tape	1	
Leather gloves	1 pair	
Large Post-it Notes	1	
Bull Horn w/batteries	1	
Hard Hat-Yellow	1	

Form Handling

- Record any expiration dates of these supplies on this chart
- Make sure to replace supplies before the expiration date

Building Emergency Response Information



Address of the Campus:

**Rio Hondo College
3600 Workman Mill Road
Whittier, CA 90601-1699**

Department/Area/Building: _____ Date: _____

Completed By (name and phone number): _____

Each work area should establish, in advance, a primary and a secondary evacuation route in the event of fire, flood, blackout, earthquake, etc. Do not use elevators to evacuate. Do not block open stairwell doors.

Primary Evacuation Route:

Secondary Evacuation Route:

Emergency Assembly Point (refer to the map of Emergency Assembly Points):

Designate a position/alternate who will take charge in the event of fire or another emergency.

Building Emergency Leaders (name/location/phone number):

Alternate Building Emergency Leaders (name/location/phone number):

Emergency Procedures

Refer to the Emergency Response Plan for detailed procedures.

Whenever there is an imminent or an actual situation:

- Notify Campus Security immediately at 3490 - Campus Security will notify Fire Dept.
- Activate the campus alarms.
- Evacuate staff & students from the problem area only.
- Notify the primary or alternate BEL's.

Form Handling

- Post and update quarterly



Checklist of Responsibilities for Building Emergency Leaders

- Familiarizing personnel within their area of responsibility with emergency procedures.
- Acting as liaison between management and their work area.
- Knowing the primary and secondary evacuation routes are and for communicating this information to occupants.
- Knowing where their Emergency Assembly Point is and for communicating this information to occupants.
- Knowing where the pull stations are and how to activate them.
- Having a list of personnel in their area of coverage, so a head count can be made at their Emergency Assembly Point.
- Know where persons with disabilities are located in your area.
- Evaluating and reporting problems to the Emergency Coordinator after an emergency event. Posting the "Area Evacuation Plan" in their work areas, communicating plan to occupants, and updating the plan annually.

During an emergency

- Ensuring that occupants have vacated the premise in the event of an evacuation, and for checking assigned areas.
- Direct occupant to exits and tell them to reassemble at the Emergency Assembly Point.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- You may make doors with a marking crayon or another item (i.e. post-it-notes) to indicate that the area has been checked.
- Do not allow stairway doors and other exit doors to be blocked/wedged open.
- Conduct a head count of occupants in their area of coverage at the Emergency Assembly Point. This information will be communicated to the Emergency Operations Center.

Accountability Procedures

- A roster of occupants needs to be developed and kept current by the Building Emergency Leaders. (Form provided in Emergency Response Plan)
- Building Emergency Leaders and/or their Alternates will conduct head counts at the Emergency Assembly Point once the evacuation has been completed. This information will be reported to the Emergency Operations Center or the Incident Command Post.
- Instruct personnel to remain at the Emergency Assembly Point until further notice. If they must leave have them report to you before leaving the area and record this information

Form Handling

- Building Emergency Leader and Alternates post in their work area for reference

9/02

Occupant Roster

Department/Area/Building: _____ Date: _____

Completed By (name and phone number): _____

Name	Accounted for	Not on Campus	Left Campus after evacuation

Form Handling

- Record the names of all occupants in your area quarterly.
- Keep this form current.
- When conducting a head count complete the rest of the information on this form.
- Use multiple copies of this form as necessary.

American Life Security

"Public Safety, Security and Business Development Solutions"

October 31, 2019

**Dr. Arturo Reyes
Superintendent/President
Rio Hondo Community College District Office
3600 Workman mill Rd, Whittier, CA 90601**

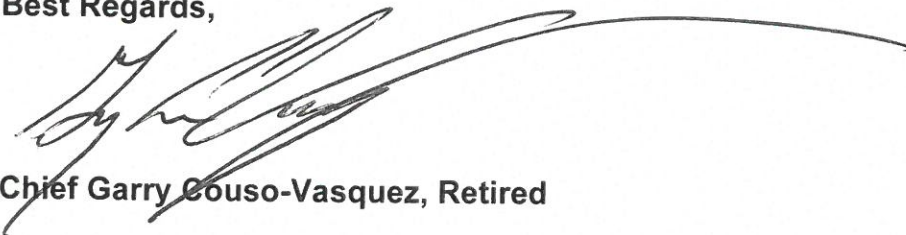
Dear Dr. Reyes,

Attached is the final version of the Rio Hondo College Emergency Management and Security Program Consultant's Report covering our assessment of the Emergency Management and Security operations at Rio Hondo College. This final report details our process, observations and recommendations for the Emergency Management and Security program.

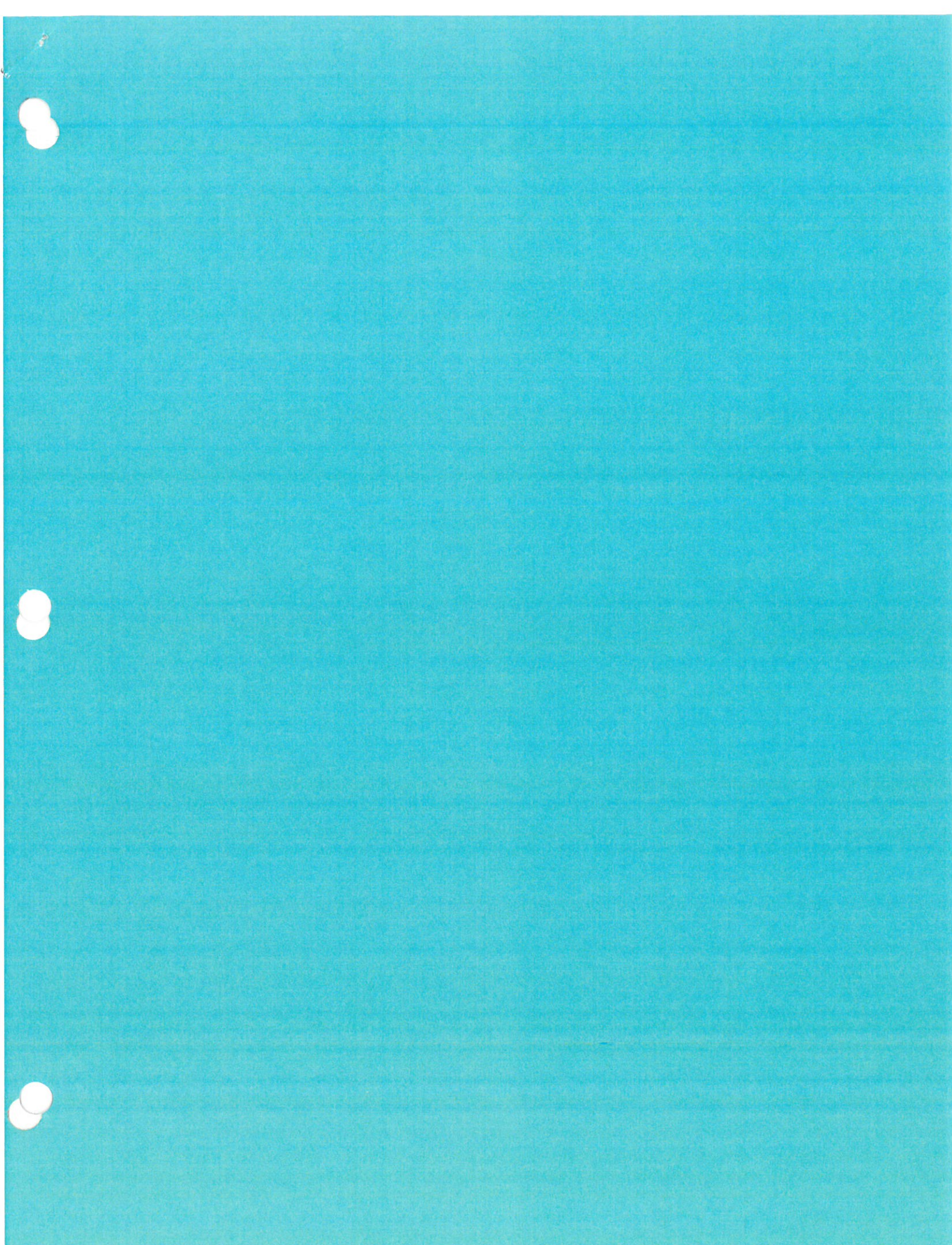
William "Bryan" Chrisp and I have appreciated the opportunity to work with you and the Rio Hondo College staff, faculty and students throughout this very important effort. Thanks again for giving us the opportunity to provide our services to you and the Rio Hondo College community. As you know, Rio Hondo College is very near and dear to my heart.

Please do not hesitate to call if you have questions or need additional information. I can be reached at (562) 667-7019 or by email at 7chiefgarry@gmail.com.

