IMMEDIATE ACTION CHECKLIST

Pre-CAT Activation

For use by the Pierce College Crisis Action Team (CAT) members

If this is an actual emergency, make sure the following actions are or have been taken.

☐ Make sure you and those around you are safe.

☐ Based on available information, assess the severity of the situation. Ensure appropriate immediate response efforts are in progress by contacting Campus Security or Public Safety Communications (9-1-1).

Emergency numbers during business hours:
- Pierce College President ................................................................. 818-719-6408
- Pierce College Vice President Administration .................................. 818-719-4142
- Pierce College Senior Administrator in Charge .................................. As Assigned
- Pierce College Director of College Facilities .................................... 818-719-6441

Emergency numbers after business hours:
- Pierce College Sheriff ................................................................. 818-791-43-1-1
- Pierce College President ................................................................. 818-719-6408
- Pierce College Vice President Administration .................................. 818-719-4142
- Pierce College Senior Administrator in Charge ................................. As Assigned
- Pierce College Director of College Facilities .................................... 818-719-6441

WHEN CALLING CLEARLY PROVIDE:
- The type of emergency and if there are victims
- The specific location of the emergency to include building name and number
- Your name, location, and phone number

Note: Don’t hang up! Let the person you are talking to end the conversation; other information may be needed.

☐ If the situation warrants, mobilize the Crisis Action Team

The following members of the Crisis Action Team will meet at the President’s Office or confer by telephone to manage/coordinate the initial Pierce College response and to make a determination on activation of the Pierce College Emergency Operations Center (EOC):
- Pierce College President ................................................................. 818-719-6408
- Pierce College Vice President Administration .................................. 818-719-4142
- Pierce College Senior Administrator in Charge ................................. As Assigned
- Pierce College Public Information Officer ....................................... 818-719-6408
- Pierce College Director of College Facilities .................................... 818-719-6441

* The Pierce College President (or in the President’s absence, Vice President Administration, the Senior Administrator in Charge or the Director of College Facilities [in order]) are authorized to activate the Pierce College EOC.
Possible options available to the Crisis Action Team include:

- A decision to do nothing.
- A decision to proceed with “watchful waiting” while being prepared to either meet again or mobilize the Pierce College EOC in response to the situation.
- A decision to manage the emergency with members of the Crisis Action Team or through existing Law Enforcement or senor college officials.
- A decision to activate the Pierce College EOC at the appropriate EOC activation level (Level I, II or III).

CRISIS ACTION TEAM (CAT) CHECKLIST

Pre EOC Activation

For use by the Pierce College Crisis Action Team (CAT) members

☐ EOC Activation Criteria – Should the EOC be Activated?

This decision must be based on the emergency event or situation. The primary Pierce College EOC is located at Plant Facilities. The alternate EOC is located at the ___________. Key factors that normally trigger EOC activation include:

- Emergency response resources beyond the college’s capabilities are required
- An emergency of a long duration
- Major policy decisions must or may be required
- Local or state of emergency will be declared
- Activation of the EOC will be advantageous to the successful management of the emergency

☐ EOC Activation Criteria - At what level should the EOC be activated?

It is important to activate the EOC at an appropriate activation level to manage the emergency and to stay in control of the situation. The following information is provided to serve as a quick guide regarding when the activation of the EOC would be appropriate.

Minor Emergency - No EOC Activation Required

A minor incident or hazardous materials/waste spill which can be abated by first responding personnel from the agency/department having jurisdiction. The Pierce College EOC is not activated.

Moderate Emergency - Activation Should Be Considered

- If the incident escalates or is about to escalate to the point, due to the number of the college departments or agencies involved or personnel and resources are required, where the coordination of the incident cannot be efficiently accomplished at the scene or at another location
- If any of the persons authorized to activate the ‘s EOC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the college EOC
- If the level of requests for outside resources is significant and coordination of these requests are better facilitated at one central point
Major Emergency - Activation Recommended

- If incidents are of such magnitude that coordination of the response(s) at the scene or another location is not possible (e.g., regional flooding, major earthquake or fire, HAZMAT incident requiring extensive decontamination or presenting evacuation/rescue problems, or other mass casualty incident)
- When the response or resources of the college are overwhelmed or are expected to be overwhelmed

Note: A more detailed list of activation considerations and recommended initial staffing levels is provided in Volume One, Chapter One, EOC Activation Procedures.

- **Officials authorized to order immediate EOC activation:**
  The Pierce College President, or his/her designee must authorize activation of the Emergency Operations Plan (EOP). Upon activation of the EOP, the Director of Emergency Services, or in his/her absence the highest ranking member of the Los Angeles Sheriff’s Office Campus Security department will commence activation of the Emergency Operations Center.

