



Kingston University

Safety & Emergency Procedure and Preparation Manual

August 1, 2025

Kingston University Campus Community

Working together, security at Kingston University is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning.

In the event of an emergency, everyone in the campus community becomes a partner in the response. During an emergency, prior planning, preparation and practice will guide you. Experience has taught us that one does not always rise to the occasion, but most often will settle to the level of one's training. Planning and preparation saves seconds, seconds save lives.

Kingston University maintains a staff for safety contact available 24 hours a day, but any person may report any criminal activity or any other emergency at any time -- day or night -- by calling Temple City Police Station at 626-285-7171 or 911, or by coming in person to the staff at the administration office. If you call 911 from a cell phone the call is directed to the CHP, from any typical land line including traditional phone lines on campus you will be connected to the local Police Department.

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SAFETY FOR THE COMMUNITY

Crime Reporting Procedures

Kingston University maintains a staff for safety contact available 24 hours a day, but any person may report any criminal activity or any other emergency at any time -- day or night -- by calling the Temple City Police Station at 626-285-7171 or 911, or by coming in person to the staff at the administration office during the school's normal operating hours. If you call 911 from a cell phone the call is directed to the CHP, from any typical land line including traditional phone lines on campus you will be connected to the local Police Department.

Policies & Procedures Concerning Security, Access and Maintenance of Campus Facilities

Buildings

The campus building is open from 9:00 a.m. to 6:00 p.m. Monday through Friday. Buildings are opened on as "as needed" basis on evening hours, weekends and holidays as published in the Class Schedule prepared by the administration office (626) 229-9929.

Staff and faculty with college related business may be granted entrance by the administrator to college facilities during the off hours or days with an advance request and approval

- Exceptions:

Special Areas

Laboratories or other areas of inherently dangerous activities (areas containing dangerous machinery or materials); hazardous areas; areas containing expensive equipment; areas not assigned or under the control of the employee.

Closed Campus

Campus entrance permits will be required when the campus is closed to all personnel for maintenance, security or other extraordinary reasons.

Students shall not be permitted access to university facilities after hours without direct staff supervision and a building entrance permit signed by the Administrator for the area.

College Property

No university property may be removed from the campus without expressed written permission from the department manager or area supervisor. Unauthorized removal of university property from the campus is a violation of the law and may be prosecuted by the university.

Building Maintenance

The campus facilities are maintained and patrolled by the administration office. The administration staff regularly checks the building facilities and arranges for necessary repair or upgrade of the facilities and conduct periodic lighting surveys to meet safety requirements. The campus building owner maintains the building compliance with all relevant federal, state, and local codes of occupancy and safety. The building is installed with surveillant cameras to ensure the safety of all members of the University. The building owner takes the responsibility of maintaining the building condition and grounds, including regular cleaning, repair, fire protection, utilities and plant upkeep, and potentially dangerous persons and report to local police their findings. Staffs report the need for replacement of lights and any other physical hazards they notice. Periodic crime prevention surveys are conducted when a crime trend occurs or upon the physical changes of office space and equipment when requested by an administrator.

Police and Safety Services

The University campus is located within the jurisdiction of Los Angeles County Sheriff's Department and is regularly patrolled by police of Temple City Police Station. The university will summon the assistance of other agencies to provide services for incidents that require special resources.

Crime Prevention

- Timely Warning Policy

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Kingston University to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. On occasion, you will see timely warning notices describing recent crime trends or dangerous incidents. It is our policy to post these notices in the campus building, on the institution's e-mail system, and in general areas of distribution to provide our community with information about the incidents and crime prevention recommendations. Once all the relative information is received, these notices will typically be posted within 24 hours. Another critical element of a campus safety program is training. The administration office sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY CONSCIOUS, and INVOLVED. Call Temple City Police Station at 626-285-7171 whenever you see suspicious behavior.

- Off Campus Crime

Los Angeles County Sheriff's Department has been requested to provide the college with crime data for the campus buildings and its adjacent neighborhood.

Substance Abuse

In accordance with Public Law 101-226 "Drug Free Schools and Communities Act Amendment of 1989," the University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the campus property.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from the university, or termination from employment for violations of the standards of conduct.

The decision to take disciplinary action in any instance rests with the special committee formed to review the incident after consideration of evidences.

The possession, use and sale of alcoholic beverages by anyone on the campus property is a misdemeanor as per California Business Code 25608 and a violation of the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the district.

Crime Statistics & Arrests

- Daily Log

The University shall implement the policy of keeping and maintaining a daily log, written in a form that can be easily understood, recording all crimes reported to the police department, including:

- the nature, date, time, and general location of each crime;
- and the disposition of the complaint, if known.

All entries on the log, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, are open to public inspection within two business days of the initial report being made to the campus police department.

