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## **Organizational Information**

<b>Facility Name:</b>	Emperor's College of Traditional Oriental Medicine
<b>Facility Address:</b>	1807 Wilshire Boulevard Santa Monica, California 90403
<b>Original Preparation Date:</b>	January 16, 2009 Yun Kim, Chief Executive Officer George Park, Administrator (Emergency Coordinator) Bob Lapidus, Safety Management Consultant
<b>Revision Date:</b>	March 22, 2017 Yun Kim, Chief Executive Officer George Park, Administrator (Emergency Coordinator) Chris Ruth, Associate Dean, DAOM Janel Gehrke, Clinical Education Coordinator

## Emergency Phone Numbers

Emergency Agency	Telephone Number
Fire, Law Enforcement, Paramedics	<p data-bbox="857 369 1398 533"><b>9-911</b></p> <p data-bbox="818 596 1446 722">The Emperor's College phone system requires the digit "9" to be dialed before any other numbers, including 911.</p> <p data-bbox="818 779 1446 947">After making an emergency call, immediately inform senior managers that such a call has been made so they are aware of the emergency situation.</p> <p data-bbox="935 957 1330 989">CCR Title 8, Section 3220(b)(5)</p>

## Utility Company Emergency Phone Numbers

All issues regarding electric, water and gas should be reported to building management during regular office hours. After hours or on weekends contact:

Name of Company	Phone Number
Electric: SoCal Edison	1-800-611-1911
Water: LADWP	1-800-432-7397
Gas: SoCal Gas	1-800-427-2200

## Building Management Emergency Phone Numbers

Contact	Phone Number
Karen Chun (Building Manager)	(310) 828-8649 office (310) 408-1945 cell
Tulio Uriarte	(310) 782-5578 cell

## Emergency Personnel Names and Phone Numbers

<b>Manager-In-Charge At This Facility (Press and Media Contact)</b>	
<b>Name:</b> Yun Kim, MA Chief Executive Officer	<b>Extension:</b> 118 (310) 351-2422
<b>Campus-wide Emergency Coordinators*</b>	
<b>First:</b> George Park Administrator	<b>Extension:</b> 110 (626) 827-0417
<b>Second:</b> Robert Newman, LAc Clinic Director	<b>Extension:</b> 105 (818)216-3516
<b>Third:</b> Yun Kim Chief Executive Officer	<b>Extension:</b> 118 (310) 351-2422
<b>Fourth:</b> Chris Ruth Associate Dean, DAOM	<b>Extension:</b> 112 (310)819-0225
<b>* Order of Response</b> <ol style="list-style-type: none"> <li>1. In the event the <u>First</u> Emergency Coordinator is not on campus or becomes incapacitated due to the emergency situation, the <u>Second</u> Emergency Coordinator will be in charge.</li> <li>2. If both the <u>First and Second</u> Emergency Coordinators are not on campus or become incapacitated due to the emergency situation, the <u>Third</u> Emergency Coordinator will be in charge.</li> <li>3. Finally, if the First, Second, and Third Emergency Coordinators are not on campus or become incapacitated due to the emergency situation, the Fourth Emergency Coordinator will be in charge.</li> </ol>	

## Keys to Handling a Crisis Successfully

1.	<b>Become familiar with the areas you use.</b> Before an emergency occurs, know your evacuation routes and where to take shelter in place depending upon the emergency.
2.	<b>STAY CALM.</b> Do not make the situation worse. Do not let people take foolish chances. Others will respond as you do. Set the example.
3.	<b>If you find yourself in charge of an area, delegate duties.</b> Clearly communicate your needs and trust others to do their part. This trust will aid others who need to feel useful.
4.	<b>Use plain language during a crisis.</b> Everyone will be under stress. Keep things simple and straightforward.
5.	<b>Be aware of those around you.</b> Aid those people who you can without added risk. Follow instructions when they are relayed.
6.	<b>Talk to each other.</b> Simply talking to each other and discussing what could happen and how to respond prepares us for crisis.
7.	<b>Remember personalities.</b> Stress, fear, fatigue and anger might be present in those people around you. Be prepared to deal with human nature. Do not let it frustrate you.

