



CITRUS COLLEGE EVACUATION PLAN

Mission Statement of Citrus College Department of Campus Safety

The mission of the Citrus College Department of Campus Safety is to ensure the safety of students, faculty, staff and visitors while on property owned and operated by the college or involved in college-sponsored programs and activities, and to protect the property and facilities of the district, its students, employees and visitors.

This Emergency Evacuation plan provides guidelines and procedures for responding to emergencies and other unusual occurrences.

This Emergency Evacuation Plan sets forth primary plans of action. The Emergency Evacuation Plan, in its entirety, is referenced in the Citrus College Emergency Operations Plan.

The following resources may be contacted in the event of an emergency on Citrus College Campus:

	<u>From a Campus Phone</u>	<u>From a Cell Phone</u>
Campus Safety	8611	(626) 914-8611
Glendora Police Department	9+1 (626) 914-8297 or 9+ 911	(626) 914-8297 or 911
Los Angeles County Fire Dept. #151	9+1 (626) 963-2733	(626) 963-2733
Arcadia Chapter Red Cross	9+1 (626) 447-2193	(626) 447-2193
Foothill Presbyterian Hospital	9+1 (626) 963-8411	(626) 963-8411
Poison Control	9+1 (800) 222-1222	(800) 222-1222

Definitions:

Building Interior Evacuation Diagrams – These floor plan diagrams are posted at selected locations in buildings with interior corridors, hallways and/or offices. They show the locations of building exits and the pathways of travel to these exits.

Citrus Alert - Citrus College's emergency notification system, called **Citrus Alert**, enables the college to communicate with students and employees quickly in the event of an emergency.

1. A **Citrus Alert** will be sent in an emergency, such as an act of nature (fire, earthquake, flood, ect.) threat of violence, chemical hazard, or other significant events such as a school closings or power outages.
2. The **Citrus Alert** system will send messages to student-provided e-mail addresses and employees' Citrus e-mail addresses, as well as up to six phone numbers.
3. The **Citrus Alert** system can also send a text message to a user's cell phone.

Crisis Action Team (CAT) – A small group of high level district management staff called together to gather information and assess an initial response to a disaster or emergency on campus. The CAT advises the Superintendent/President (or designee) in the decision making process, including whether or not to activate the Emergency Operations Center (EOC).

Disaster Threat - Disaster threatening the college or surrounding community requiring possible evacuation or the necessity of housing or feeding refugees.

Emergency Evacuation Assistance Area (EEAA) - An **EEAA** is a designated area on all second and third stories of buildings, usually near elevators towers or stairwells. An **EEAA** is designated by signage. An **EEAA** is for staging the disabled and other individuals unable to evacuate from a building on their own without additional assistance.

Emergency Information Officer (EIO) – A specific staff person assigned to a building or a floor in a building as a primary point of leadership in an emergency. **EIOs** are a key communication link to and from District Emergency Operations Center and Campus Safety during emergencies, evacuations and drills. *(For details, See pages 3 to 4)*

Emergency Operations Center (EOC) – The ‘command and control’ center, activated by the office of the Superintendent/President during times of emergencies when normal campus activities are severely impacted.

Evacuation Gathering Area (EGA) – Pre-designated area(s) on campus where staff and students evacuated from buildings shall gather to remain out of harm’s way and await further instructions from college staff or emergency responders. EIOs and other emergency workers

shall direct student and staff to the safest **EGA** as conditions dictate. (*For details, see page 7 to 20*)

External Disasters - Community disasters involving storm, fire, flood, tornado, epidemic, hazardous chemical spill, train wreck, or airplane crash.

Internal Disasters - Fire, explosion, collapse, etc..., within the boundaries of the college.

Relocation – Refers to a second movement of evacuees due to an exacerbation of conditions in an emergency situation that places evacuees in the initial evacuation area at continued or increase risk to the safety. **Relocation** is initiated by an EIO, Campus Safety or higher authority. **Relocation** of evacuees could occur:

1. **Within a building:** From one room or area to another within the same building;
2. **On-Campus Relocation:** from one designated **EGA** to another **EGA**, or
3. **Off Campus Relocation:** from the campus at large to an off-site. (*See page 14*)

Evacuation Decision Process

The President of the college or his/her designee makes the ultimate decision to evacuate or relocate staff and students on campus. Following the decision to evacuate, authorized staff (such as building EIOs, Campus Safety, etc.) will implement the guidelines in this Evacuation Plan and direct the staff and students affected as necessary to assure the highest potential for a safe outcome.