Sexual Assault Procedures

Sexual assault is a traumatizing event. The university suggests the following procedures to ensure that the survivor can obtain the best care and supportive services for recovery.

A. Definition

Rape and other types of sexual assault, whether by a stranger or by an acquaintance, whether against women or men, are violations of the law. Sexual assault includes, but is not limited to, rape, sexual battery, or the threat of sexual assault.

B. Procedure

1. The university will address the needs of the sexual assault survivor by providing a consistent, caring, and timely response when sexual assault occurs within the campus community. After initial consultation, referrals for treatment will be made and ongoing support will be offered to survivors.
2. Any person who has been sexually assaulted is strongly encouraged to file a complaint with the administration office, and/or the appropriate law enforcement agency having jurisdiction. When a complaint is filed with the administration office, the following steps will be initiated:
 - a. Arrange medical care immediately and appropriate medical and psychological referrals.
 - b. Notify the appropriate campus administrative personnel of the incident for further administrative action
 - c. Conduct a thorough investigation which may include contacting other public agencies
 - d. Ensure that the survivor is given appropriate protection while on campus, including protection from retaliation for filing the complaint, if necessary. Such protection may include placing appropriate restrictions on the accused.
 - e. Ask the survivor questions to assess the potential for continuing threat to the survivor and/or other members of the campus community.

C. Disclosure

To protect the privacy of the individuals involved, names will not be released by the university without their consent unless the release is essential to the health and safety of the survivor or the campus community, or to otherwise fulfill the legal obligations of the university.

D. Responding to Sexual Assaults

STEP 1: Arrange for treatment

Because sexual assault is a crime that may involve physical trauma, the staff member informed of the assault, the administrator should strongly encourage the survivor to seek medical and psychological treatment. An assault survivor should be encouraged to do the following:

- a. Protect evidence of the assault. The survivor should be encouraged to refrain from showering, shaving, bathing, douching, changing clothes, or straightening up the area of assault.
- b. Go to a hospital sexual assault crisis center which provides full and appropriate services for survivors. If the survivor is willing to go to the hospital, the Campus staff will assist with arrangements for transportation and accompany the survivor if requested
- c. Use of other community resources. The survivor will be informed of public and private community resources.

STEP 2: Contact the Vice Chancellor

The administrator in charge of student disciplinary action will assist the student by providing ongoing management and support.

STEP 3: Inform others that an assault has occurred

If a sexual assault is reported to any staff member, faculty or administrator, that person is responsible for contacting the Police. The name of the survivor will not be released to the parents or the press without the expressed written permission of the survivor.

STEP 4: Notify the campus community

As soon as it is known that an assault has taken place on campus, notification of the event must be made known to increase awareness and ensure the safety of the campus community.

STEP 5: Refer for Support

Verbal and written information about sources of support on campus and in the community will be provided to the survivor by the college.

STEP 6: Follow-up

The appropriate university official will provide the following information directly to the survivor: existence of criminal or civil prosecution, the university's disciplinary process (if the accused is a student of the university), the availability of mediation, academic assistance, and alternative housing. The appropriate college official will provide ongoing follow-up on the case. This follow-up will consist of ensuring that the survivor has access to the support services needed. If the survivor wishes to remain anonymous, the appropriate college official will serve as a liaison between the survivor and the investigation in progress.

E. When the suspected perpetrator is a student

1. As soon as practical (and without interfering with law enforcement investigations), the Campus Police will work closely with college officials to assist with the investigation. The District will protect the privacy of the survivor.
2. The survivor will be informed of the outcome of the investigation.
3. Either the survivor or the accused may appeal the decision to the Governing Board .

Referral Agencies

The university administration office (626-229-9929) can assist locating referral and support.

Student Discipline

Students may be expelled, suspended or placed on probation for acts committed on campus or at campus-related events. The causes for suspension and expulsion listed in California Education Code 76033 include assault, battery, or any threat of force or violence upon a student or college personnel and the willful misconduct which results in injury or death to a student or college personnel. In compliance with federal and state laws and regulations, victims of violent crimes, including sexual assault, are to be informed whenever information regarding disciplinary action taken by the university is included in a student's file. Within three days victims are to be informed of the results of the disciplinary action and any appeal. The victim is required to keep the results of the disciplinary action and appeal confidential. For further information, contact the Vice President of the university at (626) 229-9929.

Hate Crimes

"Hate violence" as defined in the statute "means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group". Incidents of hate violence can be reported to the campus police and the Student Affairs Office. The University does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

Registered Sex Offenders

You may access the information for free at viewing stations located at the Los Angeles county Sheriff station (562) 465-7825 or the Los Angeles Police Department (213) 485-3281. Additional information on sex offender registration is also available at the office of the State of California Attorney General, www.meganslaw.ca.gov. The National Sex Offender Public Registry is available through the U.S. Department of Justice at www.nsopr.gov. To access sex offender information via telephone, you may call the Sex Offender Identification Line at 1-900-448-3000. The cost for calling is a flat rate of \$10 for information on up to two individuals.