Best Regards,



Chief Garry Couso-Vasquez, Retired



RIO HONDO COLLEGE

Emergency Management & Security Program Assessment

Executive Summary Report

Overview:

Rio Hondo College places a high priority on the safety of its students, faculty, staff, and visitors to the campus. As such, the Rio Hondo College Board of Trustees contracted the consulting services of retired Police Chief Garry Couso-Vasquez of American Life Security Company to perform an assessment of the campus emergency management and security program. The purpose of this Executive Summary Report is to highlight the results of that assessment. This report will cover the following:

- I. Consulting assessment activities
- II. Observations, Findings & Recommendations
- III. Location Specific Requests
- IV. Campus Safety and Security Open Forum

I. Consultant Assessment Activities:

The Rio Hondo College Emergency Management and Security Program assessment was conducted within an approximate three-and-a-half-month time frame between July 15th and October 31st, 2019. During that time the Consulting Team conducted the following assessment activities:

- A. Spoke with approximately 150 members of the Rio Hondo College community including: students, administrators, faculty, California School Employees Association (CSEA) Union members, and contract security
- B. Received and reviewed numerous emails from the Rio Hondo College community regarding campus safety and security
- C. Reviewed Rio Hondo College Annual Security Reports prepared in accordance with the Cleary Act
- D. Reviewed the Rio Hondo College Emergency Operations Plan
- E. Conducted on-site inspections of the main campus and satellite campus facilities
- F. Monitored safety and security activities live via two-way radio when on campus
- G. Patrolled the campus on foot and in vehicles with the campus contract security personnel
- H. Accompanied security personnel while conducting emergency blue light testing and reviewed reports
- I. Overviewed the campus surveillance and monitoring system setup and procedures
- J. Received a briefing on the status of the capabilities and limitations of the campus notification systems
- K. Visited other local community college campuses
- L. Met with the station Captain and Lieutenant for the Los Angeles County Sheriff's Department Pico Rivera Station regarding incidents, response times and contract services

- M. Spoke with representatives from the California Community Colleges Chancellor's Office and Cal OES Planning and Preparedness Office regarding emergency plans
- N. Reviewed resource materials from FEMA, DHS, FBI, Cal OES, California Community College Chancellor's Office, California Education Code, California Legislation AB-767 Community Colleges Emergency Preparedness Standards, Major Cities Chief's Association, and the University of California
- O. Provided two administrative briefings and facilitated a faculty and staff open Forum

II. Observations, Findings and Recommendations:

Rio Hondo College is dedicated to providing a safe educational environment for students, faculty, staff, administrators and visitors. The college has a functioning Emergency Management and Security Program in place that can be built upon to improve overall campus safety, security and preparedness. With consideration for Rio Hondo College's overall safety and security goals, it is recommended that the following information be considered:

A. Leadership

The Director of Facilities Services is charged with overseeing key aspects of Campus Emergency Management and Campus Security Program. These key aspects include, but are not limited to overseeing security operations, serving as an Incident Commander, responsibility for the surveillance camera system, coordinating emergency preparedness training and preparation of the Annual Security Reports. The position is currently vacant with an opened and closed application period of 8/28/2019 to 9/28/2019. The online job description for the position does not appear to require many qualifications in Campus Security or the Public Safety disciplines of Police, Fire, and/or Emergency Management. Qualified and dedicated leadership is needed to oversee the Emergency Management and Campus Security Program.

Leadership Recommendations

Rio Hondo College is known as a college with outstanding Public Safety Training programs and facilities which includes the Police Academy, Fire Academy, Regional Public Safety Training Center and the Nursing Program. In keeping with that reputation, ***it is recommended that Rio Hondo College appoint a qualified Director of Public Safety to oversee the Emergency Management and Campus Security Program as soon as possible.***

If a budget is not currently available to create a new Director of Public Safety position, perhaps the College would consider reassigning the budget for the vacant Director of Facilities Services position. The existing vacant position of "Director of Facilities Services" could be reclassified as a "Director of Public Safety and Facilities Services". The new position could then be filled by someone with the appropriate experience, education and training to oversee Emergency Management and Campus Security as well.

It is recommended that the future Director of Public Safety/Director of Public Safety & Facilities Services (herein referred to as Director of Public Safety) establish a network of relationships and communication with all applicable outside agencies. These agencies would include: the Los Angeles County Sheriff's Department (LASD), Los Angeles County Fire Department (LAFD), Whittier Police Department Area E Disaster Board and other College Campus Public Safety Departments and organizations.

B. Program Planning & Follow-through

There does not appear to be an active and progressive Emergency Management and Security Program "*Management Plan*" in place, using project management strategies, to manage and run the program with optimal effectiveness.

Program Planning & Follow-through Recommendations

It is Recommended that Rio Hondo College immediately begin to develop and implement an Emergency Management and Security Program "Management Plan". Because Emergency Management and Security issues are dynamic in nature, use Incident Command System (ICS) Action Planning and Project Management principals. Utilize the concepts of management by objective and management by priority. The process would include:

1. Assigning someone the responsibility and give them the authority to develop the plan
2. ***Establishing an internal organization "Campus Safety Working Group"*** to participate in planning meetings, assist in establishing objectives by priority, coordinating task assignments and assuring follow-through
3. Establishing clear, attainable and measurable objectives for the plan and accomplishing them
4. Focusing on being ready for "incident now" scenarios first in developing objectives
5. Putting together "Draft Incident Action Plans" (IAP's) for several potential types of campus incidents and identifying what is needed to manage those incidents
6. Provide regular timely updates to the President and Board of Trustees on the Program status

C. Concerns/Fears

Members of the campus community who were interviewed related that they were concerned about their safety and the safety of others. The three consistent reasons expressed for those concerns were:

1. There is no on-campus police to respond to a violent attacker or "active shooter"
2. There is question as to whether the College is currently prepared to handle large scale emergencies.
3. Members of the campus community don't feel adequately trained and equipped to respond for emergencies.

Recommendations to address those issues are included in the sections below.

D. Violent Threats and Criminal Activity

A violent incident can happen on campus at any time. (Examples include: a psychologically disturbed person becoming irate; a domestic violence incident; a robbery; an armed subject with a knife or gun; or a large-scale multiple victim incident such as a hostage situation or an active shooter incident.) For violent incidents on campus, a Law Enforcement "Immediate Action Rapid Deployment Response" may be necessary. This type of response can quickly deal with threats and minimize victim injuries and casualties.

Currently, there are no law enforcement trained personnel on campus with responsibility to immediately respond to violent and/or criminal threats. Instead, the college has contract unarmed security officers on campus. Where these security officers serve an important role in campus security overall, they are not trained, equipped or authorized to handle violent incidents. Their mandate is to observe and report.

As a result, the college must wait for the Los Angeles County Sheriff's Department Deputies to respond from off campus to handle a violent incident. Sheriff's Deputies may respond to on campus incidents immediately upon receiving the call, but their arrival at the scene will generally not be instantaneous. This is of no fault of the Sheriff's Department. This is simply a matter of normal roadway traffic, the campus terrain and the Sheriff's Departments other calls for police service.

Four recent incidents occurred on campus with potential for violence. These incidents reportedly involved threats of violence, including threats to shoot others. Los Angeles County Sheriff's Department Deputies responded to these incidents on 06/21/2019 (Tag #unknown), 08/20/2019 (Tag #45), 10/02/2019 (Tag #179), and 10/04/2019 (Tag #38).

A review of the Sheriff's Departments computer logs for these incidents demonstrated an average response time of more than 30 minutes from the time of the initial 911 call to the time of arrival on campus.

In today's world of multiple victim fatality incidents such as an "active shooter" incident, a much faster on-campus law enforcement response for a reported violent incident is recommended. According to Department of Homeland Security statistics, most active shooter incidents are over 10-15 minutes before the arrival of outside law enforcement officers.

Violent Threats and Criminal Activity Recommendations

"Response" is one of the "four phases of emergency management." Having the appropriate response resources respond in a timely manner can be critical for life safety. With consideration for the safety and security of the campus community, it is recommended that **Rio Hondo College add a full-time on-campus immediate response law enforcement component to the Campus Security Team.** Additional details are as follows:

1. Consider establishing a hybrid Public Safety/Campus Security Department consisting of Law Enforcement trained Officers and Campus Security Officers. (Rancho Santiago Community College is an example of a college with this type of "hybrid" Department.)

2. It is recommended that two Law Enforcement trained "Public Safety Officers" be on duty at least during business hours, estimated at 6:30 a.m. to 11:00 p.m., to immediately respond to and investigate any calls involving violence and/or criminal activity.
3. Campus Security Officers (Security Guards) are still needed for lockups, parking enforcement, service calls, escorts etc. They should continue to be on duty 24 hours per day as they currently are.
4. The new Rio Hondo College on-duty law enforcement trained Officers could be hired on contract from a local law enforcement agency like the Los Angeles County Sheriff's Department or the Whittier Police Department. Recent information obtained provided a ballpark cost estimate of \$111.00 per hour per Deputy/Officer.
5. Another option for hiring on-duty law enforcement trained Public Safety Officers would be to direct hire retired experienced Law Enforcement professionals known in the security industry as "Off-Duty Officers". A ballpark cost figure for each Off-Duty Officer is estimated at \$40.00 per hour.

E. Training

According to the Rio Hondo College Community members that we have interviewed, vast majority of them indicated that they do not know what to do during an emergency. The general request is for up-to-date ongoing training. Current training requirements are outlined in the Rio Hondo College Emergency Operations Plan. They are also mentioned in the Rio Hondo College Annual Security Report.

Training Recommendations

"Preparedness" is one of the "four phases of emergency management." "Training" is an important component of Preparedness. It is recommended that ***a training plan be developed and implemented that encompasses Federal and State required training, Rio Hondo College required training and optional training.*** The training should be documented and certified whenever possible. College credit could also be given under an existing or new Police or Fire Academy curriculum. The training should minimally include, but not be limited to:

1. First Aid, CPR and AED training
2. Earthquake and Basic Emergency Preparedness training
3. Active Shooter training
4. Campus Lock-down and Lock-out training
5. Fire Extinguisher Training
6. Building Evacuation
7. Campus-wide Evacuation training
8. SEMS, NIMS, ICS training
9. EOC training

It is further recommended that Incident Command System (ICS) "Draft Incident Action Plans (IAP's)" be developed for each type of emergency crisis that the campus may encounter. If prepared correctly, those Draft Incident Action Plans may be used for training and help to provide guidelines for managing campus emergencies.

Incident Action Plans cover a full spectrum of response considerations including: Incident Briefing, Situation Status (Sit-Stat) Report, Incident Command Organizational Structure, Resource Status (Re-Stat) Report, states resources needed, establishes an Operational Period, provides Objectives and Task Assignments, provides a Communication Plan, and provides a Medical Plan.