Methods of Notification of the Decision to Evacuate

In Person Contact

By Telephone

*Activation of Fire Alarm (for **immediate evacuation**)*

EIO announcement (via bullhorn or voice)

Note: All staff and students will be kept apprised of the general status of the emergency via **Citrus Alert**

EMERGENCY INFORMATION OFFICER (EIO) DUTIES

Emergency Information Officers (EIO's) are assigned to individual buildings or floors in buildings to disseminate, collect and communicate critical emergency information, including notification to building occupants to evacuate or relocate, or shelter in place.

Each **EIO** is equipped with an emergency radio to be used for direct communication with the Emergency Operations Center (EOC) in the event of a major disaster.

As directed, **EIOs** will disseminate information and directions to staff and students, via voice and bullhorn.

EIO's or their designees will coordinate with Campus Safety Staff and/or outside emergency responders and work to ensure the emergency evacuation plan is carried out.

In the event the **primary EIO** is absent, a designated **alternate EIO** will take on this role.

Emergency Information Officers' (EIO) Responsibilities include:

1. Communication with the **Crisis Action Team (CAT)** to report critical information and obtain direction on the necessity for evacuation, lock-down or other measures.
2. Know the location of all emergency exit, evacuation route, fire alarm, and fire extinguishers in their immediate work area.
3. Ensuring there are procedures to evacuate all personnel, including individuals with disabilities.
4. Training of faculty and staff in handling of any emergency procedures specific to their building and location(s).
5. In the event of an emergency evacuation, to **assign assistants to maintain order outside the building** and to move students and personnel away from the building and to a safe **EGA**.
6. EIOs shall assist Campus Safety and Outside Responders to be sure that each building is fully evacuated.
7. Confirm the evacuation maps are present in and around the building.

Alternate Emergency Information Officer's Responsibilities Include:

1. Assist building EIO's in performing their duties.
2. Know the location of every emergency exit, evacuation route, fire alarm, and fire extinguishers for their work area.
3. Report unsafe building conditions and injuries to the primary EIO.
4. Lead students to the appropriate EGA.
5. As classrooms and offices are cleared, shut the door to indicate the area has been cleared.
6. Complete all duties and responsibilities as assigned by the primary EIO.

Department Managers and Directors Duties

All Managers and Directors will be responsible for ensuring employees under his/her supervision know the location of their building's nearest **EGAs**; be able to identify their building's EIO staff and assist them as needed.

Facilities Staff Duties

All Facilities personnel have been assigned specific responsibilities in the event of a large scale emergency (designated as a “**Code Blue**” alert) if a “**Code Blue**” is initiated, six emergency response teams, comprised of facilities, maintenance and grounds personnel, will respond to pre-assigned assembly areas (buildings) to, under the direction of the Director of Facilities and Construction, assist with evacuations, search and rescue, fire suppression, building closures and other measures dictated by the nature of the emergency.

Campus Safety Staff Duties

It will be the responsibility of the on-duty Campus Safety Officer to notify administrative staff of any incident or impending incident which may require evacuation or relocation. In most cases the decision to evacuate or relocate will be made by the President of the college or his/her designee. Campus Safety staff will be in charge of securing the perimeter of any crime scene and making notifications to outside local and state agencies that may need to be involved in rescue and recovery actions. Campus Safety staff will work closely with administrative staff to keep them informed of the progress of the event.

Campus Safety Evening and Weekend Operations

In the event an emergency requiring evacuation or relocation occurs during evening or weekend operations, primary responsibility for emergency notification rests with the **Department of Campus Safety**. In most occurrences, Campus Safety personnel will be first alerted to impending emergency information. However, due to limited Campus Safety personnel during these hours, the assistance of the **Custodial staff** may be requested during evening hours – as needed -- and by local law enforcement during weekend hours.

The following action should be taken to disseminate information regarding an emergency that occurs in the evenings or on a weekend:

Evening Operations:

1. Notify the Department of Campus Safety at (626) 914-8611, from a cell phone or, 8611 from a campus phone.
2. If unable to contact Campus Safety, dial 911 from a cell phone or 9+911 from a campus phone.
3. Campus Safety will notify the Custodian/Lead Worker for evening shift or other available Citrus College Campus staff to provide instructions relative to evacuation or relocation.
4. Campus Safety shall refer to the emergency contact list and notify, at a minimum at least one Vice President and the Director of Facilities and Construction regarding the emergency.

