

# OPERATIONAL CRISES

## WHAT TO DO TN CASE OF OPERATIONAL CRISES:

### **Hazardous Material Release, Toxic Substance or Gas Leak.**

- Contact switchboard operator by dialing “0”, contact campus police, contact facility/site manager.
- Evacuate building if warranted.
- Administer first aid by trained staff.
- If sheltering in place; shut down main electrical power to close ventilation sources; turn off gas; close exterior doors and windows; use portable radios to obtain emergency information.

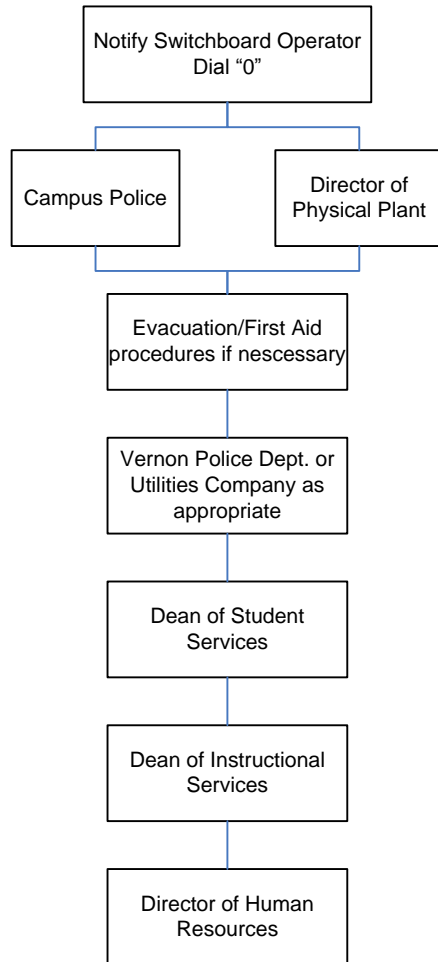
### **Electricity, Ruptured Water Line, Climate Control in Extreme Weather**

- Gather facts; verify information.
- Contact physical plant/facility/site manager.
- Move staff and students from affected area if necessary.
- Close up and/or secure affected area.
- Post warning signs.
- If a major line is down or sparks are visible: Call switchboard operator by dialing “0”; contact campus police/facility/site manager emergency services (911). Give location and remain on line until information is complete.
- NEVER TOUCH LIVE WIRES!
- DO NOT ATTEMPT TO RESCUE A PERSON experiencing electrical shock until power is shut off.
- Shut power off where applicable.

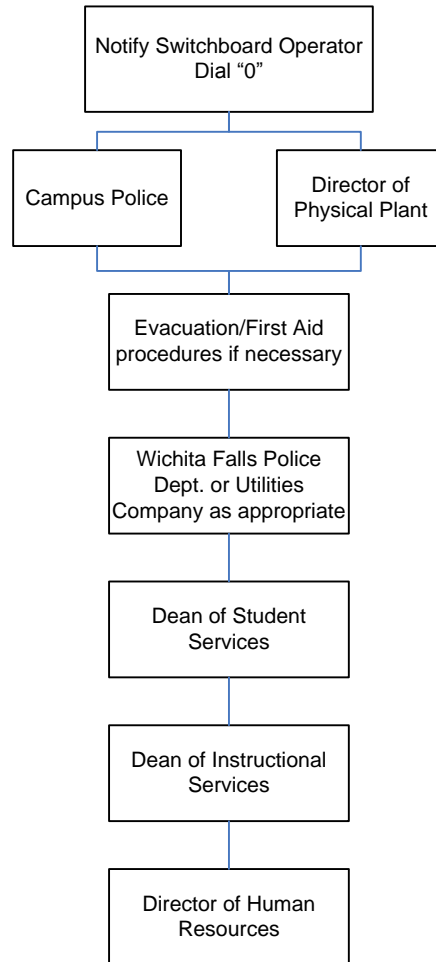
Document all decisions and activities.

College administrators will debrief with campus crisis team and faculty.

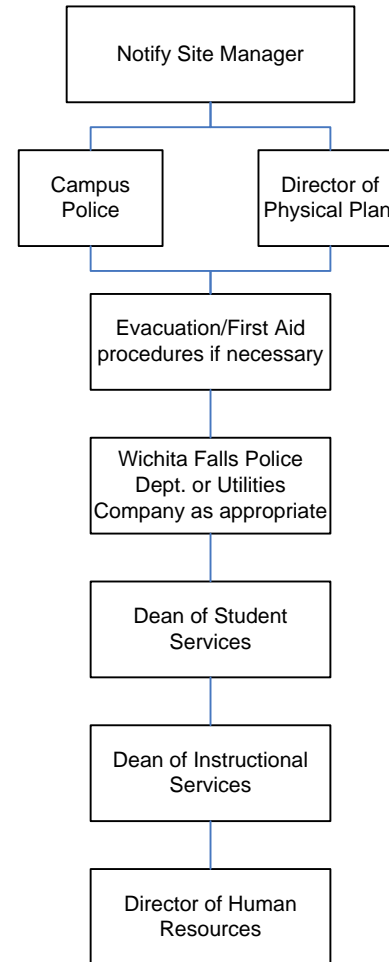
### Vernon Campus Operational Crisis



### Century City Campus Operational Crisis



### Skills Training Center Operational Crisis



### Sheppard Learning Center Operational Crisis