F. Radio Communications

The Rio Hondo College currently uses two-way radio communications at the main campus. The two-way radio system currently in use at the main campus operate on two different radio systems that don't share common channels for emergency communications. During a recent fire alarm building evacuation, security and facilities personnel were not able to communicate with the Building Emergency Coordinators (BEC's) and the Building Emergency Leaders (BEL's).

No two-way radio communication system is in place at the satellite campuses. There is also no inter-operable (direct) radio communication capability with local law enforcement or fire service for use during a critical emergency.

Radio Communications Recommendations

Radio communications is a necessary part of everyday operations on the main campus and an essential part of emergency response. ***An immediate radio communication plan should be developed and implemented for Rio Hondo College.*** Given that budget is generally taken into consideration for all projects, it is recommended that the two-way Radio Communication Plan be prepared showing target project phases. Phase one should be to make modifications in the current two-way radio communication system to make it fully functional for emergency operations as soon as possible. The "Campus Safety Working Group" previously mentioned above should be included in the planning and follow-through. Some two-way radio communications plan considerations might include:

1. Training the security guard dispatchers to monitor and relay communication between the two different existing radio systems
2. FCC licensing requirements and costs
3. Coverage area needs and repeater capabilities
4. Radio equipment durability, battery life, charging systems and warranties
5. Number of channels needed for a worst-case scenario emergency
6. Channel assignments
7. Assigning upgraded radios with "priority multi-channel scan capability" to command and supervisory staff
8. Put together a simplified two-way radio communications training program for field personnel;
9. Include in the Memorandum of Understanding (MOU) with the Los Angeles County Sheriff's Department (LASD) the purchase/issuance of at least one of their two-way radios for inter-operable communications during an emergency
10. Include an MOU with the Los Angeles County Fire Department for inter-operable communications during an emergency. (Note: the Rio Hondo Fire Academy may already have that agreement or at least radio system access.)

G. Surveillance Camera System

There is a surveillance camera system in place at the main campus and at some of the satellite campus locations. The cameras are clearly visible and are mounted on buildings throughout the campuses. There is one small monitor for the entire surveillance camera system that is housed in the vacant Director of Facilities office. No one is currently allowed to view the cameras on the monitor. The surveillance camera system is not in use reportedly due to labor concerns expressed by the CSEA. (Note: No files or site plans were available for review that shows the camera locations or any specifications for the surveillance camera system.)

Surveillance Camera System Recommendations

Surveillance camera systems are essential for emergency operations in today's world. This is because, when monitored, they can provide live real-time intelligence information for dealing with immediate threats to campus safety. Additionally, after an incident occurs, the recorded information can be used as evidence for criminal prosecution and for future emergency management training. Consider how valuable a monitored surveillance camera system would be in pinpointing the location of an active shooter. ***It is recommended that the Director of Public Safety and the Campus Safety Working Group establish full functionality of the surveillance camera system.*** Considerations for bringing the surveillance camera system on-line include:

1. Establishing an MOU with the CSEA to allow use of the Surveillance Camera System for Public Safety purposes;
2. Turning the system on, testing it and making sure it is fully functional;
3. Establishing the ability to monitor the system from off-site if necessary;
4. Assigning authority to administrators and department heads to have remote internet access to view their locations of responsibility;
5. Installing a wall-bank of camera system monitors in the Security Dispatch Office to facilitate ongoing real-time monitoring;
6. Adding an additional security officer/dispatcher per shift as the wall bank of monitors is added;
7. Adding a surveillance camera at each Emergency Blue Light location with 360 degree "Pan-Tilt-Zoom" capability;
And
8. Post appropriate signage around campus notifying the public that the surveillance system is in use.

H. Security Dispatch

The Administration Building Security Office serves as a Dispatch Center for Campus Security response. Phone calls come into the security office and security officers are dispatched to respond for service calls and emergency situations. One security officer sits at a desk, receiving calls and dispatching security officers. That person currently handles:

1. emergency calls that don't go to the 911 system
2. calls for service
3. data entry
4. prints reports
5. sending emergency mass notification messages that aren't sent by the Security Supervisor

Security Dispatch Recommendations

It is recommended that Rio Hondo College main campus transitions from having a security dispatch desk in the security office into establishing a Campus Safety (or Public Safety Department) Command Center. The Command Center can serve as a place where the College President, the Director of Public Safety or their designee could walk into and quickly gather the real-time information needed to make potentially life-saving decisions during an emergency. Some Command Center Development considerations might include:

1. Having the recommended Director of Public Safety work with a newly formed Campus Safety Working Group to design and manage development of the Command Center
2. Determining best location to place the command center to facilitate emergency management and security operations
3. Determining how best to secure the Command Center
4. Implementing the projected two-way radio communication system into the Command Center Operations
5. Implementing the Surveillance Camera System and wall-bank of monitors into the Command Center Operations
6. Establishing direct radio communications with LASD and LAFD as mentioned
7. Providing two different TV screens with local news and national news channels
8. Placing the Command Center on a back-up power system
9. Having a satellite phone and satellite internet connection for back-up emergency communications
10. Developing and implementing Command Center dispatch training
11. Providing a wall of large laminated maps and movable magnetic whiteboards for situation status display and advanced emergency planning

I. Emergency Notification Systems

The Rio Hondo College main campus uses a multi-phase mass notification system to send out emergency alerts to the campus community. These emergency notifications are made through email, phone calls, text messages, the campus loudspeaker (PA) system, campus computer system and campus phones. (Note: The mass notification system uses "Blackboard Connect" and "Burbee".)

The combined notification systems provide redundant/layered multimedia messaging. According to the security staff, the emergency notifications are generally initiated from the security office after approval from the President or his/her designee.

Reportedly, there are deficiencies in the Emergency Notification Systems. There are time delays in sending and delivering of messages. One of the delays in sending the emergency notification message occurs when the security supervisor must respond from the field to the office to manually input sending the messages into the computer system.

The delays in delivering the messages include problems with the Public Announcement (PA) campus loudspeaker system and problems with messages delivered to cellular devices via text and email. The PA system does not provide audible sound to numerous areas of each building. For example, hallways in some of the facilities may have working PA system speakers and office areas and classrooms may not.

Additionally, messages sent to cell phones may not reach certain members of the campus community in a timely manner and may not reach others at all. This is because cellular signals do not work reliably on campus due to the terrain and a lack of adequate cellular site antennas and boosters. Also, the data base of phone numbers for messaging is reportedly difficult to maintain as all desired numbers are not provided and/or updated.

Emergency Notification Systems Recommendations

Gap analysis testing should be performed with each component of the emergency notification system as immediately as possible. As system problems are identified, solution options should be developed and implemented as immediately as possible to close the communication gaps in the main campus area. Minimally, a quickly accessible audible Public Address (PA) System with full campus access is recommended for fast clear messaging.

There is a "Verizon Wireless" communications tower on the main campus which seems to provide better coverage than many of the other wireless carriers. It is recommended that wireless tower placement for other major carriers be considered as well. Contracts could be negotiated to generate revenue for the college and at the same time provide cell service boosters throughout the campus. This would not only improve the emergency notification system to cell phones, but revenues generated could be used to pay for upgrading the on campus public safety/campus safety resources.

At some of the satellite campuses there are no current notification systems. During a recent Lock-down, requested by the Los Angeles County Sheriff's Department, the Pico Rivera satellite campus had no notification system to communicate with classrooms to initiate the lock-down. To provide an immediate temporary solution, it is recommended that all satellite campuses without a PA system immediately receive at least a two-way radio communication system. Handheld radios and chargers should be provided in the offices, in each classroom and to the on-duty security guard. Long-term more permanent solutions should be developed by the recommended Director of Public Safety and Campus Safety Working Group.

J. Emergency Lockdown Systems

A majority of the campus entry door and service window lockdown systems are secured using mechanical lock and key systems. These mechanical lock and key systems use master keys, cylindrical locks, special "bar-down" keys and "hand crank" overhead door lowering devices.

During normal building opening hours, security officers unlock building exterior doors, and staff members with keys generally unlock their own office doors. Classrooms doors are unlocked either by an instructor with a key or by maintenance personnel or security 30 minutes before class. During normal scheduled closing hours, security officers lock building exterior doors and maintenance personnel lock interior offices and classrooms after cleaning them.

As an emergency “preparedness” and “mitigation” effort, the Rio Hondo College has purchased a product called “Lock-blok” and installed it on several interior doors throughout the campuses. This device supports rapid securing of doors, such as classrooms, during emergency lockdown procedures. For the lock-blok device to work properly the lock-blok has to be installed on the inside of the door (classroom side) and the cylinder key lock has to be kept locked on the outside of the door (hallway side).

In the event of an emergency mass notification requiring a campus lockdown, timely securing of entry doors and roll-down doors will be necessary. Currently there are obstacles which can restrict faculty, staff, and students from quickly locking themselves into potential safe areas. Those obstacles include:

1. Types of interior and exterior door locking hardware
2. Types of rolldown door hardware
3. Assignment of responsibilities for locking doors during an emergency
4. Current facilities door unlocking operational procedures

Emergency Lockdown Systems Recommendations

Door lock systems, service window lockdown systems and door locking and unlocking operations need to be modified to support emergency lockdown procedures. With regards to Emergency Lock-down procedures consider the following:

1. Make it a priority to provide immediate lock-down capability in as many areas a possible with minimal effort.
2. Office area entrance doors and classrooms should have the capability of immediate lock down from inside the office area or classroom to facilitate lock-down.
3. Consistency in door lockdown systems may provide quicker lock-down.
4. Keeping all main office doors and classroom door keyway cylinders locked from the outside may provide for faster lock-down.
5. Rather than leaving the door cylinder keyways unlocked to facilitate entry for classes (for example), using either an attached fold down door stop to prop the door open or a Lock-Blok will allow both entry and fast lock-down.
6. Installing electric push-button hardware on roll-down service windows may speed up lock-down and allow larger lock-down areas.
7. Exterior door locking systems for campus facilities differ from building to building.
8. A walk-through survey of each facility should be conducted to identify what modifications in door hardware and door unlocking procedures should take place to provide rapid lock-down.
9. Long-term more permanent solutions should be developed by the recommended Director of Public Safety and the Campus Safety Working Group.