5. Custodial staff or other available Citrus College staff will begin notification to areas occupied in the building assigned. Evacuation or relocation should follow the outlined plan for the building.
6. When all persons in the building have been notified and the evacuation or relocation plan has been initiated, all available staff will serve as group leaders.

Weekend Operations:

1. Notify Campus Safety Department at (626) 914-8611, from a cell phone or 8611 from a campus phone.
2. If unable to contact Campus Safety, dial 911 from a cell phone or 9+911 from a campus phone.
3. If contacted, Campus Safety will contact local emergency services and begin notification to each building occupied of the plan to evacuate or relocate. If multiple buildings are occupied, the officer may designate instructors to assist in the notification of other buildings if needed or request local law enforcement assist in notifications.
4. Campus Safety shall refer to the emergency contact list and notify, at a minimum, at least one Vice President and the Director of Facilities and Construction regarding the emergency.

In all instances, where Campus Safety cannot be notified, dial 911 to report the emergency from a cell phone or 9 +911 from a campus phone.

EVACUATION

Discussion

Evacuation is the **removal of all persons** in the wake of impending or immediate danger, including, but not limited to fire, explosion, structural damage, etc. Evacuation may be from one or multiple buildings in sequence or simultaneously, or even from the entire campus; depending on the intensity and context of the emergency situation. Building evacuees shall be directed to the nearest safest **Evacuation Gathering Area**, or **EGA** (See pages 7 to 20)

Emergency evacuation maps will be posted in appropriate locations in the interior corridors of select Campus buildings. Each map will indicate the direction of travel from the rooms shown on the plan in the event it becomes necessary to evacuate the building as a result of fire or other emergency.

Each instructor is responsible for informing his/her students that there is an emergency evacuation map for the building and that any time a fire alarm sounds the building is to be evacuated.

Staff, instructors, and students will be made aware of the evacuation map location and instructed to follow this map when evacuation of the building becomes necessary.

Evacuation of multiple level buildings should always begin with the upper level floor being evacuated first and continuing in a descending order until all floors have been evacuated.

Building **EIOs** shall provide assistance and leadership during evacuation drills and emergencies. **EIOs**, instructors and staff shall notify the Facilities Department if the map(s) for their area defaced or otherwise need replacement.

Never return to an evacuated building (unless told to do so by College Campus Safety Officers or Emergency Response Personnel).

Evacuation Gathering Areas (EGA)

Discussion

Ten (10) **EGAs** have been identified on campus. The following pages provide a campus map where **EGAs** are identified and a narrative with photos describing each of them in detail.

Since the context behind an actual command to evacuate cannot be predicted, **EGAs** are ‘not assigned for a specific building’. For example, an emergency event on one side of a building or campus may block access to a primary **EGA** and require the use of an alternate **EGA**. Therefore, **EIOs** (and all building staff and students) should familiarize themselves with the **EGAs** listed and become familiar with more than one **EGA**. Posting signs identifying **EGA** on Campus are in Development (10/2012).

In an emergency evacuation, barring a specific directive from Campus Safety, the President’s Office or an official designee, the **EIO** of the affected building(s) shall direct evacuees to the safest **EGA(s)** closest to their building’s footprint.

Note: **The Tennis Courts are deemed a safe evacuation area** for disabled students/staff evacuating from the **Adaptive Physical Education Building** – However, if the tennis courts are determined to be unsafe during a real emergency, disabled students and staff must make their way to the safest and nearest **EGA** listed.