EMERGENCY PROCEDURES AND PREPARATION

I. Emergency Procedures

In an emergency, call 626.285.7171 or 911

An emergency situation could occur at any moment and cause panic and confusion. A well-coordinated effort among those affected by the emergency can prevent the spread of chaos and facilitate an eventual return to a peaceful existence.

Kingston University, has established a multi-hazard emergency operation plan that defines responsibilities and delineates use of campus resources in order to respond to emergency situations.

This handbook is a brief guide to familiarize university students, faculty and staff with procedures to follow in the event of an emergency. Its content is not all-inclusive but is designed to highlight emergency conditions that may occur.

As stated previously, a coordinated effort by the entire university community will be necessary if a major disaster occurs on the campus. The campus building may need to be evacuated and must be done so in a **safe** and **orderly** manner. In case of a region-impacting event, it may be necessary to stay on campus for a period of time. It is also feasible that large numbers of students, faculty, staff and families from the surrounding community may assemble on campus and require information, food, and shelter.

The following pages will assist in responding to emergency situations. They should be reviewed before an emergency occurs.

Los Angeles County Sheriff's Department Temple Station is always available to assist and can be reached 626.285.7171 or 911.

Note: If you call 911 from a cell phone the call is answered by the California Highway Patrol (CHP) dispatch center. Be sure you inform the CHP dispatcher of your location and emergency need.

Kingston University Campus is located at:

3871 E. Colorado Blvd., Pasadena, CA 91107

Any questions concerning emergency procedures should be directed to the Los Angeles Sheriff's Department, Temple Station.

Active Shooter

If you see or hear of an active shooter ON campus, immediately contact Temple City Police Station at 626-285-7171 or 911.

Remain calm.

DO NOT approach the person with the weapon.

If it is SAFE to do so, immediately leave the area and advise others to do the same. If possible, go to a classroom or a safe zone and:

- Secure the door.
- Close the windows.
- Turn off the lights.
- Stay low to the floor, away from the door.

DO NOT leave the safe zone until you are instructed to do so by Police and/or other authorized personnel.

Follow ALL instructions given to you by Police Officers and/or other authorized personnel.

Immediate Violence

If there is an immediate danger or you become a victim of an assault, robbery, theft, overt sexual behavior, etc, do not take unnecessary risks. Notify the Temple City Police Station immediately by calling 626-285-7171 or 911.

Be prepared to advise the police of the following:

- The nature of the incident.
- Location where the incident occurred and your present location.
- The description of the person(s) or vehicle(s) involved.
- Any weapon(s) or force used.
- If any medical assistance is required.
- Any other pertinent information or witness(es) available.

Weapon on Campus

- If you observe a weapon on campus:
 - Call Temple City Police Station at 626.285.7171 or 911
 - Remove yourself from the area.
 - Advise Temple City Police Station of the location & description of the weapon.
- If you observe a person(s) with a weapon on campus:
 - Remain calm.
 - DO NOT approach the person.
 - Call Temple City Police Station at 626.285.7171 or 911
 - Provide all available information including:
 - Your location, phone number, name

- Description of the person with the weapon
 - Type and number of weapon(s)
- Domestic Violence/Stalking
- If an individual indicates that he or she is in an abusive relationship or is being stalked, and believes he or she is in imminent danger, locate a safe place and call Temple City Police Station at 626.285.7171 or 911.
- If the victim does not believe he or she is immediately at risk, offer options to call Temple City Police Station at 626.285.7171.
- Intruder on Campus
- If you come across an intruder or someone who is threatening the safety of individuals on campus, immediately contact the Temple City Police Station at 626.285.7171 or 911.
- Provide all available information including:
- Your location, phone number, name
 - Description of the individual
- Remove yourself from danger.
- DO NOT approach the person.

Fire/Explosions

The Pasadena Fire Department responds to all fire related calls at the University. Upon discovery of a fire, you should:

1. Call 911
2. Evacuate if fire is an immediate threat to safety
3. Look for physically challenged persons in the area and provide assistance.
4. Do not use elevators to evacuate the building.
5. Make sure all main hallways and fire doors from all offices are closed to prevent spread of fire.
6. If evacuated, proceed to a safe point at the exterior of the building. Account for all persons you believe were in the building.

Fire extinguishers should be used to aid escape **only**.

If you suspect a fire, you should:

1. Call 911. Give specific information about why you suspect a fire.
2. Check the area for fire unless told otherwise.
3. Follow the dispatcher's directions.
4. Do not open closed doors without first feeling for heat. Do not open if hot to the touch.