K. Rio Hondo College Emergency Operations Plan

The Emergency Operations Plan was last updated in 2012. It was a well-prepared document and conformed with the California State Emergency Plan, the Standardized Emergency Management System and the National Incident Management System.

The Rio Hondo College Emergency Operations Plan (EOP) includes:

1. The Letter of Promulgation
2. Statement of Purpose
3. Continuity of Authority
4. Definitions
5. Responsibility and Training Requirements
6. Introduction to the Emergency Operations Plan (Response Levels, EOC Activations, & Emergency Declarations)
7. Emergency Notifications
8. Reporting Emergency Incidents
9. Incident Command System (ICS) Organization, Positions and Responsibilities
10. Emergency Operations Center (EOC) Activation
11. Incident Command System Organization Chart
12. After Action Reporting
13. Blank Forms (EOC check-off lists and blank ICS forms)

The Rio Hondo Emergency Operations Plan serves as a good foundational document for providing a federal and state compliant Emergency Management Program. Existence of an approved plan like this is known to help colleges in cost recovery efforts following a declared emergency.

Rio Hondo College Emergency Operations Plan Recommendations

The current Emergency Operations Plan is due for revision. Major content revisions are generally completed every five years and minor revisions are completed annually. The following is recommended:

1. Assign responsibility for someone to coordinate updating the plan.
2. Contact an external peer committee from other community colleges, the California Community Colleges Chancellor's Office, Cal OES Planning and Preparedness Office and the Area E Disaster Board Coordinator for recommendations on updating the current plan.
3. Decide whether inhouse expertise will be used for the update or whether to have a consultant update the plan.
4. Include Emergency Preparedness information from the Annual Security Report somewhere in the new Emergency Operations Plan.
5. Include "Draft Incident Action Plans" for potential campus emergencies in the appendix section.

L. Campus Emergency Blue Light System

Rio Hondo College has an Emergency Blue Light System installed at numerous key outdoor locations throughout the campus. Emergency Blue Light System is comprised of an easily recognizable tall blue columns with blue alarm lights on the top, and an illuminated push button intercom type phone system that dials campus security directly. When the button is pushed, campus security is called and the blue alarm light flashes on top of the blue column. When working properly, the system can provide almost immediate communications for calls for help and serves as a crime deterrent.

The system is tested weekly for reliability. Unfortunately, according to Campus Security and Campus Facilities Operations, the Blue Light System does not always function as intended and is sometimes unreliable for making emergency calls. The phone line connection is on a wireless system and the cellular signals sometimes don't complete the emergency call. The electrical systems of the Campus Emergency Blue Light System are powered via solar panels that sometimes don't absorb enough sunlight to work when needed.

Campus Emergency Blue Light System Recommendations

Consider the following:

1. Convert the Emergency Blue Light communication from wireless cellular communications to hardwired landlines for reliability.
2. Convert the Emergency Blue Light power source from Solar to hardwired electric. (Note: there is hardwired electrical access in each lot, as evidenced by light poles.)
3. Upgrade the illumination lights on each tower so that the Blue Lights are clearly visible at night.
4. Tie the Emergency Blue Light System into the Emergency Mass Notification System.
5. As previously stated in this report, add a surveillance camera at each Emergency Blue Light location with 360 degree "Pan-Tilt-Zoom" capability.
6. Determine if current solar power and wireless phone communication can serve as a back-up to the recommended hardwired upgrades in case of a power outage.

M. Rio Hondo College Annual Security Report

This report is prepared in accordance with the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The Rio Hondo College Annual Security Report includes information on:

1. the Clery Act
2. the Violence Against Women Reauthorization Act
3. the Law Enforcement and Jurisdiction Policy Statement
4. Emergency Response Plan, Emergency Operations, Emergency Notification, Emergency Drills, Testing and Evacuations Procedures
5. Dating Violence, Domestic Violence, Sexual Assault, and Stalking Policies and Programs
6. Disciplinary Procedures
7. Security Awareness and Prevention Programs
8. Crime Statistics

Crime Statistics are prepared in cooperation with the local law enforcement agencies, reports from campus security, voluntary confidential reports and reports from the Dean of Student Affairs for crimes committed on or surrounding the Rio Hondo College campuses. This report includes the Santa Fe Springs Fire Academy, South Whittier Educational Center, El Monte Educational Center and the Pico Rivera Educational Center.

The Annual Report shows five years of Crime Statistics, with the year 2017 being the most recent statistics available for review. A review of this statistical information does not show any remarkable patterns or trends in criminal activity for that five-year period.

III. Campus Specific Area Requests

The consulting team conducted on-site inspections of the main campus and satellite campus facilities and meet with key personnel at each location. During that time, each location had specific requests. The requests for each area are indicated in the sections below.

A. Santa Fe Springs Regional Training & Fire Academy (SFSRTC)

1. Burglar Alarm System modified to cover the entire facility (Due to break-ins)
2. Onsite and remote access to the Surveillance Camera System
3. Provide security mobile response for after hours
4. Emergency Blue Light for student and staff parking area
5. Fire Alarm System has only local alarm, please connect it to a Monitoring Service
6. Provide a Mass Notification System that works at that location
7. Door lock devices for active shooter scenario
8. Active Shooter Training

B. El Monte Educational Center (EMEC)

1. Panic alarm button at the receptionist desk
2. Install a twist-lock deadbolt inside the office entry door
3. Onsite monitoring for the existing surveillance camera system
4. PA System for emergencies
5. Two-way Radio Communication System for emergencies
6. A security type door is needed for the vending room area, due to homeless sleeping inside
7. Install one-way tinting over glass windows and doors
8. CPR and First-Aid training
9. Active Shooter and Lock-down training

C. Rio Hondo Educational Center at Pico Rivera

1. Install perimeter front entry gate to limit intruder access
2. Training for active shooter, lock-down and lock-out procedures
3. PA System for emergencies
4. Two-way Radio Communication System
5. Panic alarm
6. Burglar alarm system
7. Lock-Blocks for any doors still needing them
8. Install one-way tinting over glass windows and doors
9. Custodians requesting Bloodborne Pathogens training

D. South Whittier Educational Center (SWEC)

1. Need on-site security officer from 3:30-9:30 on weekdays (Jail Release Center nearby)
2. Training for active shooter, building lock-down, CPR, earthquake drills
3. PA system for emergencies
4. Two-way Radio Communication System
5. Lock-Blocks on request since spring

6. Onsite monitoring for the existing surveillance camera system
7. Main campus notification system doesn't work at their location
8. Only one way in and out of the main office request second exit
9. Panic alarm button installed in the office

E. Rio Hondo College Dean of Student Affairs office

1. More training in all areas of emergency and keep it on going
2. Replacement of the solid door with a one-way window to screen possible violent students
3. Panic button at the desk
4. Add more security, there is not enough
5. security not trained or able to handle major emergencies

F. Rio Hondo College Child Development Center (CDC)

1. Need keypad code change on main entry door
2. Key inventory updated needed
3. Surveillance camera covering CDC room 5
4. Roll down security gate for kitchen serving window for lock-down
5. Regular stop by of security on patrol
6. More training in all areas of emergency
7. Rapid telephonic notification of incidents on campus (Not on emergency notification system)
8. Lock-Bloks requested for all pertaining doors
9. Monthly fire alarm drills/testing (not sure if operative)
10. Panic button

G. Physiological Center

1. Requested a security type door to see out and not see in screen and buzz in students
2. Panic Button
3. More private areas to communicate with students for privacy

H. Admissions /Records section

1. Provide a Panic Buttons at Admissions, Accounts Receivable and the Cashiers desk
2. Repair the PA System so that it can be heard throughout the building during an emergency
3. Provide push button closing hardware for rollup doors for fast lock-down
4. Bullet proof security glass at cashier windows
5. Two-way radio communications that work with security
6. Active Shooter Training, including "Run, Hide and Fight"
7. Quick locking hardware on the interior of main office entry doors
8. First-Aid kits with updated supplies
9. Stryker Chair training

IV. Campus Safety and Security Open Forum

On January 24, 2019, between 3:00-4:00 p.m., an open forum meeting was held in the Rio Hondo College Board Room. The purpose of the meeting was for faculty, staff and students to have an additional opportunity to share campus safety and security concerns with the consulting team for the overall Rio Hondo College Emergency Management & Security Program Assessment.

Approximately 19 persons were in attendance. During the meeting a sign-in sheet was completed, a questionnaire was provided for attendees and open discussions occurred. Most of the information obtained during the meeting directly corresponded with the information already highlighted within the contents of this report. However, some additional information was also relayed during the meeting. Information was provided to the consulting team through dialog, hand carried documents, by follow-up email, and completion of the questionnaire.

A. Information Provided through Meeting Dialog:

1. A recent blackout occurred on campus and the building emergency lighting didn't work.
2. During the power outage the two-way radio system didn't work.
3. The tram-stop bungalows do not have lighting.
4. There are areas on campus that are not well light at night.
5. Facilities and maintenance should do a survey of the lighting on campus and provide lighting where needed.
6. More campus security patrols are desired at night in parking lots and in buildings.
7. There are trees that are dangerous and need trimmed in front of the theater.
8. The campus is surrounded by dry brush that is a fire hazard.
9. There was a small brush fire that occurred last week.
10. "How do we get off campus during a major brush fire?"
11. There are areas on campus where there are no walkways and students have to walk in the traffic.
12. There is no emergency blue light in Faculty lot H.
13. There was a safety meeting held on October 18, 2019. The meetings will take place quarterly.
14. "Nobody knows how to get ahold of the Safety Committee to report anything."
15. One of the attendees said she is a Building Emergency Coordinator (BEC), but she has not received any training in the last three years. She has also not received a two-way radio.