The Evacuation Gathering Areas:

EGA #1: CAMPUS MALL - AT THE FLAGPOLE

EGA #2: WEST END OF CAMPUS MALL

EGA #3: WEST CAMPUS BOUNDARY PALM TREE GREEN SPACE AT CITRUS AVE

EGA #4: WEST FOOTHILL/ORANGE TREE ROW:

EGA #5: EAST FOOTHILL/ORANGE TREE ROW

EGA#6: E. CAMPUS BOUNDARY/MARQUEE MOUND AT FOOTHILL & BARRANCA

EGA #7: E5/FP PARKING LOT/FOOTBALL PRACTICE FIELD

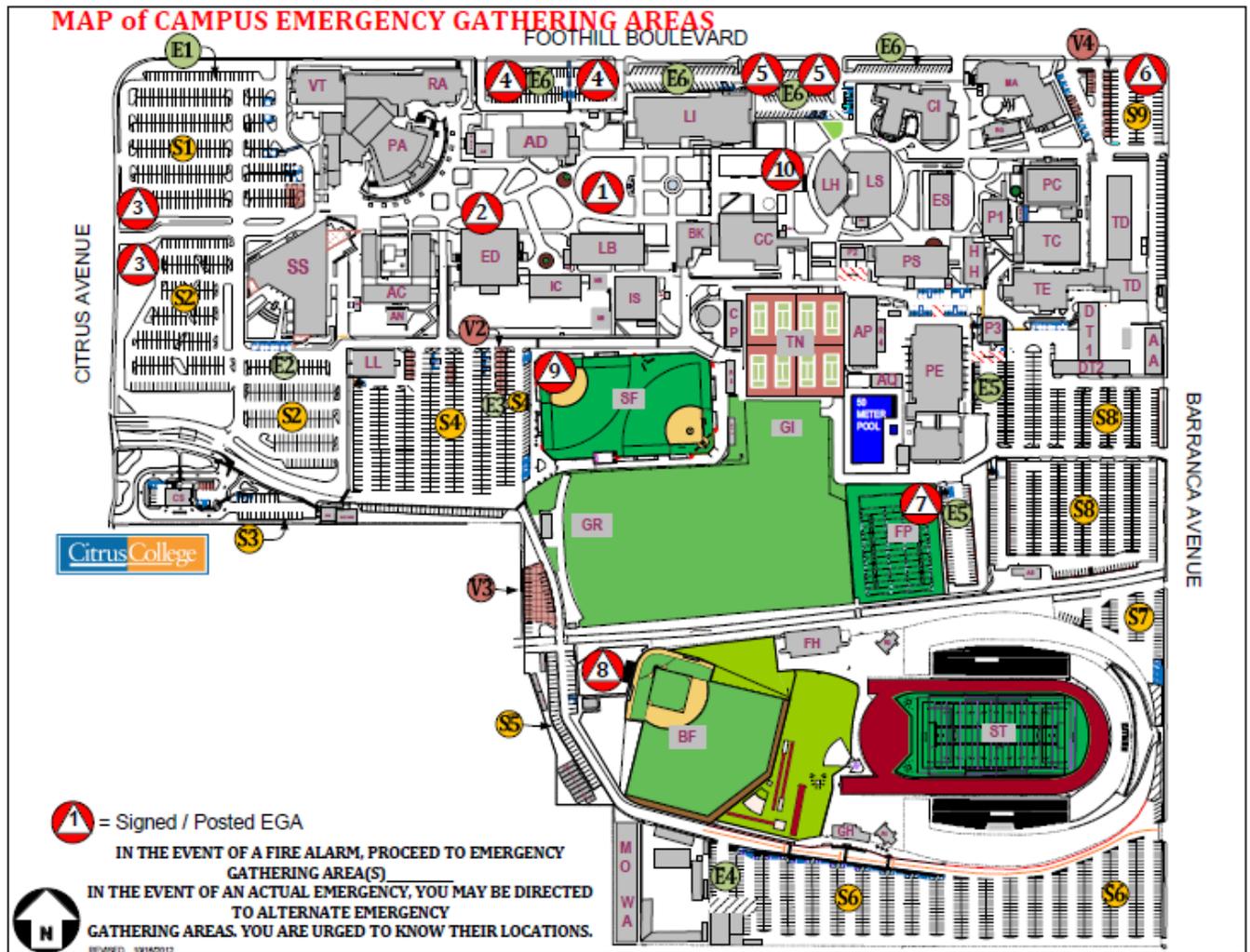
EGA #8: GRASSY AREA WEST OF BASEBALL FIELD (BF)

EGA #9: CENTRAL CAMPUS/SOFTBALL FIELD AREA

EGA #10 CAMPUS MALL EAST END CC/LH/LI

Campus Map Highlighting EGAs:

EVACUATION GATHERING AREA MAP (EGA)



On the following pages are specific descriptions of each of the ten identified Evacuation Gathering Areas:

EGA #1 - CAMPUS MALL - AT THE FLAGPOLE The highly visible, grassy area just west of the Flagpole and fountain could serve buildings LI, LB, and CC. Possibly AD, LH, LS, and PS could utilize this EGA as needed.