**+** Personnel Trained in First Aid/CPR **+**

	Name	Department	Extension
1.	Chris Ruth	Associate Dean, DAOM	112
2.	Nel Smircina	Clinic Manager	114
3.	Janel Gehrke	Clinical Education Coordinator	103
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

## Location of the Plan

This Plan is available to be reviewed in:	
1.	The break room
2.	The offices of the:
	Emergency Coordinator
	Chief Executive Officer
	Clinic Manager
	Pharmacy Manager
	All employees are given a copy of the Plan to keep at their work areas and to use when necessary.



## General Emergency Procedures

1.	<p><b>Emergency Coordinator</b></p> <p>The Emergency Coordinator oversees the actions to be taken during an emergency with the assistance of the Senior Person in Charge in each of the three major functions on campus: The Clinic, Administrative Offices, and the Academic Classrooms</p>
2.	<p><b>Procedures</b></p> <p>Procedures for each type of emergency are generally different. Employees are to follow the procedures as outlined in this Emergency Action Plan (the Plan) for each type of emergency.</p>
3.	<p><b>Emergency Notification – How are notifications communicated</b></p> <p>For most emergencies affecting the entire facility, emergency notification is made via one of the following systems in accordance with the California Code of Regulations, Title 8, Article 165:</p>
	<p>a. Clinic: Use of the Public Address System (PA).</p>
	<p>b. Classrooms/Student Lounge/Bookstore/Library/Offices: Verbal announcement in each room.</p>
	<p>c. Offices: Use of the programmed phone system (optional).</p>
4.	<p><b>Exits</b></p> <p>When the facility is to be evacuated, employees are to exit via <b>the nearest marked exit</b> if there is no danger via that exit.</p>
5.	<p><b>Fire Extinguisher Use</b></p> <p><b>Unless a fire is very small (the size of an average desk chair or smaller), NO EMPLOYEES are to use any of the fire extinguishers located throughout the facility.</b> This organization puts the safety of its employees first. Fighting fires is left to professional fire fighters.</p>
6.	<p><b>Assembly Area = North Parking Facility</b></p> <p>In the event of an evacuation of the facility, all parties meet on the top floor of the parking facility at the north end of the campus.</p>
7.	<p><b>Critical Operations</b></p> <p>This organization does not have any critical operations that require shutdown prior to evacuation. Exiting the facility is the focus in the event of a fire.</p>

8.	<p><b>First Aid and CPR</b></p> <p>Only trained employees in First Aid and/or CPR are permitted to administer such treatment.</p> <p>The AED and First Aid Kit are located in the Clinic.</p>
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9.	<p><b>Accounting for Everyone on the Premises After an Evacuation</b> CCR Title 8, Section 3220(b)(3)</p>	
	a.	<p><b><u>Administrative Office &amp; Clinic Employees:</u></b> The Registrar, Clinic Manager, and Dispensary Manager have posted lists of any staff on shift on any given day.</p> <p>In the event of an evacuation, the receptionists, registrar, or managers take records outside to the <b>North Parking Facility</b>, and compare the lists to those people who are assembled at the evacuation site.</p>
	b.	<p><b><u>Instructors and Students in Classrooms:</u></b> At the start of each class, all instructors take the roll of those students who are in attendance.</p> <p>In the event of an evacuation, instructors take their attendance rosters outside to the <b>North Parking Facility</b>, and compare the list to those people who are assembled at the evacuation site.</p>
		<p>Once all students are accounted for, each instructor hand carries the attendance roster to the Academic Dean or Associate Academic Dean, whoever is immediately available.</p> <p>The person who receives this information then provides it to the Emergency Coordinator.</p>
	c.	<p><b><u>Clinic – Patients:</u></b> An intern is assigned to each patient. In the event of an evacuation, each intern is required to escort the patient out of the facility to the <b>North Parking Facility</b>.</p> <p>If at all possible, needles should be removed from the patient prior to evacuation, but not at the risk of not being able to evacuate safely.</p>

