

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: DISASTER MANAGEMENT	Original Issue Date: October 1, 2002	Policy #: 621
	Supersedes: September 8, 2011	Effective Date: August 15, 2013
Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: <i>Nancy W. Miller</i> Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To ensure a well-organized system for managing disasters, involving the College/LAC+USC Medical Center

Definition:

Staging Area: Building 10/20, Room 111
Command Post: Building 10/20, Room 123
Evacuation Zone: Parking Lot 14

POLICY:

The College Disaster Plan shall be implemented upon Medical Center administration notification of a disaster ("Code Triage") or self-activation.

Self-activation shall occur when:

- An obvious disaster situation takes place (e.g., intense earthquake causing significant damage or multiple injuries)
- The person implementing the disaster plan reasonably believes that a delay in activation while awaiting administrative approval may risk further damage or injuries.

PROCEDURE:

Upon disaster notification or self-activation, the College faculty and staff:

- Remain on duty
- Keep phone lines clear
- Assist those who require immediate care (if safe to do so)
- Report to College Staging Area if safe to do so, or Evacuation Zone if required

Administrative staff reports to the College Command Post and implements the College Disaster Plan.

Faculty:

On College Campus

- Assess the need for immediate evacuation
- Report to the College Staging Area for assignment
- Report to Evacuation Zone if unsafe to remain in College buildings
- Keep record of students in attendance in theory classes
- Maintain control and safety of students

Subject:

DISASTER MANAGEMENT

- Remove students to College Evacuation Zone, as directed

Off College Campus (Clinical Facility)

- Remain on duty
- Follow facility disaster management procedure
- Call the College Command Post to report status
- Maintain record of students in clinical area and assignments

Students

- Remain in classroom until instructed otherwise if on campus (if save to do so)
- Remain in assigned clinical area and follow facility disaster procedures as instructed
- Report to instructor prior to leaving assigned clinical unit.

PROCEDURE DOCUMENTATION:

See College Disaster Plan book, located in the Office of Educational Services, for procedures and forms.

REFERENCES:

Network Policy #610: Emergency Plan
Medical Center Disaster Plan
College Policy # 620: Safety Education
College Disaster Plan Book
New Employee Orientation Checklist

REVISION DATES:

October 1, 2002
December 14, 2006
November 13, 2008
September 8, 2011
August 15, 2013