EGA #1: Campus Mall Center

EGA #2 – WEST END OF CAMPUS MALL

This EGA can serve buildings ED, PA, RA, AD and AC as needed. While the area is small and tightly bound by buildings on the campus mall, it is likely to be very serviceable as an initial evacuation site, and for evacuation drills.



EGA #2: Viewed from the North looking South toward the ED Building.



EGA #2: Viewed from the East, looking West at the Haugh Performing Art Center



EGA #2: Looking East with the AD building to the left

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EGA #3: WEST CAMPUS BOUNDARY PALM TREE/GREEN SPACE AT CITRUS AVE

Green Patch/Palm Tree Mound located between parking lots S1 and S2 serves buildings SS, Speech/Drama, PA (and Box Office), VT, and LL. Open space on the perimeter of campus is at a premium. This choice was made to avoid conflict with parking lot traffic, in the event that evacuating to the interior of the campus is inadvisable. Citrus Avenue is to extreme right. There is a sidewalk access to this area (see photos below).



EGA #3: Three Palms Mound on Citrus Ave. This is the lower half of EGA #3



EGA #3: Both upper and lower halves in sight of Student Services Building; as viewed from the EGA.



EGA #3: Viewed from Student Services Building

Access to EGA #3: Follow the sidewalk access from local departments such as; PA, Drama, PA Box Office, SS, AC, and LL to this EGA. The following series of photos demonstrate a generally safe access route:



Above/Left - Access EGA #3: sidewalk on right, looking North at Drama and PA Box Office (just out of picture on right).

Above/Right - sidewalk looking SW next to PA Box office (on left); viewing north side of SS.

Left - Looking West toward proposed EGA #3.

EGA #4: WEST FOOTHILL/ORANGE TREE ROW

EGA #4 could provide safe evacuation zones for AD, RA, PA and VT buildings. This green strip only minimally impacts on parking lot space and traffic.



EGA #4: West Foothill/Orange Tree Row, looking East along Foothill Blvd



EGA #4: West Foothill/Orange Tree Row, looking west.

EGA #5: EAST FOOTHILL/ORANGE TREE STRIP

This location also located along Foothill Blvd, would serve LI, CI, CC, LH, and ES buildings. Due to the density of buildings on campus in this area, the orange tree strip is the only open space that is available that meets the ‘150 foot rule’.



EGA #5: Looking West along Foothill Blvd.

EGA #6: EAST CAMPUS MARQUEE/EAST CAMPUS BOUNDARY

This Green mound is at the extreme NE corner of the campus. Parking lot traffic in ‘S9’ complicates finding an acceptable space for an EGA for this area. Sidewalk access is available for most buildings, including: MA, PC, TC, TD, TE, DT, AA, RG, HH, and P1.



EGA#6: Green space/Campus Marquee Mound; Looking East and North.

EGA #7: E5/FP PARKING LOT/FOOTBALL PRACTICE FIELD

Staff parking lot E5 has only one access, making through traffic impossible and safer than most parking lots on campus, and hence potentially an evacuation area. It is the only sizeable area that is not fenced or in a busy vehicular traffic area on the East end of campus. If the football practice field next to E5 is unlocked, it could also be considered part of **EGA #7**. This area could potentially serve all buildings on the east side of campus, including PE, AQ, AP, DT, TD, TE, PS, HH and AA.



EGA #7: E5 Lot Looking South.



EGA #7: Adjacent Football Practice Field.

EGA #8: GRASSY AREA WEST OF BASEBALL FIELD (BF)

EGA #8 serves all the west side athletic areas including **GR, BF,** and **MO/WA.** Though surrounded by vehicular traffic on the main campus access road, it is a very safe and accessible location.



EGA #8: Looking South from the Access Road.



EGA #8: In the shade, looking West at the access road and baseball offices to the left.

EGA #9: CENTRAL CAMPUS/IS

There is long sidewalk with seating alcoves on the perimeter of the Softball and south of the IS building. This area could serve **CC, IS, LB. CC, BK** and the surrounding athletic areas near the EGA location depicted.