	<p>Each licensed supervisor is assigned four interns. Licensed supervisors are responsible for ensuring all of the interns and their patients safely evacuate the clinic and go to the <b>North Parking Facility</b>.</p> <p>Once the licensed supervisors have accounted for their people, they provide update information to the Emergency Coordinator.</p>
d.	<p><b>Clinic – Management:</b> The Clinic Manager and the Pharmacy Manager are responsible for ensuring that everyone has safely evacuated the premises and is accounted for at the <b>North Parking Facility</b>.</p> <p>Once they have accounted for their people, they provide updated information to the Emergency Coordinator</p>
e.	<p><b>Visitors:</b> Each visitor's contact person is responsible for ensuring the safe evacuation of the visitor.</p> <p>Contact persons inform the Emergency Coordinator of the status of their visitors.</p>
f.	<p><b>Mobility Impaired:</b> Individuals who are mobility impaired may need assistance with building evacuation and proceeding to the <b>North Parking Facility</b>.</p> <p>Ask them how you can help them since oftentimes they have certain things that need to be done prior to and during assistance. In general:</p>
	<p>1) <b>Ambulatory individuals</b> are those persons with disabilities that might impair rapid building evacuation.</p> <p>Examples include those people who are blind or deaf, or whose mobility is restricted by use of walkers or crutches.</p> <p>Assistance for ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established, and helping them down the stairs to go to top floor of the <b>North Parking Facility</b>.</p> <p>If stairs are <u>not</u> involved, help them evacuate the building and assist them to get to the top floor of the <b>North Parking Facility</b>.</p>
	<p>2) <b>Non-ambulatory individuals</b> are those persons with disabilities that require the use of wheelchairs or scooters. Help them evacuate the building and proceed to top floor of the <b>North Parking Facility</b>.</p>
	<p>* <b>After hours</b>, access to the elevators in the main building requires a pass code entry</p> <p><b>The code</b> for the east doors on both main and second floors:</p>

**2580#**

10.	<b>All Clear</b> When it is safe to re-enter the facility, the all clear is given by the local Fire Marshal or Emergency Coordinator.
11.	<b>Questions</b> All questions relating to the emergency action plan, including evacuation, are to be addressed to the Emergency Coordinator (telephone extension: 110). CCR Title 8, Section 3220(b)(6)



## INJURY/ILLNESS PROCEDURES



1.	<b>Call 9-911</b>
	a. Paramedics, or
	b. Ambulance, or
	c. Fire Department
2.	<b>Provide the following information:</b>
	a. Nature of medical emergency
	b. Location of the emergency (1807 Wilshire Blvd., Santa Monica, CA 90403 plus which suite and/or room) Clinic = suite B Classrooms or administrative office = suite 200
	c. Your name and phone number from which you are calling
3.	<b>Assistance for First Aid Help:</b>
	a. Request assistance from someone trained in first aid from the list of trained employees.
	b. <b>NO PUBLIC ANNOUNCEMENT:</b> There is <u>no need</u> for a general emergency notification to the rest of the employees.
4.	<b>Assistance for Emergency Medical Help:</b>
	a. <b>Call 9-911 and get the AED and First Aid from the Clinic</b>
	b. Request assistance from someone trained in First Aid and CPR from the list of trained employees or the Clinic.
	c. <b>NO PUBLIC ANNOUNCEMENT:</b> There is <u>no need</u> for a general emergency notification to the rest of the employees.
	d. Inform the Emergency Coordinator about the situation (ext 110).
5.	<b>Not Moving a Victim:</b> Do not move a victim unless absolutely necessary.

## 🔥 FIRE EMERGENCY PROCEDURES 🔥

<b>When YOU discover a fire:</b>	
<b><i>DO NOT ATTEMPT TO FIGHT THE FIRE - - - CALL FOR PROFESSIONAL HELP AND EVACUATE THE FACILITY</i></b>	
1.	Notify the local fire department by calling: <b>9-911</b>
2.	Initiate the evacuation announcement by stating: <b><i>FIRE – FIRE – FIRE: PLEASE EXIT THE BUILDING AND GO DIRECTLY TO THE TOP FLOOR OF THE <u>NORTH PARKING FACILITY.</u> <u>Repeat the announcement.</u></i></b>
<b>Complete this announcement as follows:</b>	
a.	Classrooms, bookstore/library, student lounge – voice communication
b.	Offices – Phone paging or voice communication (if phones are not working)
c.	Clinic – Public Address (PA) system or voice communication (if PA is not working)

<b>As an OCCUPANT of the facility:</b>	
1.	Leave the building using one of the designated escape routes as shown by installed lighted exit signs and flood lights with battery-backup systems. As stated in the General Emergency Procedures, interns need to help their patients evacuate from the facility. CCR Title 8, Section 3220(b)(1)
2.	Assemble on the top floor of the <b>North Parking Facility</b> .
3.	Remain on the top floor of the <b>North Parking Facility</b> until the competent authority (the Fire Marshal or Emergency Coordinator) announces it is safe to reenter the building or leave the premises.