B. Information Provided through Hand Carried Documents:

1. Information was provided on using herds of goats to control hazardous brush (Hand-out).
2. Storage room S126E that contains preserved animal specimens seems to have inadequate ventilation (Picture provided).
3. Sterilizers in room S100A vent directly into the room instead of being vented to the outside (Picture provided).
4. Lock-Blocks are wearing out in classrooms (example room S 121) causing students to be locked out (Picture provided).
5. There is no walkway leading from the tram-stop at the Science Building to the Student Services Building (Picture provided).

6. Botts Dots are requested for the right-hand turn lane leading from College Drive to Workman Mill Road to prevent collisions in the two turn lanes (Picture provided).

C. Information Provided after the Meeting through Email:

The Co-Chair of the Rio Hondo College Safety Committee, Brian Brutlag, emailed a written report from their last meeting to the Consulting Team on Wednesday, October 29, 2019. Some highlights from that report are included below:

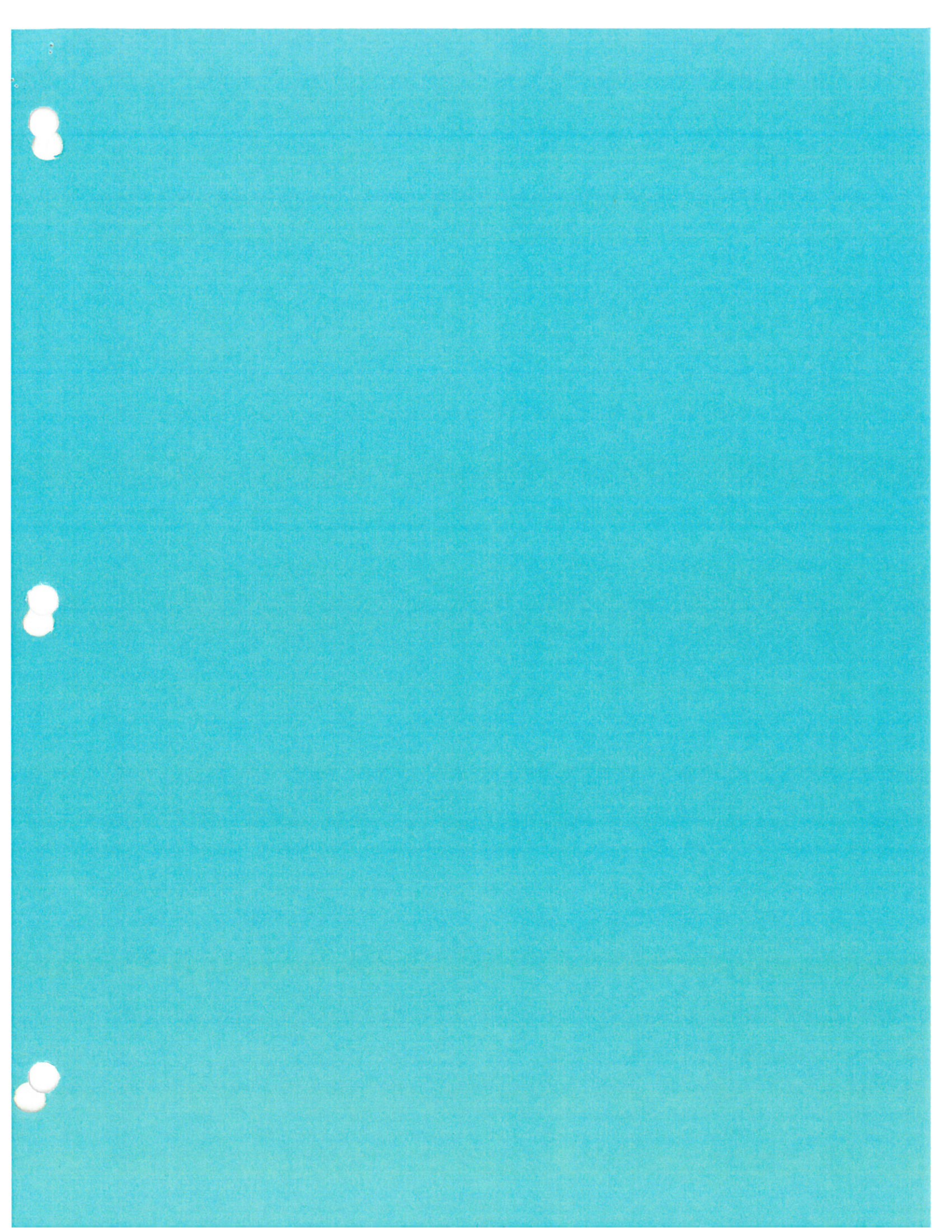
1. "Student Government held an open form for students to address their safety and security concerns. The general consensus is that students feel safe during the day from the morning to about 7pm. But many students do not feel safe at night citing poor lighting and a lack of security presence on Campus as main reasons (especially when classes let out (between the 9pm-10:30pm)."
2. "Coyotes are being frequently cited on campus at night and during the day; sometimes in packs of 3 or more."
3. "There have been incidents of theft and when students have asked for security footage Security officers have told them that the cameras are broken."
4. "Lack of or limited wheelchair access to the upper quad, tech and business buildings"
5. "Blue Light Security communication towers not working across campus."
6. "A Demand for more lighting in student lots especially at the bungalow waiting for the Tram."
7. "Increase security visibility."
8. "There was a request to post the Tram running hours in clear visible spaces."
9. "There needs to be an increase in trainings for CPR, AED and Stryker Chairs for all staff and faculty."
10. "There needs to be a notification timeline for incidents on campus. The campus needs to be informed in a timely manner and given specific context as to what is happening so they can determine the threat level and whether or not to come to campus."
11. "The Food and water Rations are expired and need to be replaced."
12. "Since a representative from facilities could not make the meeting there was no discussion of necessary drills nor dates to establish consistent and specific drills (earthquake, active shooter, fire etc.)."
13. Student Rep has suggested that the drill dates continue to alternate on different days and to do day and evening drills.
14. "There is a need to develop a Community Emergency Response person(s) in conjunction with the Drill dates."
15. "Since many students don't use/check their Rio Hondo email, it was suggested that there should be a workshop on how to connect a Rio mail account with a personal e-mail account in order to get campus notifications."

D. Information Provided after the Meeting through the Open Forum Questionnaire:

For ease in administrative review, the information from each questionnaire has been compiled onto a "Forum Questionnaire Results Summary". (See Attached). Below are some highlights of items discussed during the meeting:

1. The overall rating for safety was "Safe" to "Very Safe" on campus.
2. (Notification System) "Sometimes messages come after the fact."
3. (Notification System) "It doesn't work, I'd get notification after the fact, 1 or 2 days later."

4. Twelve areas of training were covered in the questionnaire. Two of the individuals had all of the training. One was a Police Academy Coordinator and the other one was a newly hired Vice President. A majority had some training in Building Evacuations and Earthquake Preparedness. Most had either no training or no recent training in 10 of the 12 training areas.
5. 9 of the 13 participants feel that they don't have the necessary training to handle a major incident.
6. Several of the participants would like to see "more security" and "campus police".
7. (Radio System) "Does not work. We need at least one working radio in admissions and records office. The one we have is old and not connected to the new radios the security officers are using."
8. "I don't think that the campus is prepared for any kind of active shooter incident."
9. "Most doors at AJ not suitable for Active Shooter Incident."
10. When asked if they would support the use of the Surveillance Camera System 11 answered "yes" and 1 answered "no".
11. (Emergency Blue Lights) "Need more and they need to work".
12. (Biggest safety needs) "Emergency Preparedness training for major incidents"
13. (Biggest safety needs) "Lighting, security, campus police"
14. (Biggest safety needs) "Brushfires, what happens if there is a fire? How do we get off of campus?"
15. (Biggest safety needs) "I am not confident the current security is prepared or have a plan for a major emergency. We have to depend on administration to have a plan."
16. (Biggest safety needs) "We don't have a Facilities Director to lead the training and the drills. We are not leveraging our Public Safety/Police Academy expertise for our campus safety and security."
17. "Nothing works here. The message boards, no emergency lights. Need sidewalks."
18. "We need more lights and security guards at night in the parking areas and buildings."



RIO HONDO COLLEGE SECURITY ASSESSMENT FORUM

FORUM QUESTIONNAIRE RESULTS SUMMARY

On January 24, 2019, between 3:00-4:00 p.m., an open forum meeting was held in the Rio Hondo College Board Room. The purpose of the meeting was for faculty, staff and students to have an additional opportunity to share campus safety and security concerns with the consulting team for the overall Rio Hondo College Emergency Management & Security Program Assessment.

During the meeting a sign-in sheet was completed, a questionnaire was provided for attendees and open discussion occurred. Approximately 19 people attended the meeting and 13 questionnaires were turned in. For ease in administrative review, the information from each questionnaire has been compiled onto this "Forum Questionnaire Results Summary". The original Questionnaire text information is printed in black and white. The answers and questionnaire results are highlighted in yellow. See the below questionnaire and results. (Note: all participants did not answer all the questions.)

TALKING POINTS AND QUESTIONNAIRE

Rio Hondo College places a high priority on the safety of its students, faculty, staff, and visitors. As such, we are holding this open forum to receive your input regarding the safety, security and emergency preparedness here at your campus. This document was prepared as a questionnaire and to provide some talking points.

