

# EAST LOS ANGELES COLLEGE

# EMERGENCY RESPONSE GUIDE



## What to Do for the Following Incidents

### ACTIVE SHOOTER

**If you are outside or in immediate danger, evacuate to a safe area as quickly as possible.**

**If the Active Shooter is INSIDE your building:**

- Remain calm. Please follow instructions from faculty, staff and law enforcement.
- If possible, exit the building via safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety or safe room, lock the doors, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Barricade doors by any means possible.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

**If the Active Shooter is OUTSIDE your building:**

- Remain calm. Please follow instructions from faculty, staff and law enforcement.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door with anything available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until a law enforcement officer advises it is safe to do so or some other credible information is received advising the threat is over.

**When Law Enforcement Arrives:**

- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and yelling

### BOMB THREAT

- If you receive a bomb threat on campus, remain calm and take the caller seriously.
- If your phone has caller ID, record the number displayed.
- Gain the attention of a co-worker and have them contact the Sheriff Station at (323) 265-8800.
- Keep the caller on the phone as long as possible.
- ASK QUESTIONS:
  - Where is the bomb located?
  - When is it set to explode?
  - What kind of bomb is it and what does it look like?
  - Did you place the bomb and if so, Why?
  - What is your name?

### CHEMICAL AND HAZARDOUS MATERIAL SPILLS

- Avoid direct contact with spilled material and treat all chemicals as hazardous materials.
- Stop the source of spill, if you can do so without endangering yourself.

- If indoors, evacuate immediately and close the door.
- If outside, stay upwind away from any toxic fumes or smoke.
- Call the Campus Sheriff's Station at (323) 265-8800 and report the incident.
- Remain in a safe, cover position until first responders arrive and follow their instructions.
- Do not re-enter the building until authorized to do so by emergency response personnel.

### CIVIL DISTURBANCE

- Civil disturbance includes riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

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**Sheriff Station  
(323) 265-8800**