<b>The SENIOR PERSONS IN CHARGE OF THE CLINIC, ADMINISTRATIVE OFFICES, &amp; THE ACADEMIC CLASSROOMS must:</b>	
1.	Coordinate an orderly evacuation of all personnel.
2.	Perform an accurate head count of personnel reporting to the North Parking Facility.
3.	Coordinate with emergency personnel to rescue anyone who is not present in the North Parking Facility.
4.	Provide fire department personnel with any necessary information they may need regarding the facility.
5.	Report the status to the Emergency Coordinator.

<b>Other Key Points:</b>	
1.	In the event of a fire, getting out of the building and going to the North Parking Facility is the number one step to take. In the event you cannot get out of the area where you are located, take the following steps:
	a. If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around/under the door to stop smoke from coming in. Signal from windows, but DO NOT break the glass unless absolutely necessary.
	b. If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket, or other piece of cloth as a filter.
	c. If a closed door feels hot to the touch, DO NOT OPEN IT.
2.	Do NOT attempt to re-enter the building or leave the area until accounted for and/or instructed to do so.

# EARTHQUAKE EMERGENCY PROCEDURES

Most of our earthquakes are minor. We get rolling ones and sudden jolts, but they are over either immediately or within a couple of seconds. During these minor quakes, there is no time to take any action. By the time we duck and cover the quake has ended.

On the other hand, we also have a history of earthquakes that last much longer and have done great damage.

Since we do not know what kind of quake we are getting, it is best to be cautious. As they say, better safe than sorry.

If needed and if there is time, the Senior Personnel in charge of the Clinic, Administrative Offices, and the Academic Classrooms must ensure that the following announcement is made at the time of an earthquake:

***EARTHQUAKE – EARTHQUAKE – EARTHQUAKE: DUCK AND COVER. REMAIN IN PLACE UNTIL TOLD TO DO OTHERWISE. Repeat the announcement.***

## **Each Employee Should:**

1. Stay in the building. Do not run outside – glass or other debris may be falling
2. Immediately find a protective place such as under a heavy desk or table. Hold on to the chosen form of cover if possible.
3. Keep away from overhead fixtures, windows, filing cabinets, bookcases and other shelving units. Stay away from electrical power sources, if at all possible.
4. Assist people with disabilities in finding a safe place.
5. Evacuate as instructed by the Senior Person in charge ONLY IF directed to do so.



## EXTENDED POWER LOSS (WITHOUT FIRE) PROCEDURES

In the event of extended power loss, certain precautionary measures are to be taken:

1.	<b>The Decision to Evacuate</b> the facility is made by top management.
	a. Normally evacuation is <u>not</u> done if the power outage occurs during daylight hours, the outage is short, and no extenuating circumstances warrant an evacuation.
	b. Evacuation <u>is</u> done if the power outage is determined to be lengthy in time, during the hours of darkness, and/or there are some other extenuating circumstances that warrant an evacuation (such as security issues). Emergency battery back-up exit lights and flood lights have a short amount of time to stay lit. Especially during the hours of darkness, the facility must be evacuated when the emergency lights start to go out.
2.	<b><u>Power Failure (OPTION #1):</u></b> <b>ANNOUNCE</b> <b><i>THERE HAS BEEN A POWER FAILURE. REMAIN IN PLACE UNTIL TOLD TO DO OTHERWISE.</i></b> Repeat the announcement.
3.	<b><u>Power Failure (OPTION #2):</u></b> <b>ANNOUNCE</b> <b><i>THERE HAS BEEN A POWER FAILURE. PLEASE CALMLY EXIT THE BUILDING AND GO DIRECTLY TO THE <u>NORTH PARKING FACILITY ON THE TOP FLOOR OF THE GARAGE.</u></i></b> Repeat the announcement.
4.	<b>Actual Evacuation:</b> If the decision is made to evacuate the premises due to a power loss, interns are to assist patients in leaving the facility and helping them get to their vehicles (if needed).
5.	<b>Turning Off Electrical Equipment:</b> Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment. CCR Title 8, Section 3220(b)(2)

- |    |  |
|----|--|
| 6. | <b>Security:</b> Protection of people and property during a power outage is of utmost concern. If the decision is made not to evacuate, be on alert for strangers entering the facility who do not seem to fit. Ask if you can help them, but also be prepared to call for help from management or even law enforcement (9-911). |
|----|--|

## Bomb Threat or Suspicious Package

**Violence Related:** Normally **no public announcement** is made due to security issues.

### **Bomb Threat**

1. Most bomb threats are received by telephone.
2. Use the **Telephone Bomb Threat Checklist on the next page** to record what is happening if you are the one to receive the call. Try to stay on the line with the caller for as long as you can.  
  