EGA#9: Looking West across from IS building



EGA #9: Looking South and East

EGA #10: CAMPUS CENTER/LECTURE HALL/LI

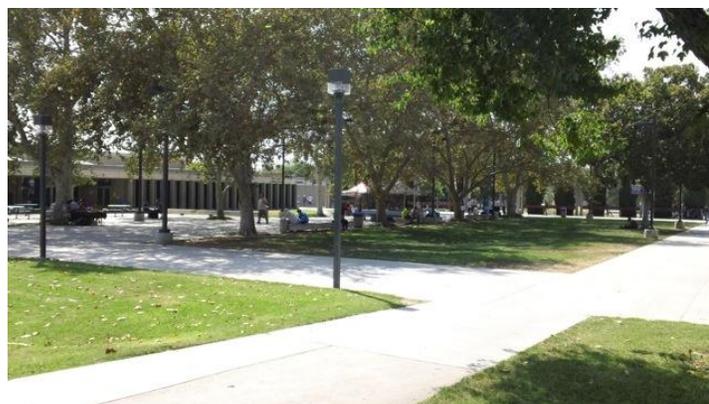
This small open grass and sidewalk area is tightly bordered by three buildings and can serve as an EGA for any one of the three buildings - CC, LI, and LH. (**NOTE:** EGA #10 does not meet the required 150 evacuation foot print if all three buildings must be evacuated simultaneously).



EGA #10: Looking East toward the LH Building



EGA #10: Looking Northwest from Campus Center Quad to the north end of the LI Building



EGA #10: Looking West from Lecture Hall Steps. Campus Center is on photo at left

EVACUATION OF INJURED AND DISABLED

Staff and students with mobility, sight or hearing disabilities may require assistance evacuating from buildings and possibly on to the designated EGA. During an evacuation, elevators are reserved for the use of people with disabilities first. HOWEVER, in the event of a fire, no one is to use elevators.

Manual and Mechanized Evacuation Assistance for Disabled Persons

The **Citrus College Emergency Response Flip Chart** provides specific instructions for offering manual assistance to persons in wheelchairs. These ‘Flip-Charts’ are posted liberally in all campus buildings. In addition to manually assisting disabled persons manually, several “**Evacu-Trac**” devices are available to assist these individuals. Many staff persons including Campus safety personnel are trained to use these devices. For more information contact: Campus Safety.

If a disabled or injured person is unable to be safely evacuated from a second story or higher floor of a campus building, please make every effort to move them to nearest **Emergency Evacuation Assistance Area (EEAA)**

Posted Emergency Evacuation Assistance Areas (EEAA)

Area within a building designated for staging of special needs individuals until assistance arrives to evacuate them upper levels of campus buildings. These areas are pre-designated (placarded) so that both special needs individuals and emergency response personnel know where to rendezvous in the event of an emergency.

Generally, EEAs are posted at or near the stairwells of each floor of all multistory buildings. *(For a descriptive list of Emergency Evacuation Assistance Areas, please see [page 198](#) of the District’s [Emergency Response Plan](#))*

EVACUEE RELOCATION

In-Building Relocation: Moving of individuals to areas within a building believed to offer better or increased cover and protection in the wake of impending or immediate danger.

On-Campus Relocation: In the event an emergency evacuation is not quickly resolved and Evacuation Gathering Areas (EGAs) do not offer the necessary space or emergency support, on-campus relocation areas have been established for longer term evacuation situations.

Off-Campus Relocation: In the event an emergency evacuation requires the complete evacuation of the campus, specific off-campus locations nearby have been established.

Relocation Discussion:

Campus Safety and/or EIOs should assign personnel to escort groups to the relocation area.

Emergency relocation of multiple level buildings should always begin with the upper level floor being evacuated first and continue in a descending order until persons from all floors have been relocated.

All persons moved to a relocation area during an emergency should be instructed to stay in that location until the emergency has been resolved.

If any Evacuation Gathering Area is perceived as an area of threat, another EGA (or location deemed to be safer) should be determined by the on-scene EIO or emergency responder in charge of the incident.

ON-CAMPUS EVACUEE RELOCATION

The following evacuation locations can be used in the event an emergency event requires extended evacuation time and/or life safety considerations beyond the capabilities of the above listed EGAs.

