

# THE YOUNG AMERICANS EMERGENCY MANAGEMENT MASTER PLAN

## CALIFORNIA CAMPUS EMERGENCY PLAN

### **Policy Statement and Objectives of the Plan**

The administration of The Young Americans recognizes the importance of maintaining an integrated Emergency Management Plan to ensure the safety and well-being of faculty, students, staff, and visitors in the event of an emergency.

The Emergency Management Plan contains clear strategies and roles played by emergency management personnel throughout the emergency. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The Emergency Management Plan and The Young Americans shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

### **Emergency Types**

The organization has used FEMA guidelines to identify twelve (12) specific types of emergencies as those most likely to either threaten or disrupt the organization community.

- Bomb Threat
- Fire and Explosions
- Hazardous Material Release
- Suspicious Package
- Adverse Weather Condition
- Major Threat or Incident
- Utility Outage
- Aided Case
- Death or Serious Injury
- Workplace Violence
- Gunfire (Active Shooter)
- Hostage Situation

### **Organizational Statement, Roles, and Responsibilities**

The Emergency Management Plan is a campus-based plan that guides the emergency management personnel during a major emergency. The team leader or their designee on each campus would be responsible for the following actions:

- Ensuring that notification is made to emergency responders (police department, fire department, emergency medical services, etc.).
- Coordinating with responding emergency services personnel.
- Ensuring that notification is made to the emergency management personnel.
- Ensuring that designated emergency locations on property are operational with all necessary communication and emergency equipment.
- Determining if a lockdown or a full or partial evacuation of any building is necessary and initiating that process if warranted.

### **Contacts & Notifications**

Contact numbers for emergency service units (Fire, Police, EMS) along with Government agencies (Office of Emergency Management, Board of Health, Environmental Protection Agency, Poison Control Center, American Red Cross, Federal Office of Emergency Management and the National Response Center for Chemical, Oil and Chemical/Biological Terrorism) are maintained in the administrative offices. Medical facilities, utility companies (electricity, water, gas, and telephone) and contractors (plumbing, electrical, sprinkler, hazardous material cleanup, and smoke/fire restoration) are maintained along with emergency contact numbers for all current staff, faculty and students.

### **Emergency Equipment**

Each facility is equipped with a reasonable supply of emergency needs.

### **Emergency Management Personnel**

Emergency Management Personnel will be responsible for the assessment and implementation of emergency procedures (evacuations, lockdowns, crowd control, access controls and coordination with responding emergency services.)

### **Emergency Management Structure**

#### **Incident Commander**

High Level Administrator on Property

#### **Team**

Chief Executive Officer

Chief Artistic Officer

College President

Dean of Administrative Services

Dean of Students

## **Communication with the Campus Community and General Public**

In case of an emergency, communication will be established to faculty and students immediately through resources not affected by the emergency.

The warning will be issued through the following notification systems to students, faculty and staff:

- YACPA Emergency Notification System - Text messages and emails will be made through Populi
- Signage - Placed in areas of high traffic and closed entrances or buildings.
- Other areas - To be coordinated with other campus departments.

Communication through landlines and cell phones will be a primary function general phone calls.

The Executive Team will work with local and national media to ensure information of the situation is managed and controlled, allowing correct and up-to-date communication to public.

In the event of an emergency, a mass e-mail will be sent to all student parents or legal guardians on file, outlining the emergency current situation. A direct phone number will be established as a hotline for the public to get information. In the event internet access and phone communication is unavailable, The Young Americans will strive to post updates via website and social networks by using sources outside the affected area.

In the event of a city-wide disaster, a student/cast member should await communication before attempting to mobilize to the assembly area. In the event of an emergency, students, faculty and staff will be notified of the next step after the emergency management personnel can assess the incident. If the current location is unsafe, proceed to the nearest safe area and await communication. If the student/cast member does not have a resource for awaiting communication, proceed to the general assembly noted under Assembly Procedures and await further instruction from a member of the Emergency Management Team.

## **Community Roles**

Each community member has a role to play during an emergency,

### **Role of students:**

Every student/cast member should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. They should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by emergency personnel and/or staff. They should evacuate to the pre-designated Emergency Assembly Area.