If the threat is an immediate one, **call 9-911** and initiate evacuation of the facility.
3. While talking to the caller, try to get the attention of someone else to call 9-911.  
Write out a sign on a piece of paper stating **Bomb Threat: Call 9-911** so the emergency procedures can be put into action. Senior management needs to be immediately informed of what is happening.
4. Immediately examine your area for any unusual or unfamiliar items. **DO NOT** handle, move, or touch suspicious items, but report them to law enforcement.
5. The Emergency Coordinator or law enforcement will make a determination as to whether an evacuation is warranted based on an assessment of the threat level. If told to do so, move to a safe location, outside and far from the building if possible, and wait for directions as to what to do next.

### Suspicious Letter or Package

1. **Do not shake, open or empty a suspicious package.**
2. Cover the package with anything available.
3. Leave the room with all other occupants, closing the door. Make a list of all people who were in the room, and anyone who was in contact with the item.
4. Immediately **call 9-911** and, immediately inform senior managers that such a call has been made so they are aware of the emergency situation.
5. Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

### The Following constitutes a suspicious letter or package

1. Any powdery substance on the outside
2. Unexpected or from someone unfamiliar to you.
3. Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings, of common words.
4. Addressed to someone no longer with your organization or are otherwise outdated.
5. No return address or one that cannot be verified as legitimate.
6. Unusual weight, given the size, or is lopsided or oddly shaped.
7. Unusual amount of tape.
8. Marked with restrictive endorsements, such as "Personal;" or "Confidential."
9. Strange odors or stains.

# TELEPHONE BOMB THREAT CHECKLIST PROCEDURES

INSTRUCTIONS: Be Calm, Be Courteous. Listen. Do Not Interrupt The Caller.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated	<input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant  <input type="checkbox"/> Other	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred	<input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal  <input type="checkbox"/> Other	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul	<input type="checkbox"/> Good <input type="checkbox"/> Poor  <input type="checkbox"/> Other
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race	<input type="checkbox"/> Not Local <input type="checkbox"/> Region	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous	<input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic	<input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere

**Additional Bomb Threat Response Suggestions: Pretend difficulty in hearing, keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:**

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If the building is occupied, inform the caller that detonation could cause injury or death.

Call the Emergency Coordinator at ext. 142 and/or 9-911, and relay information about the call.

Notify your supervisor immediately. When finished, think: Did the caller appear familiar with the facility (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist for use by management and law enforcement authorities.

## OTHER WORKPLACE VIOLENCE-RELATED EMERGENCY PROCEDURES

**Violence Related:** Normally **no public announcement** is made due to security issues.

### Gunfire/Weapons Observed

1.	If gunfire is heard, seek refuge in an area that can be locked from within if possible.	
	a.	Choose a room without windows or stay out of sight from room windows.
	b.	Barricade the doors.
	c.	Close blinds.
	d.	Block windows, if possible.
	e.	Turn off lights.
	f.	Turn off radios, televisions, computer monitors and other electronic devices.
	g.	Silence cell phones (do <b>not</b> turn them off).
	h.	Place signs in <b>exterior</b> windows to identify location of injured persons.
	i.	Hide quietly and remain hidden in the room.
2.	If possible, call 9-911. If it is <b>safe</b> to do so, stay on the line with the dispatcher. Report the following:	
	a.	Your specific location – building name and office/room number
	b.	Number of people at your specific location
	c.	Injuries – number injured, types of injuries
	d.	Assailants – location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, what kind of explosions and/or gunfire are happening
3.	Take no action to intervene.	

4.	Un-securing an Area: Consider risks before un-securing rooms; the shooter may still be trying to enter rooms. Such shooters will not stop until she or he is engaged by an outside force.	
	a.	Attempts to rescue people should only be tried if it can be accomplished without further endangering the persons inside a secured area.
	b.	Consider the safety of those persons secured in the room versus those persons outside of the room.
	c.	If doubt exists for the safety of the individuals inside the room, the area should remain secured.