Citrus College's **Primary Relocation Area** for on-campus relocation is the Stadium (ST on the campus map)



Citrus College’s **Secondary Relocation Area** for on-campus relocation is the Golf Range (GR on the campus map)

Golf Range



OFF-CAMPUS EVACUEE RELOCATION

PRIMARY

Citrus College’s **primary evacuation location** for Off-Campus Relocation is the “Annex 1” parking lot near the Azusa Pacific University –



West Campus located on **Rockvale and Alost**a and bordered on the north by **East Foothill Boulevard**, ½ mile west of Citrus College Campus

SECONDARY

Citrus College’s secondary evacuation location for off-campus relocation should be the Sandburg Middle School-Glendora, located at 819 West Bennett Avenue, Glendora.



EVACUATION / EGRESS OFF-CAMPUS

In the event of an off-campus evacuation, Citrus Campus Safety Officials might find it necessary to block vehicle traffic from entering the campus and direct all lanes to and from the campus to be “exit only” to facilitate a quicker evacuation of the campus.



Specific Event Response Descriptions

EARTHQUAKE

If you are indoors when shaking starts:

- “**DROP, COVER AND HOLD ON.**” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- Stay away from buildings. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- If you are in bed, stay there and cover your head with a pillow.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

Outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings and trees.
- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.

Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.
- Inspect your area for damage.

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

FIRE

If your smoke detector goes off or you see a fire:

- Remain calm and get out.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call 9-1-1.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.

SHELTER-IN-PLACE

One of the instructions you may be given in an emergency is to shelter-in-place. This means you should stay indoors until authorities tell you it is safe or you are told to evacuate.

In case of an active shooter event:

- Stay inside or get indoors and stay in that location until Campus Safety Staff informs you that it is safe to exit your location.
- Lock all entrances to your location if possible.
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Stay low to the ground and hide if possible until the situation has ended.

In case of a biological event:

- Select a small, interior room with no or few windows.
- Close and lock all windows and exterior doors if possible.
- Turn off fans, heating and air conditioning systems where possible.
- It is ideal to use a hard-wired telephone in the room or building. (cellular telephone equipment may be overwhelmed or damaged during an emergency)
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room if possible.
- Listen to your radio or television for further instructions or updates.
- If you are in your car, close windows and turn off vents and air conditioning.

HOSTAGE AND TERRORIST SITUATIONS

The threat of hostage, terrorist or other incidents involving weapons occurring in the campus environment has become a grim reality. Unfortunately, these situations are random and unpredictable. It will be the responsibility of Campus Safety to secure the perimeter of the area occupied or affected by the intruder and immediately call Glendora Police Department at (626) 914-8297 by cell phone or 9+1+ (626) 914-8297 from a campus phone.

HOSTAGE INCIDENT

In the event a hostage situation or situation involving weapons occurs, the following procedure should be followed:

1. Remain as calm as possible and try to keep those around you as calm as possible.
2. Individuals should carry out the instructions of the intruder until rescue attempts can be made.
3. Call (626) 914-8611 or 911 by cell phone to report activity taking place, if possible. However, rest assured that it is the intention of the intruder to make his presence known and, in most instances, to make demands.
4. All other individuals should retreat inside their respective classrooms or office areas, close and lock the door when possible.
5. Remain behind closed doors, and wait for authorized personnel to approach your area for evacuation.
6. Again, remain as calm as possible and leave the building in a quiet, orderly fashion so as not to draw the attention of the intruder.
7. **NO ALARMS SHOULD BE ACTIVATED.** Activation of an alarm could escalate the situation.

TERRORIST INCIDENT

In all instances of terrorist attack, whether international or domestic, the purpose is to cause as much destruction and loss of life as quickly as possible, to cause mass panic, chaos and confusion and to instill fear in those remaining in the community affected as well as the nation as a whole. Such situations usually involve explosives, biological or chemical devices and may or may not be announced.

In the event of a terrorist attack the following procedure should be initiated:

1. The emergency preparedness plan for evacuating the building affected should immediately be initiated.
2. In this instance, notifications may need to be made in person rather than via telephone.

3. **TURN OFF ALL CELL PHONES, AND TWO WAY RADIOS.** Signals from these communication devices can cause detonation of other explosives should explosives be involved.
4. Persons evacuating the building should leave the building in the opposite direction of the blast, avoiding areas possibly weakened by structural damage. Proceed to your designated rally point to await further instruction.