(Optional)

Name: _____ Email: _____ Phone: _____

1. How safe do you feel on Campus during the daytime?

NOT SAFE 1 2 3 4 5 VERY SAFE

Five people answered #4 and seven people answered #5

2. How safe do you feel on Campus during the nighttime?

NOT SAFE 1 2 3 4 5 VERY SAFE

One person answered #2, Five people answered #3, three people answered #4 and two people answered #5

3. Do you know who to contact for an emergency?

YES Eight said yes NO Four said no

4. Does the College have your email and phone number entered into the Campus Emergency Mass Notification System?

YES Twelve said yes NO One said no

5. Have you had any experience with that system during training or an emergency?

YES Eight said yes **NO One said no** (If so, please describe below)

Individual Responses:

- a. **Participated in drills and power outage**
- b. **It doesn't work, I'd get notification after the fact, 1 or 2 days later**
- c. **Sometimes messages come after the fact**
- d. **Yes, during campus drills and notification alerts**
- e. **I received email and text information**

6. Have you had training on campus in these areas? If So, when?

	Yes/No	How long ago?
a. First-Aid, CPR & AED	5 said yes/8 said no	<1 yr., 1 yr., 2 yrs.
b. Fire Extinguisher	2 said yes/11 said no	<1 yr., 1 yr.
c. Building Evacuation	12 said yes/1 said no	1 mo., 6 mo., 1 yr., 1 1/2, 1-2 yrs., 2 yrs., 2016
d. Building Lock-Down	3 said yes/10 said no	1 yr., 1 yr., 1 yr.
e. Campus Lock-Out	2 said yes/10 said no	<1 yr., 1 yr.
f. Active Shooter Training	6 said yes/7 said no	<1 yr., <1 yr., 1 yr., 2 yrs., 2 yrs.
g. Earthquake Preparedness	9 said yes/4 said no	<1 yr., <1 yr., 1 yr., 1 yr., 1 yr., 1-2 yrs., 2 yrs., 2 yrs.
h. SEMS	2 said yes/11 said no	<1 yr., 3 yrs.
i. NIMS	2 said yes/11 said no	<1 yr., 3 yrs.
j. ICS	2 said yes/11 said no	<1 yr., 3 yrs.
k. EOC Operations	3 said yes/10 said no	<1 yr., 1 yr., 2 yrs.
l. Table-Top Exercises	2 said yes/11 said no	6 mo., 1 yr.

(Note: 1 of the individuals that said yes in each training category is a Police Academy Coordinator. And a 2nd person that said yes in each training category is a newly hired VP.)

7. Do you feel that you have all the necessary training to handle a major incident on campus?

YES Four said yes **NO Nine said no** (If so, please describe below)

Individual Responses:

- a. **None in the past 2 years**
- b. **I am fearful that one day if when something happens, as a manager, I wont know what to do to protect me and my staff**
- c. **IC at previous campus/EOC Leader, planned and participated in tabletop**
- d. **Specific to each area building**
- e. **Since I am on campus part-time, I often miss the training. There needs to be more training on a regular basis.**

8. What is your opinion of the current security force in the area of being able to handle immediate emergencies?

Individual Responses:

- a. Want a Campus Police Force
- b. Could use additional training
- c. I think our campus security is lacking. It seems like all they do is traffic control. They don't look professional. I have no confidence.
- d. They are not fully equipped to handle emergency situations.
- e. Very responsive but also very few in numbers.
- f. They are not trained for emergency rapid response situations
- g. Terrible
- h. They don't have guns; I don't feel they would be particularly effective during an emergency.
- i. Compared to other colleges, we have sub-par security, if you want to call it that.

9. In the area of security what would you like to see more of around the campus.

Individual Responses:

- a. Real Police
- b. More of a presence around campus
- c. Training
- d. Signs, blue lights not just on campus but also in parking lots
- e. More lights, professionally trained security, bi-annual training, and quarterly drills. Emergency kits that are not expired, a Facilities Director and better Wi-Fi on campus.
- f. Campus Police force armed officers
- g. A more professional security service and more parking lot patrols
- h. More security guards on campus, especially in the evenings.

10. What are your thoughts and feelings on the current radio system?

Individual Responses:

- a. Limited experience
- b. Needs improvement
- c. Do we have a radio system?
- d. Don't hear it much
- e. We need a PA system
- f. What radio system?
- g. Does not work. We need at least one working radio in admissions and records office. The one we have is old and not connected to the new radios the security officers are using.
- h. Only a few have knowledge or access to them. All staff should be aware of how and where to use radios.

11. In case of a campus lock-down incident (active shooter for example) is your area prepared and have all the safety locks that are needed?

Individual Responses:

- a. Yes
- b. Yes
- c. Yes
- d. Most doors at AJ not suitable for Active Shooter Incident.
- e. I have no idea
- f. Not to my knowledge
- g. I don't think that the campus is prepared for any kind of active shooter incident
- h. No, we are in need of consistent and frequent training. EG., not all BECs and BEL's know there roll due to a lack of training. The last training was about two years ago, that was led by the former Drp. Exec. Director.
- i. No, we have a glass door. We have to stand in plain view to lock the door.
- j. We need to automate the closer of the gate/window at the A+R office. This is true for financial aid and counseling offices also.
- k. We have a glass door and glass walls. So we are not in a safe location or secure.

12. Would you support the use of the security camera system for campus safety purposes?

Individual Responses:

- a. 11 answered yes and 1 answered no.
- b. This would help the police track the person who is a threat
- c. Yes, but I am concerned that administration would use it to spy on employees

13. What are your thoughts and feelings on the Emergency Blue Light System?

Individual Responses:

- a. Doubt if it works
- b. Needs upgraded
- c. Need more and they need to work
- d. Not much
- e. It's adequate
- f. They are not easily accessible
- g. Unknown
- h. Good to have, but not familiar with how well it works.
- i. Inform students what they are for.
- j. Not sure if they are maintained on a regular basis
- k. I see too many signs that say they are out of order

14. What do you see as Rio Hondo's biggest safety/security need?

Individual Responses:

- a. **Emergency Preparedness training for major incidents**
- b. **Lighting improvements at night**
- c. **Partnership with LASD**
- d. **Upgrade escort service**
- e. **Better security at campus entrances, especially on weekends**
- f. **Brushfires, what happens if there is a fire? How do we get off of campus?**
- g. **Lighting, security, campus police**
- h. **I am not confident the current security is prepared or have a plan for a major emergency. We have to depend on administration to have a plan**
- i. **We don't have a Facilities Director to lead the training and the drills. We are not leveraging our Public Safety/Police Academy expertise for our campus safety and security**
- j. **Communication and training. Sidewalks for students to safely get to main campus are needed. Plan on how to exit campus during an emergency. Wireless connections for all cellphone services.**

15. Would you support a public safety department as a member of the Rio Hondo Family?

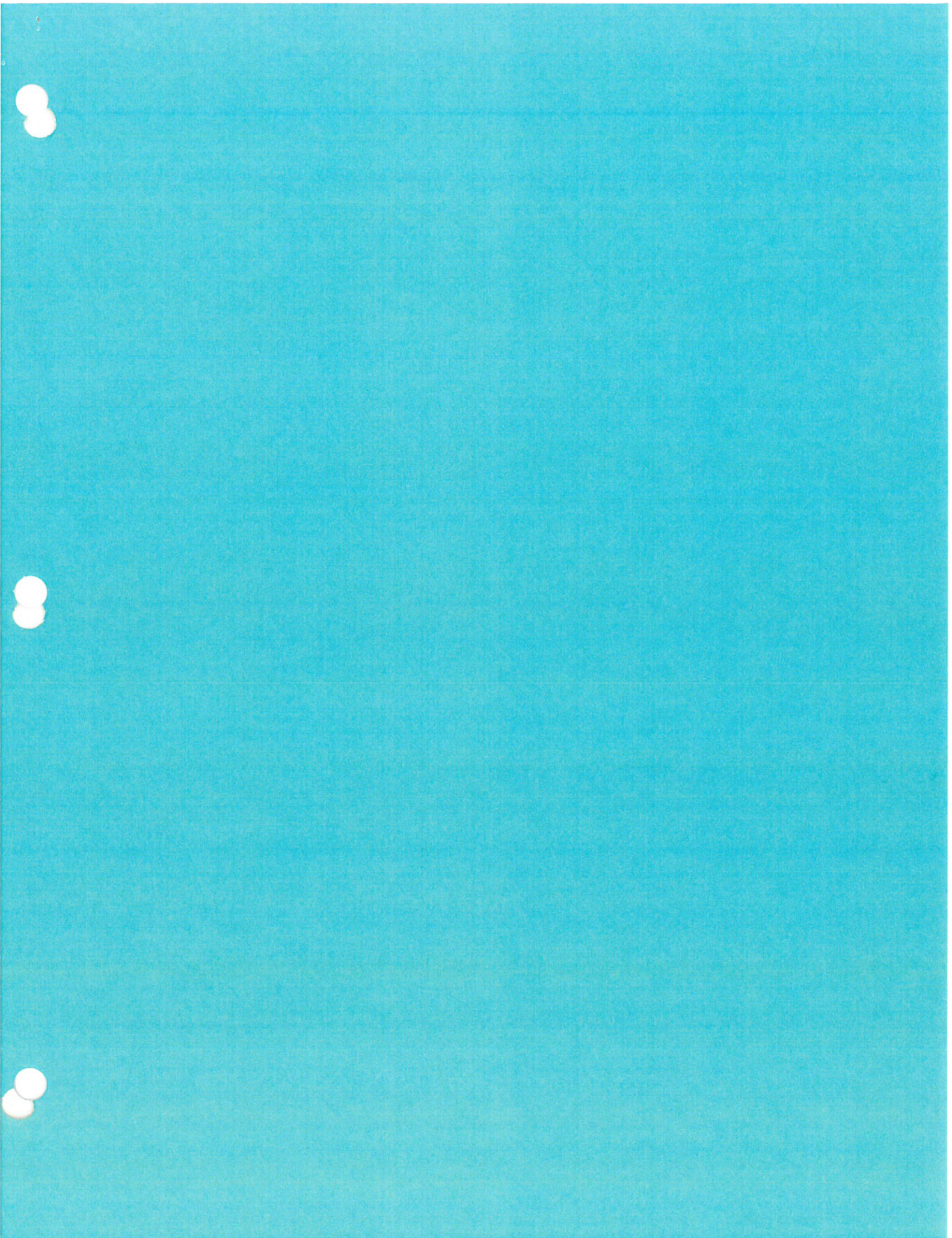
Individual Responses:

