

**Los Angeles Harbor College**  
**Facilities Maintenance & Operations Department**  
**Significant Event Response Plan & Procedures**

**A Campus significant Event includes but is not limited to the following:**

Power outage

Earthquake

Bomb threat

Fire

High winds, downed trees or power lines

Flood

Hazardous substance spill or release on campus

Hazardous spill or release off campus

Active Shooter/ hostage situation

Terrorist threat:

Plane Crash on campus

**Facilities Staff Response Operational Plan:**

- 1) During working hours after a significant event has taken place all Facilities Maintenance & Operations Personnel (FMO) are required to respond to the FMO building complex for roll call and response directives.
- 2) In some cases, all staff may be directed to respond to an over the air person by person roll call and wellness check via the two way radios.
- 3) Upon completion of roll call in both 1 & 2 above supervision will give further directions as to the deployment of each FMO staff member.

4) Each FMO staff member will keep the Facilities Director and/or Supervisors informed of deployment status and situation changes as they happen via two way radio, cell phone, landline, or in person.

### **FMO Staff Responsibilities**

#### **A) Facilities Director/ Supervisors:**

1) Initiate directive and decision of which roll call to use, over the air or all call to return to the FMO complex or other location as required.

2) Contact commanding Deputy at campus Sheriff's office via radio, cell phone, or landline for coordination of building damage and safety search needs. Deploy FMO staff as required.

3) Brief staff with all known information of event, and give safety guidance and equipment as needed.

4) Contact Vice President of Administration and /or College President; provide all known information of incident and FMO staff actions and deployment. Update them as the situation changes or gets resolved.

*The following radio codes are used by the Sheriff's Department to broadcast over the air information to describe the following situations and information:*

**879-David:** Sheriff's office desk/dispatch

**Code 1:** Acknowledge your radio call

**Code 4:** No further assistance needed, situation under control

**Code 7:** Break or lunch

**Code 8:** Fire Alarm activation

**Code 14:** Resume normal operations and work schedules

**904:** Fire

**996T:** Bomb threat

**417:** Person with a gun/ active shooter

**422:** Terrorist threat

**925:** Suspicious person

**909s:** Safety Hazard of any type

**10-4:** acknowledge call and understand broadcast

**10-19:** Come to a stated location

**10-20:** What is your location? (Also abbreviated as what is your 20?)

Earth Quake

Hazardous material spill or release

Landline: Any regular campus wired telephone

These codes will be implemented for use by FMO staff to allow proper coordination with the sheriff's Department in the event of a significant event as listed above. The purpose for the use of these codes is:

To insure FMO and Sheriff's staff have a united and uniform response to emergencies and to insure radio transmissions that may be heard by faculty, staff, and students are not improperly communicated throughout the campus. The thought and intent of this concept is to minimize potential panic or cause unneeded evacuations or program disruptions until it is deemed necessary by the college administration.