<b>Hostage Situation</b>	
1.	Immediately evacuate the building if this action does not put you in greater danger. Carefully avoid the attention of those people who are taking hostages.
2.	Take no action to intervene. Be alert and observe who is in the area that may be suspicious.
3.	<p>Call 9-911 if possible. Be aware that the 9-911 system will likely be overwhelmed. You may have to be patient in getting an emergency dispatcher.</p> <p>When you do, provide as much information as possible. If safe to do so, remain on the line with the dispatcher.</p>





### **Weapons of Mass Destruction (WMD)**



In the event you and/or your colleagues are informed of a WMD attack, take the following actions:

1.	Shelter in place.
2.	Close all windows.
3.	If possible, turn off all fans, heating and air conditioning units.
4.	Wet some towels and jam them in the crack of the doors. Tape windows/door if possible.
5.	Do not use the telephone unless it is a life-threatening emergency.
6.	If the disaster occurs near you, check for injuries. Give first aid and get help for seriously injured people.
7.	Stay in the room and listen to the radio or television for news and instructions.
8.	Try to be as calm as possible for yourself and for those others around you.
9.	Follow the advice of local emergency officials.

## **Workplace Violence Threat Report**

In the event you were personally involved with someone making a workplace violence threat against you, or you know of such a situation, use the **Workplace Violence Threat Report** form (on the next page) to document the occurrence and notify management of the situation.

**Workplace Violence  
Threat Report**  
(Use additional sheets of paper if necessary)

1.	Name:
2.	Date:
3.	Department:
4.	Phone:
5.	Date of Incident:
6.	Time of Incident:
7.	Nature of Incident (e.g., verbal threat, physical threat):
8.	Describe the incident in detail:
9.	Who made the threat or engaged in the violent behavior? Include name, if known; if not known, include a description of the person.
10.	Against who was the threat made or the violent behavior directed?
11.	What threatening words were spoken?
12.	Did you verbally report this incident? If yes, to whom and when?

13.	Describe any conduct by the threatening party that would make you believe that the person intends to follow through on the threat?
-----	--

14.	List the names of any other witnesses to the threat or violent behavior.
-----	--

15.	Describe any suggestions for minimizing the risk of a violent act based on the information you have.
-----	--

16.	Provide any other information that will help in a review of this matter.
-----	--

Signature: \_\_\_\_\_

Immediately deliver this completed form to your Supervisor, Department Head, the Emergency Coordinator, or the Chief Executive Officer.

## **COMPLIANCE**

This Emergency Action Plan (the Plan) is in compliance with Cal-OSHA Title 8, Section 3220 (Emergency Action Plan) and includes all the required elements:

1. Emergency escape procedures and emergency escape route assignments – The Plan states that escape routes are marked by lighted exit signs and flood lights with battery-backup systems and that evacuation is only required in a fire or possibly some violence-related events. Evacuation is also required during other emergencies as the Emergency Coordinator directs. CCR Title 8, Section 3220(b)(1)
2. There are no critical plant operations that must be operated prior to evacuation. On the other hand, interns are instructed to assist patients, and during a power outage, sensitive electrical equipment (if any) should be turned off to prevent surge damage. CCR Title 8, Section 3220(b)(2)
3. Procedures to account for all employees, patients and visitors. CCR Title 8, Section 3220(b)(3)
4. Rescue and medical duties for those employees who are to perform them have been designated. CCR Title 8, Section 3220(b)(4)
5. The preferred means of reporting fires and other emergencies. CCR Title 8, Section 3220(b)(5)
6. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan. CCR Title 8, Section 3220(b)(6)
7. Alarm System: All occupants are notified of emergencies via voice announcements. The public address system may be used in the Clinic. The phone system may be used in the offices. Direct word-of-mouth is used in all other facilities. In the event that the public address system and/or the phone system are inoperable, direct word-of-mouth is used. CCR Title 8, Section 3220(c)(1)-(2)

8. Evacuation: All aspects of evacuation are covered in the Plan. CCR Title 8, Section 3220(d)
9. Training: CCR Title 8, Section 3220(e)
  - a. All employees are trained on the Plan prior to its implementation in accordance with the Cal-OSHA standard. The Plan is fully discussed and everyone is informed of their responsibilities.  
CCR Title 8, Section 3220(e)(1) and (2)(A)
  - b. All employees are also given retraining when responsibilities or designated actions under the Plan change.  
CCR Title 8, Section 3220(e)(2)(B)
  - c. All employees are given training whenever the Plan is changed.  
CCR Title 8, Section 3220(e)(2)(C)
10. Location of the Plan: The Plan provides employees with locations where they can review the Plan even after they have been trained.  
CCR Title 8, Section 3220(e)(3)

This Emergency Action Plan is also in compliance with Cal-OSHA Title 8, Article 165, Section 6184 (Employee Alarm Systems).