- a. **10 persons answered yes**
- b. **Would be nice but costly**
- c. **Yes they could also help train the managers**

16. Any additional comments?

Individual Responses:

- a. **Internet connection doesn't work**
- b. **There seems to be a movement on campus to support homeless students. Now we are attracting local homeless. I do not feel safe and have been approached by non-student homeless people.**
- c. **Nothing works here. The message boards, no emergency lights. Need sidewalks.**
- d. **Small brush fire started recently on level one. Stop signs need to be posted. Signs are too high; I believe there is a sign posted height.**
- e. **Concerned about fire hazards, narrow entrances and exits to and from the campus (there are only two). Need walkways for safety.**
- f. **Wi-Fi needs to be improved; this has been an issue for 6 years.**
- g. **We need more lights and security guards at night in the parking areas and buildings.**
- h. **Between lot B and C, in front of student services, there needs to be repainting of directional arrows. There is also someone driving the wrong way at least once per week.**
- i. **There are large trees protruding sideways taken down. They may pose injury or death with falling.**
- j. **More sidewalks are needed, especially on circle drive. Students have to walk on the street to get by. Street currently has 2 one-way roads and trucks permitted to park along the road cause students to walk on the road available.**
- k. **Dry brush - fire prevention.**



SAFETY AND SECURITY CONCERNS - OPEN MEETING
 THURSDAY, OCTOBER 24, 2019
 3:00 - 4:00 P.M.

PLEASE SIGN IN

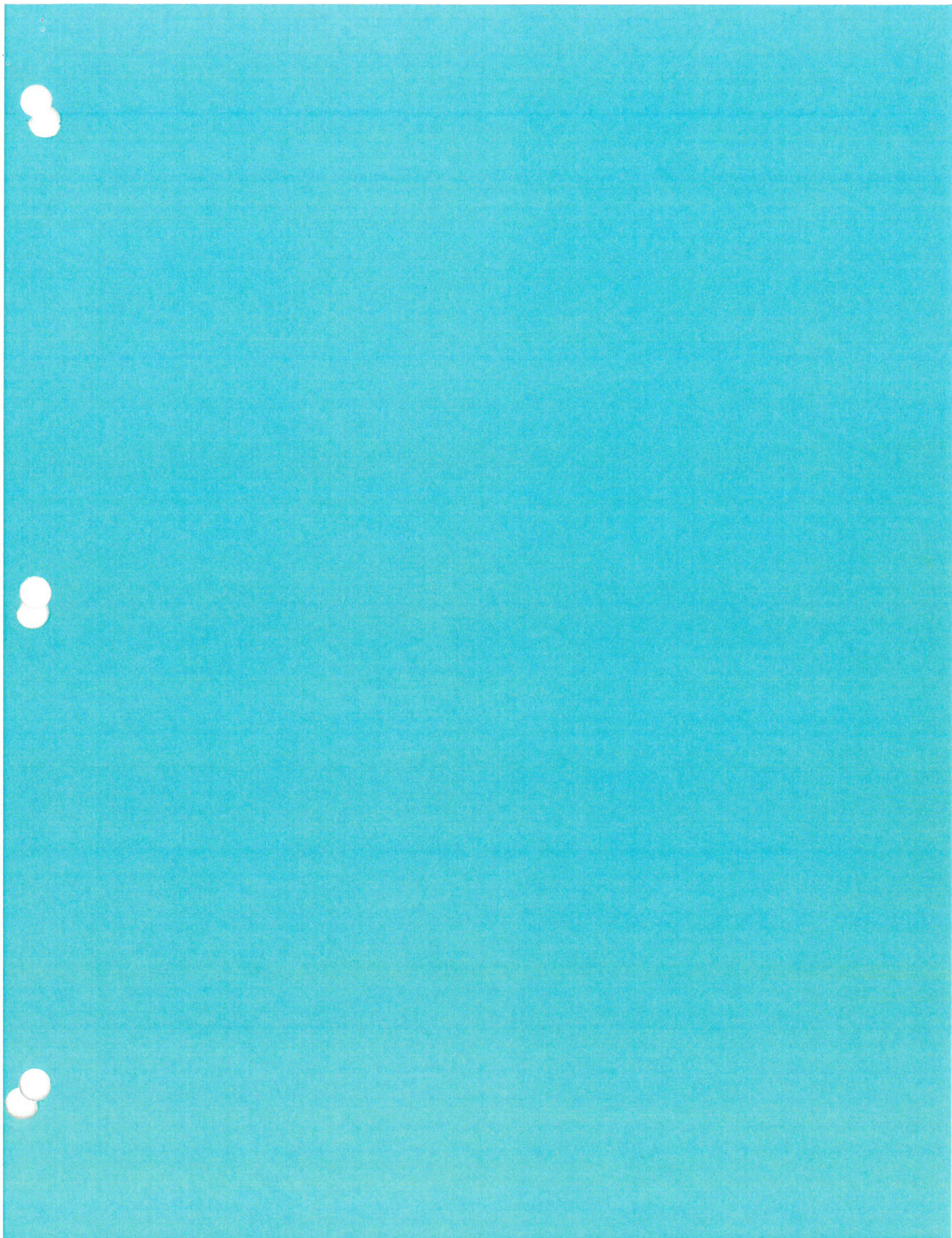
	NAME	TITLE	CONTACT NUMBER	EMAIL
1.	Yolanda Adame		562 463 7605	yadame@rio.hondo.edu
2.	Gynthia Pabno		3407	cpabno@rio.hondo.edu
3.	Jae Bernache	Clark III	3429	Sbernache@rio.hondo.edu
4.	Gilbert Martinez	Student	562-325-0037	arcana5414@gmail.com
5.	Karla Bermudez	CLERK	3103	Kbermudez@rio.hondo.edu
6.	CHRISTAL MAZE	GRAPHIC ARTIST	3144	cmaze@rio.hondo.edu
7.	Gary Van Veenhus	Dir. of IT	3482	gvveenhus@rio.hondo.edu
8.	FENE GONZALEZ	STUDENT	(562) 355 7108	fene.gonzalez4444@rio.hondo.edu
9.	CELIA PEREA	MANAGER	37066	
10.	Regina Mendoza	SR. Admin Asst	562 463 -7099	remendoza@rio.hondo.edu
11.	Chris Hawken	VP Business	562-463-7088	chawken@rio.hondo.edu
12.	Dr. Arturo Reyes	Superintendent/Pres		rdgallegos@rio.hondo.edu
13.				
14.				
15.				

SAFETY AND SECURITY CONCERNS - OPEN MEETING
THURSDAY, OCTOBER 24, 2019

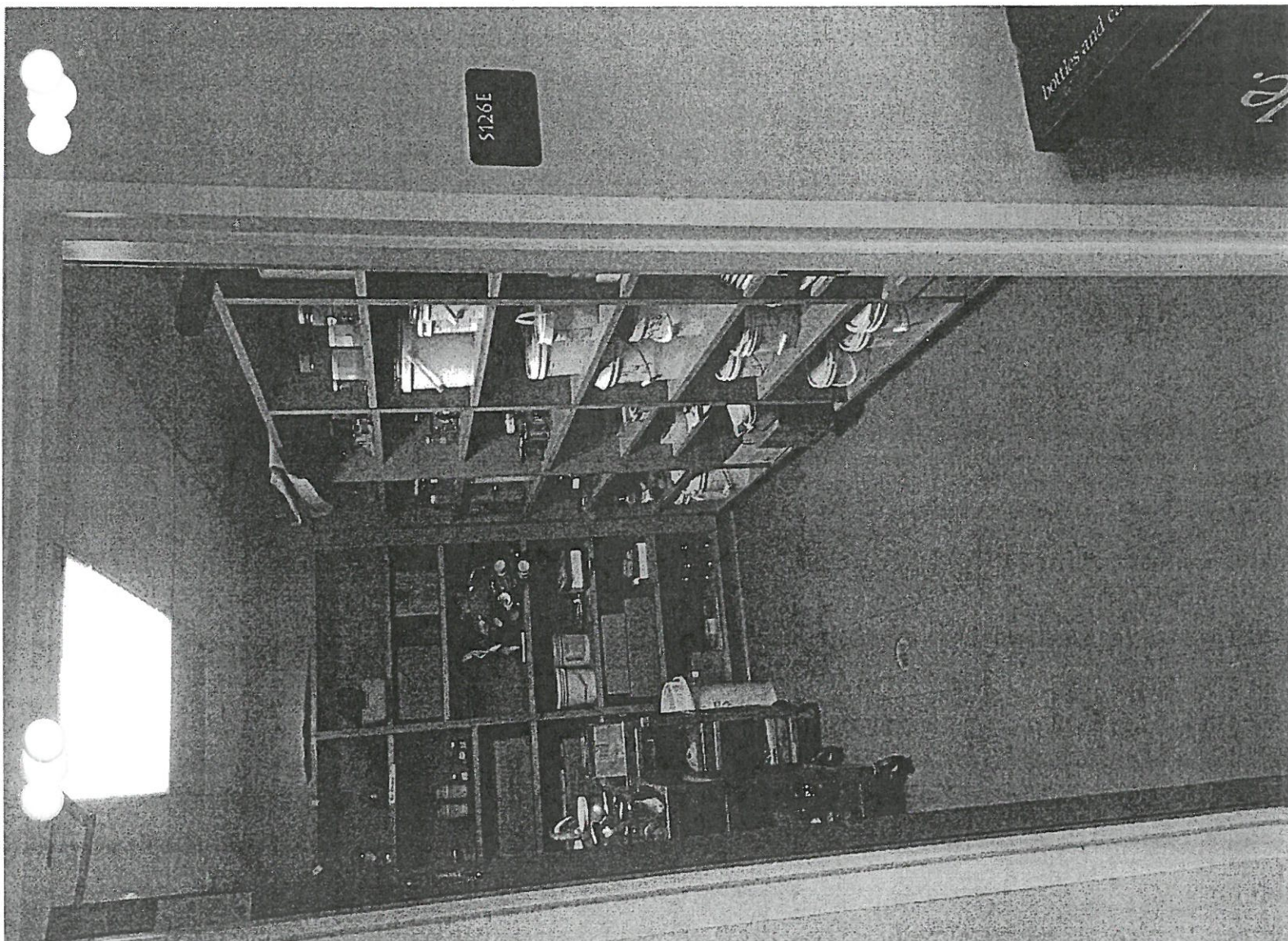
3:00 - 4:00 P.M.