- Make sure appropriate emergency responders have been notified and appropriate mutual aid has been coordinated (e.g. law enforcement, fire/rescue, emergency medical services, etc.). Refer to Exhibit 4 – Mutual Aid Coordinators and Exhibit 5 – Other Agencies.

- Notify the City of Los Angeles or Los Angeles County that Pierce College’s CAT is contemplating activation or has activated the Pierce College EOC. Identify and report the college’s:
  - Existing Situation
  - Critical staffing needs
  - Critical resource needs

- Develop a presentation to give the members of the Pierce College EOC response team. Assign Crisis Action Team member to prepare and present the brief which covers the following topics:

  1. **Situation overview** (brief description of emergency situation and response actions in progress presented by Senior Law Enforcement or Senior College Official based on emergency)
  2. **Emergency response actions underway** (actions accomplished by Crisis Action Team relating to notifications and initial coordination effected. Presented by Senior Law Enforcement or Senior College Official based on emergency)
  3. **Time period of 1st Operational Period** (time first period EOC Emergency Response Team will be in the EOC presented by Senior College Official)
  4. **Objectives and Priorities for the 1st Operational Period.** Complete an “**Action Plan Worksheet Chart**” (Strategic Emergency Operations Center Objectives and Priorities that the EOC Staff will manage during the time established for the 1st Operational Period)
ACTION PLAN WORKSHEET

- **Step 1 - Assignment of Facilitator**
  Assign a facilitator to lead the discussion of the Crisis Action Team to develop the Objectives and Priorities for the 1st Operational Period. The Action Plan Worksheet must be completed within a 30 minute time frame.

- **Place Action Plan Worksheet Chart on the Wall**
  Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can legibly write information on the chart.

- **Step 2 - Identify the Operational Period Number and Beginning and Ending Times**
  Identify the Operational Period Number (1st) and the beginning and ending time of the Operational Period. The beginning time should be the time of the emergency event (if an emergency event already occurred) or the time the EOC was activated if the EOC is planning for a possible future emergency event. The ending time will be the time that you want to effect a shift change to a new EOC Emergency Response Team. Note: If possible, extend the 1st Operational Period to the anticipated completion time of critical life safety measures.

- **Step 3 - Identify Strategic Objectives and Priorities**
  Identify the Objectives and Priorities in the left column from top to bottom first: Life Safety, Protection of Property, Protection of Environmental and then Other Issues. Ensure that the Objectives and Priorities are strategic (college level) in nature. Tactical or field level decisions are made by the field Incident Commanders only.

- **Step 4 - Identify the EOC level response Strategies, Resources and EOC Manager**
  Next work across the Action Plan Worksheet rows from left to right for each Objective and Priority item identified in Step 3. Identify the Strategy and then key Resources and EOC Manager for each item. In the Strategy block identify jurisdiction-wide issues - not field, Incident Commander tactics. For example, if one of the Objectives and Priorities under Life Safety is “Provide emergency medical assistance to injured victims” then the Strategy would be to “Establish Triage Medical Area next to Administration Bldg.” Under the Resources and EOC Manager block identify any Key Resources and the EOC Section Chief or Unit Leader responsible to manage the EOC effort to carry out the strategy.

  The facilitator must ensure that the Crisis Action Team members do not attempt to identify the detail steps to complete the strategies. The EOC staff member identified in the Resources and EOC Mgr. block with the assistance of other EOC staff will determine the detail to complete the strategy. See Sample EOC Action Plan Worksheet for an Earthquake Situation that follows this checklist.

- **EOC Action Plan Worksheet in relation to the EOC Action Plan**
  The process to identify the Objectives and Priorities for follow-on Operational Periods is exactly the same except that the process is completed by the Command and General Staff (EOC Director, PIO and Section Chiefs). This process should be accomplished approximately 3 hrs before the shift change. See Tab 1 EOC Action Planning for additional information.
Upon reporting to the EOC provide brief to the entire Emergency Response Team in the following sequence. Once the brief is completed the Crisis Action Team disbands and becomes members of the EOC Emergency Response Team.