Although the facility does not have any built-in alarm systems for any purpose, in the event of an emergency, announcements are given by word-of-mouth. In most cases such announcements are transmitted face-to-face. The Clinic has a public address system and the offices have phones. These systems are used if available (electricity is on and the systems are properly working). If unavailable, people in these facilities are warned face-to-face.

## Administration of the Emergency Action Plan

The Emergency Action Plan will become a dust collector if it doesn't get used. Here are the steps in implementing this Plan once it is adopted by the College:

1. Handout the Plan to all employees.
2. Initially train all employees, full- and part-time using the Plan as the main handout. Read aloud the Plan to ensure everyone understands it. Employees can take notes in their own copies so they are fully aware of what to do in the event of any of the emergencies discussed.
3. Document the training to include:
  - a. The date and time
  - b. What was covered including the documents used
  - c. Who provided the training
  - d. Who was present
  - e. Any questions or comments that need follow up
4. Annually conduct a refresher training session for all employees to ensure they continue to know what to do in the event of any of these emergencies.
5. With senior staff, annually conduct a documented tabletop drill (perhaps during a staff meeting) using the Plan as the foundational document from which to conduct the drill. Go through each type of emergency and discuss step-by-step who will do what and if anyone has any other ideas as to how to ensure the safety of employees, patients, and visitors.
6. Have facility maintenance repair any emergency exit and flood lights that are not working properly.
  - a. Look up as you walk through the facilities to see if the lighting systems are working.
  - b. Have electrical emergency exit and flood lights tested at least annually to ensure the battery-backup devices are working.



## **NOTICE**

The Emergency Action Plan (the Plan) was created based upon a variety of credible resources, the reasonable availability of emergency preparedness information, and the judgment of those people who wrote and reviewed it.

The Plan was revised by Janel Gehrke MTOM, Lac on March 22, 2017, Chris Ruth, DAOM, LAc on June 1, 2015. The Plan has been reviewed by George Park and Yun Kim on March 23, 2017.

The Plan was written by Consultant Robert A. Lapidus, CSP based upon input provided by Chief Executive Officer, Yun Kim, and Administrator, George Park, of the Emperor's College of Traditional Oriental Medicine during discussions on January 16, 2009.

After writing the Plan, Mr. Lapidus provided a draft document to Ms. Kim and Mr. Park, and they reviewed it to ensure that the decisions Mr. Lapidus made fit the needs of the College.

The success of the Plan is dependent upon the input provided by college staff in identifying:

1. The types of emergencies that could impact the College.
2. The status of emergency devices.
3. The way the College operates and what will or will not work within this setting.

Input from Mr. Lapidus included:

1. The format for the Plan.
2. The procedures on what to do in the event of the different types of emergencies.
3. What should be installed (exit signs and flood lights) to enhance evacuation.

Together Ms. Kim, Mr. Park, and Mr. Lapidus sought to include as many activities as possible to create, implement and maintain a comprehensive and tailored Emergency Action Plan for the College.

On the other hand, the customized Emergency Action Plan is not represented to be all-inclusive or an exhaustive approach for the College.

The tailored Plan is a dynamic document and is designed to be enhanced by the College on an ongoing basis as the College identifies applicable current and new laws & regulations, and business and safety-related practices pertaining to specific emergencies.

Mr. Lapidus is not engaged in rendering legal advice and if management has questions concerning legal matters, the College should follow the generally accepted practice of seeking the professional advice of a competent attorney.

No single approach is best for every organization. Although the Plan was customized to meet the needs of the College at the time of the writing of the Plan, Mr. Lapidus had to decide how the Plan applied to the College's given situation. Everything had to be weighed as to its

relevancy and specificity to the College.

For the above reasons Mr. Lapidus assumes no responsibility or liability for the use or implementation of the Emergency Action Plan. No warranties, whether oral or written, expressed or implied are made. Any and all implied warranties, including the implied warranty of merchantability and/or fitness for a particular purpose are excluded.

This NOTICE serves to confirm and to provide notification to the College to which the Emergency Action Plan is given of the limitations under which the Plan has been prepared.

**End**