BOMB THREATS

In the event a faculty or staff member of the college receives a threatening telephone call, he or she should:

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Gather as much information about the caller as possible:
 1. Exactly what is said,
 2. Sex of the person calling,
 3. Get the phone number or caller ID,
 4. Time bomb is to go off,
 5. Reason bomb is placed in particular building,
 6. Method of identifying bomb,
 7. Name of person calling (if possible), and
 8. Type of background noise (music, cars, trains etc).
 9. Notify Campus Safety. **Never** attempt to inspect a suspicious object or potential bomb.

AREA OF SPECIAL CONCERN

Haugh Performing Arts Center (PA)

Emergency Evacuation Procedures and Protocols

The Haugh Performing Arts Center (HPAC) frequently hosts concerts, dance recitals, graduations, speakers, show-choir competitions, award ceremonies, and other public performances in a large proscenium theatre setting. HPAC houses up to 1,500 patrons and employees at each public performance. HPAC is host to about 200 performances and over 100,000 patrons each year. As a result of this large transient population on the Citrus College campus, it is imperative that all HPAC employees familiarize themselves with the HPAC emergency evacuation procedures and protocols in the event of an actual emergency.

In the event of a campus emergency where there is a likelihood the HPAC could be evacuated, the Event Supervisor and Stage Manager will activate their two-way emergency radios and assume responsibility for directing and evacuating staff and patrons, as well as for locating and securing first-aid and emergency aid kits and ensuring that backstage staff have been evacuated. At their direction, HPAC ushers and technical crew members will be responsible for systematically and calmly evacuating the HPAC patrons and performers to the primary evacuation location.

The Event Supervisor and Stage Manager shall also assign staff to assist patrons with special needs, including patrons in wheelchairs and the sight and hearing impaired. Staff should make every effort to identify those with special needs prior to any emergency situation.

Special Needs Information for Evacuation of HPAC

The HPAC has the following permanent and companion seating as well as wheelchair accessible parking:

1. Six (6) permanent wheelchair locations.
 - Three (3) house left row J.
 - Three (3) house right row J.
 - One (1) fixed companion chair each side
2. Additional fixed seats can be removed to accommodate a total of up to sixteen (16) wheelchairs.

• Accessible parking spaces are located immediately west of the Center.

HPAC Primary & Secondary Evacuation Gathering Areas EGA

Parking lots surround the HPAC. However there are inherent dangers when evacuating large numbers of patrons and except in the most immediate of responses. This risk may be significantly elevated in the case of HPAC due to a potential for a high number persons with disabilities and visiting school children present during performances.

However two Evacuation Gathering Areas have been identified that may support the HPAC's evacuation needs and do not risk their safety to random vehicular traffic.

HPAC West Side Evacuation and Route:

On the West of the HPAC is an **Evacuation Gathering Area** (*see EGA #3; page 12*).



Evacuation to this EGA is made out of any HPAC exit (primarily from the West Patio area and from the Lobby) and following the sidewalks west past the SS building as shown below:



Sidewalk West Along the SS Building to EGA #3



HPAC East Side Evacuation Gathering Area and Route:

There is a Green space buffer on the border of the campus and Foothill Blvd, directly north of the AD parking lot. This area has been previously identified as a Campus **Evacuation Gathering Area** (*EGA #4; see page 13*):



The Route to this EGA is out any of the HPAC exits (primarily on the East and the Lobby) and walk to the East toward Foothill Blvd:



HPAC OFF-CAMPUS EMERGENCY RESPONSE SUPPORT CONTACTS

The following resources may be considered in the event of an emergency on campus that directly affects the HPAC, its staff, students, and patrons:

	<u>From a Campus Phone</u>	<u>From a Cell Phone</u>
Campus Safety @	9+1+ (626) 914-8611 or 9+1+ 911	(626) 914-8611 or 911
Glendora Police Department @	9+1+ ((626) 914-8297	(626) 914-8297
Los Angeles County Fire Dept. #151 @	9+1+ (626) 963-2733	(626) 963-2733
Arcadia Chapter Red Cross @	9+1+ (626) 447-2193	(626) 447-2193
Foothill Presbyterian Hospital @	9+1+ (626) 963-8411	(626) 963-8411
Poison Control @	9+1+ (800) 222-1222	(800) 222-1222
Dept. of Children and Family Services		(800) 540-4000