PLEASE SIGN IN

	NAME	TITLE	CONTACT NUMBER	EMAIL
1.	Sylvia V. vanant	Marketing	3143	Sylvia.vanant@richmond.edu
2.	Ruthie Retana	"	3145	Rretana@richmond.edu
3.	Alice Yu	Accounting	3404	ayu@richmond.edu
4.	Marie Eckstrom	Prof of Ed	3113	meeckstrom@richmond.edu
5.	Leigh Ann Wenger	Dr. HR	7503	lwenger@richmond.edu
6.	Terry Keller	Prof Biology	7503	tkeller@richmond.edu
7.	Brian Brutlag	Prof Sociology	7332	brian.brutlag@richmond.edu
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



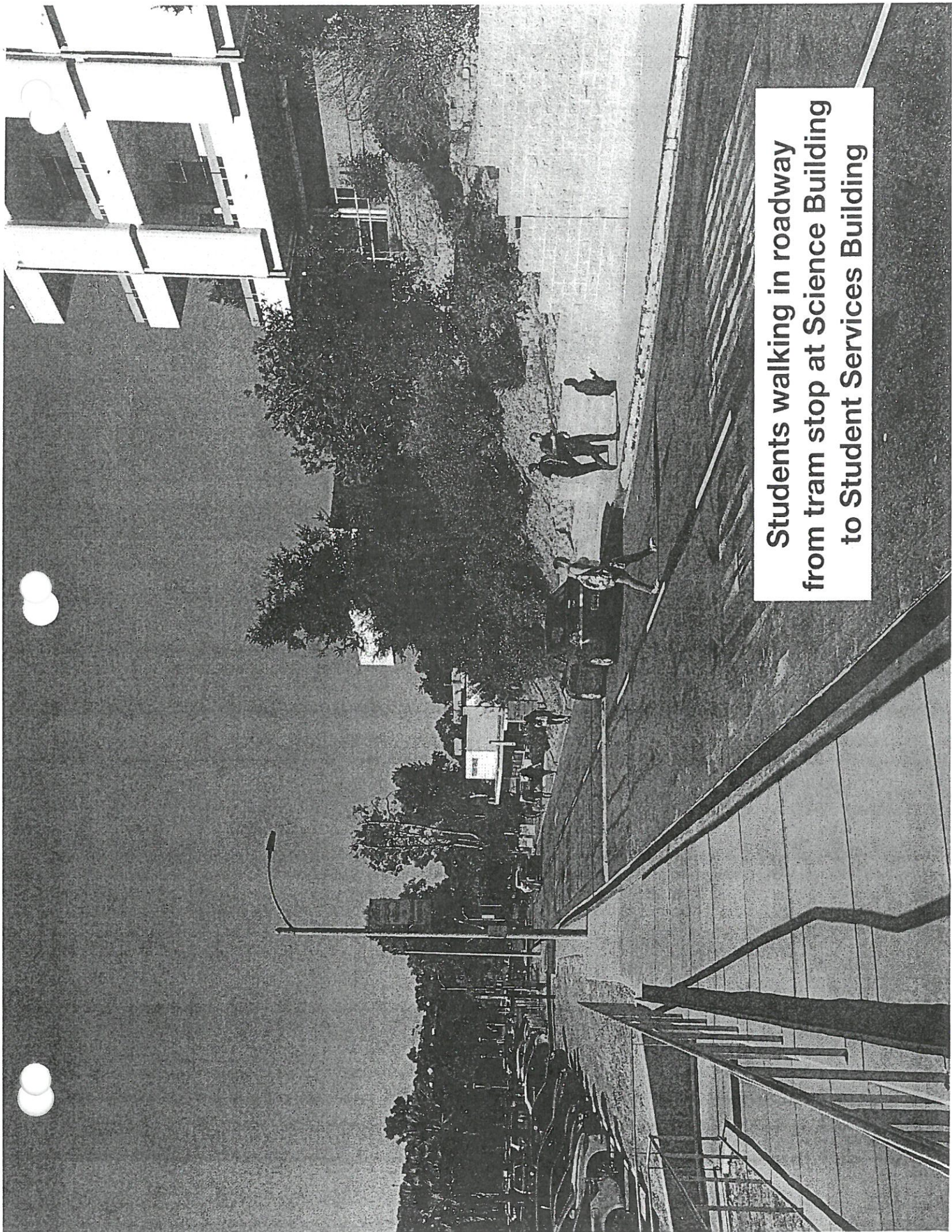
Storage Room for
preserved animal specimens
seems to have inadequate
ventilation
S 126 E



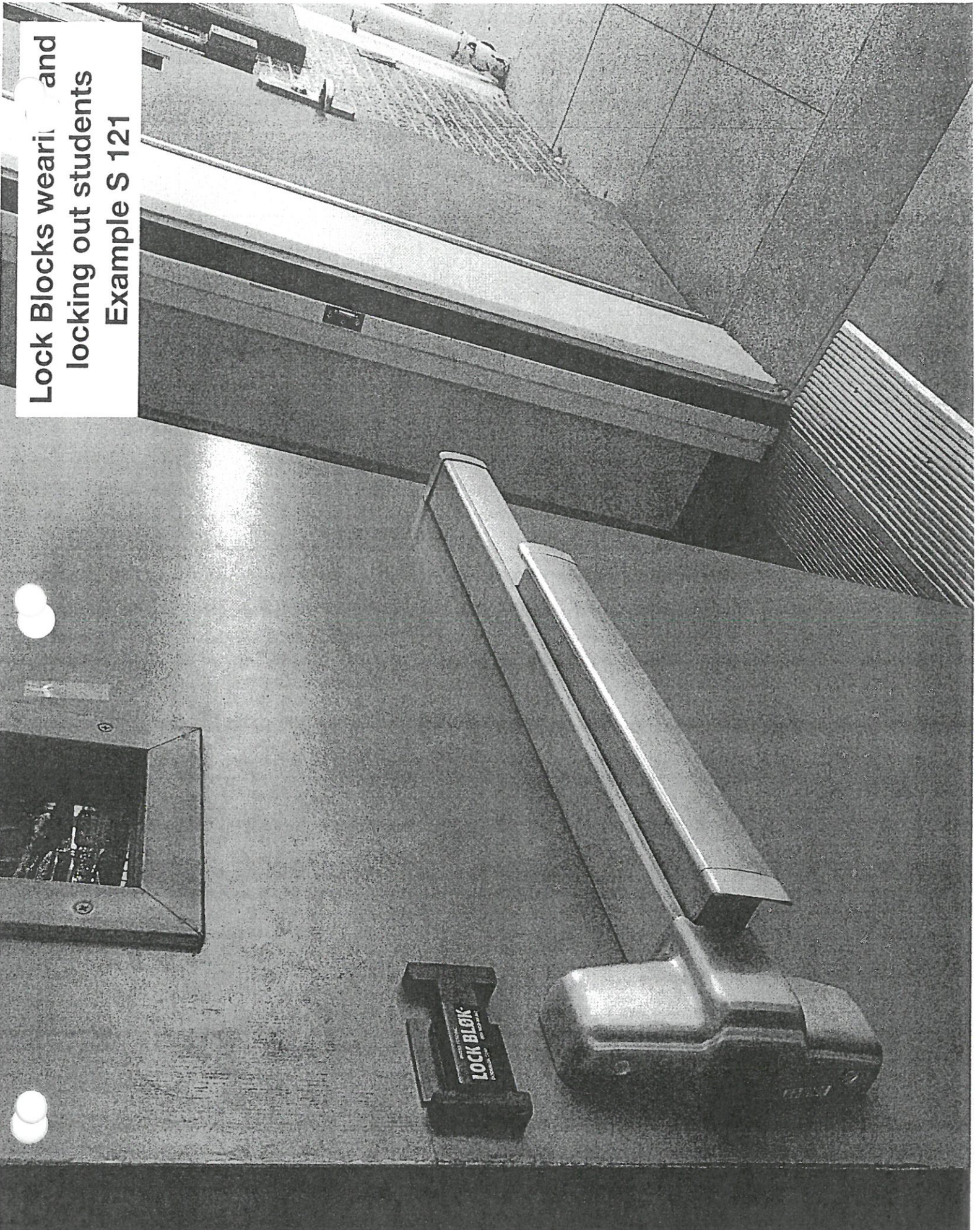
**Botts' Dots needed
for right hand turn lanes
of College Drive onto
Workman Mill Road**



**Students walking in roadway
from tram stop at Science Building
to Student Services Building**



**Lock Blocks wear and
locking out students
Example S 121**



**Sterilizers vented into the room
instead of to the outside
S 100A**