**Role of Faculty and Staff:**

Every member of the faculty and staff should familiarize themselves with emergency procedures and evacuation routes.

**Evacuation Guidelines**

Notification to evacuate a building will be made by means of the fire alarm, public address systems, hand held public address horns, telephones, word of mouth or any other means that may be available at that time. In the event of a fire, The Young Americans employees, students and visitors are required to evacuate the building. In non-fire emergencies, a decision to evacuate will be based on the scenario. Consideration will be given to the specific threat (bomb threat, explosion, hazardous material incident etc.), its context (time of day, its likelihood etc.) and the recommendation of public safety officials. When the order is given to evacuate a building for any reason, the procedure is basically the same. Occupants are instructed to follow life safety survival skills, evacuate by way of the nearest safe exit. They are instructed to exit the building and proceed to a pre-designated Emergency Assembly Area. If a decision is made not to evacuate, the emergency management personnel members will have the responsibility to pass the word throughout the building or the entire campus.

**Lock Down Procedures**

In the event of a lockdown, students, faculty and staff will be instructed to either simply remain inside the building or to move quickly out of common areas and into the nearest classroom or office.

**Assembly Procedures**

In the event of a city-wide disaster, all students, faculty and staff will be asked to mobilize to The Young Americans' studio facility located at 1128 Olympic Drive, Corona, CA 92881. A student should await communication before attempting to mobilize to the assembly area. In the event of an emergency, students, faculty and staff will be notified of the next step after the emergency management personnel can assess the incident. If the current location is unsafe, proceed to the nearest safe area and await communication. If students, faculty and staff do not have a resource for awaiting communication, they should proceed to the general assembly noted above and await further instruction from a member of the Emergency Management Team.

## **TOUR & PROJECTS EMERGENCY PLAN**

### **Communication with the Cast, Families and General Public**

In case of an emergency, communication will be established to tour staff and cast members immediately through resources not affected by the emergency. If we have the capability for internet access, we will automatically send direct emails. Communication through landlines and cell phones will be a primary function for mass text messages and general phone calls.

The CEO of The Young Americans will work with local and national media to ensure information of the situation is managed and controlled, allowing correct and up-to-date communication to public.

In the event of an emergency a mass e-mail will be sent to all cast members parents or legal guardians on file, outlining the emergency current situation. A direct phone number will be established as a hotline for the public to get information. In the event internet access and telephone communication is unavailable The Young Americans will strive to post updates via website and social networks by using sources outside the affected area.

In the event of a city-wide disaster a cast member should await communication before attempting to mobilize to the assembly area. The assembly area will be established in location that is traveled. In the event of an emergency cast members and staff will be notified of the next step after the tour staff can assess the incident. If the current location is unsafe, proceed to the nearest safe area and await communication. If cast members do not have a resource for awaiting communication, proceed to the general assembly noted in each traveling location

### **Role of Cast Member:**

Every cast member should familiarize themselves with the emergency procedures and evacuation routes in buildings they live, teach or use frequently. They should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by emergency personnel and/or staff of the facility. They should evacuate to pre-designated Emergency Assembly Area.

### **Role of Staff:**

Every member of the staff should familiarize themselves with emergency procedures and evacuation routes of each facility. Each tour staff member will be trained and will understand the procedures associated with an emergency in that facility. The tour will be in direct communication with the main office staff of The Young Americans.

### **Evacuation Guidelines**

Notification to evacuate a building will be made by means of the fire alarm, public address systems, hand held public address horns, telephones, word of mouth or any other means that may be available at that time. In the event of a fire, The Young Americans cast, staff and visitors are required to evacuate the building with the direction of the facility manager. In non-fire emergencies, a decision to evacuate will be based on the scenario. Consideration will be given to

the specific threat (bomb threat, explosion, hazardous material incident etc.), its context (time of day, its likelihood etc.) and the recommendation of public safety officials. When the order is given to evacuate a building for any reason, the procedure is basically the same. Occupants are instructed to follow life safety survival skills, evacuate by way of the nearest safe exit. They are instructed to exit the building and proceed to a pre-designated Emergency Assembly Area. If a decision is made not to evacuate, the tour staff and cast members will have the responsibility to pass the word throughout the team.