- Situation overview
- Emergency response actions underway
- Time period of 1st Operational Period
- List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet

### Operational Period # 1
From: 9:00 am To: 6:00 pm

<table>
<thead>
<tr>
<th>OBJECTIVES AND PRIORITIES</th>
<th>STRATEGY</th>
<th>RESOURCES &amp; EOC MGR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFE SAFETY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide emergency medical assistance to injured victims</td>
<td>Establish Triage Medical Area next to Administration Bldg</td>
<td>Medical Unit Ldr supported by Logistics Section</td>
</tr>
<tr>
<td>Ensure all building have been evacuated</td>
<td>Execute college evacuation plan</td>
<td>Law Enforcement Unit Ldr supported by Bldg. Marshalls</td>
</tr>
<tr>
<td>Shut down utilities in damaged buildings</td>
<td>Shut down utilities (power and Gas) in damaged buildings</td>
<td>Facilities Unit Ldr supported by Bldg. Marshalls</td>
</tr>
</tbody>
</table>

### SAMPLE

<table>
<thead>
<tr>
<th>OTHER ISSUES</th>
<th>STRATEGY</th>
<th>RESOURCES &amp; EOC MGR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for extended EOC and Field Operations</td>
<td>Develop and implement long range staffing plan</td>
<td>Section Chiefs supported by Personnel Unit Ldr</td>
</tr>
<tr>
<td>Information dissemination to faculty, staff and students</td>
<td>Develop and disseminate essential information</td>
<td>Public Information Officer with Director's approval</td>
</tr>
<tr>
<td>Information dissemination for media</td>
<td>Develop and provide media release</td>
<td>Public Information Officer with Director's approval</td>
</tr>
<tr>
<td>Mass Care support for victims remaining on campus</td>
<td>Coordinate and support Care &amp; Shelter Ops. with ARC</td>
<td>Care and Shelter Unit Ldr supported by Logistics Section</td>
</tr>
</tbody>
</table>
MUTUAL AID COORDINATORS

AGENCY/POINT OF CONTACT ................................................................. PHONE NUMBERS

PIERCE COLLEGE POLICE DEPARTMENT ................................................................. 9-1-1
Non – Emergency Calls ......................................................................................... 818 677-2111

Los Angeles Police Department ............................................................................ 213-485-2681
Devonshire Division W/C’s direct line ................................................................. 818-363-7923
For immediate assistance use LAPD Rover

Fire/Paramedics Mutual Aid
Los Angeles Fire Department Dispatcher Center ............................................ 818-785-2151
LAFD Station 103 ............................................................................................ 818-756-8603
LAFD Station 70 ............................................................................................. 818-756-8670
LAFD Station 87 ............................................................................................. 818-756-8687

Public Utilities
City of LADWP Emergency .............................................................................. 213-481-4900
Water Trouble ................................................................................................ 818-909-3981
Electrical ........................................................................................................ 800-821-5279
Southern California Gas Co ............................................................................. 818-349-0300
Southern California Gas Co 24 hours .............................................................. 800-427-2000

Emergency Operations Center
LAPD Communications Division W/C’s Office .............................................. 213-485-3223

California Highway Patrol
CHP Communications ....................................................................................... 213-736-3374
Road Closures (Cal Trans) ............................................................................. 800-427-7623

American Red Cross
Emergency ...................................................................................................... 213-839-5206
Business Line .................................................................................................. 818-376-1700

Public Health Services
County Health Department Information ....................................................... 213-250-8055

Mental Health
24 hour Access Number ................................................................................... 800-854-7771

Emergency Preparedness Department
Room 1533, 200 North Spring Street
Los Angeles, California 90012
Emergency Preparedness Info Help Line
Recorded Information ................................................................. 818-356-4661

Community Emergency Response Team
Training ......................................................................................... 818-756-9674
# OTHER AGENCIES

## AGENCY/PERSON

### Primary Agencies

**Life Line Utilities**

### Jurisdictions/Misc

City Manager - ................................................................................................................. 213-978-2222  
City Emergency Management Coordinator ................................................................. 213-978-2222  
County Administrator, Emergency Management Coordination ............................... 323-980-2261  
Sheriff's Office of Emergency Services ...................................................................... 323-980-2200  
California Highway **(CONFIDENTIAL NUMBER NOT FOR GENERAL PUBLIC)** 323-906-3444  
LAPD West Valley

### Office of Emergency Services

- OES Warning Center (24 Hour) .................................................................................... 916-845-8911  
- OES Warning Center (24 Hour) ................................................................................ FAX 916-845-8910  
- OES Disaster Assistance Branch .............................................................................. 916-845-8181  
- OES Southern Regional Branch .............................................................................. 562-795-2900

### Life Line Utilities

- Southern California Gas Company .............................................................................. 800-427-2200  
- Department of Water & Power Emergency Repairs/Outages .................................... 800-342-5397

### Jurisdictions/Misc.

- Chief Administrative Officer .................................................................................... 213-974-1101  
- Fax .......................................................................................................................... 213-485-2886

City of L.A. City Administrative Officer (CAO)  
Office of Emergency Preparedness, Area G  
- Emergency .............................................................................................................. 888-356-4661  
- Business .................................................................................................................. 213-485-2886

California Highway Patrol ............................................................................................ 818-888-0980