5. Remain in the building and meet emergency personnel.

In the event of an explosion in the building, you should:

1. Take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
2. Call 911.
3. After the effects of the explosion have subsided, the police department will determine if evacuation is necessary.
4. If evacuation is ordered, exit the building as directed by emergency personnel. Look for physically challenged persons and provide assistance to them.
5. Proceed to your specified assembly point ([see map](#)) and await further instruction.

For further information, contact the Temple City Police Station at 626.285.7171.

Hazardous Materials

In the event of a hazardous materials emergency that may pose an immediate danger to the ROOM OCCUPANTS:

- Evacuate the room and lock the door.
- Call 626-285-7171 or 911.
- Provide your location, name, department, and description of the emergency.
- DO NOT hang up until instructed to do so.

In the event of a hazardous materials emergency that may be in immediate danger to the ENTIRE BUILDING OCCUPANTS:

- Evacuate the building. Sound the building fire alarm as you exit.
- If possible, call 626-285-7171 or 911.
- Provide your location, name, department, and description of the emergency. DO NOT hang up until instructed to do so.
- Evacuate to a safe distance at least 500 feet upwind from the building. Do not return to the building until instructed it is safe to do so.
- If you have not yet called 626-285-7171 or 911, do so as soon as possible.

Gas Leaks or Suspicious Odors

Suspected gas leaks or suspicious odors should be reported to the Temple City Police Station at 626.285.7171 or 911.

Bomb Threat

An school member who receives a bomb threat should immediately call the Temple City Police Station at 626.285.7171 or 911.

If a bomb threat is received by phone, ask:

1. When is the bomb going to explode or go off?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Why are you doing this?

Remember - keep the caller on the phone as long as possible.

Record the following for the police:

1. Time of call.
2. Date of call.
3. Exact words/phrases of person making the call.
4. Age, gender.
5. Speech pattern such as accent, slurred speech, lisp or stuttering.
6. Background noises, if any.
7. Any names mentioned.

If a bomb threat is received by mail:

1. Do not handle the envelope or package.
2. Call Temple City Police Station at 626.285.7171 or 911 and stop anyone from entering the area where the package is located.
3. Lock all doors, post "DO NOT ENTER," and then leave the area.

Suspicious Package

1. Do not attempt to touch or move the object.
2. Evacuate the immediate area.
3. Call Temple City Police Station at 626.285.7171 or 911 from a campus phone.
1. **DO NOT use a CELL PHONE or two-way radio.** Radio signals may activate remote controlled devices.
4. Await further instructions from police personnel.

A school member who discovers a suspected bomb should immediately notify the Temple City Police Station at 626.285.7171 or 911.

A search of the area by employees is the best method to determine if there is a suspicious object in the area since employees are familiar with their work area and will recognize something that is out of place. Police personnel will assist employees during a search.

Office personnel should only search their immediate work area. Convey results of the search to the police department. Searches of other building areas will be carried out by police teams.

Explosions can be packaged in a variety of containers and will most likely be camouflaged. The container may be a common article, such as a backpack, book, box, grocery bag, athletic bag,

airline flight bag, attached case, etc. Look for the unusual or something that appears to be out of place. It is important that someone familiar with the area assist with the search in order to note something unusual or alien to the surroundings. Anything that does not belong or cannot be adequately explained is a suspicious object!

DO NOT TOUCH THE OBJECT!

For further information, please contact the Temple City Police Station at 626.285.7171 or 911.

Demonstration/Riots

Most campus demonstrations are peaceful and lawful. Any demonstration can take a negative turn, become violent and turn into a riot. The following steps can be taken to insure your and others safety.

- Notify the Temple City Police Station immediately if you receive information that a demonstration or any other form of civil disobedience is planned or in progress.
- Avoid any confrontations or provoking demonstrators.
- If a disturbance occurs, call the Temple City Police Station at 626.285.7171 or 911.
- To avoid inflaming the situation, try to make the 911 call away and out of sight of the disturbance.
- If in a building, lock all doors, stay away from windows and discretely advise others of the situation.
- If outdoors, immediately leave the area of the demonstration to a safe location or building.

Power Outage

Power outages can occur due to the fragile electrical infrastructure, rolling blackouts, extreme weather conditions, or can accompany other disasters such as earthquakes.

If the power goes out:

- Remain calm.
- Turn off and unplug appliances and computers. Leave one light on to indicate when power has been restored.
- Follow instructions from emergency personnel or building safety coordinator.
- Watch and listen for campus wide updates.
- If there is anyone in your class/office/building who is in danger or needs special assistance, notify Temple City Police Station at 626-285-7171 or call 911.
- Do not use elevators.
- **If there is still daylight during normal working hours:** use your best judgment to determine if it is safe to continue work /teaching in progress. Check to make sure that there is no damage to the building before deciding to stay. Watch/listen for campus wide updates and further instructions. Consult with your department supervisor or building safety

coordinator, unless you were told otherwise by Temple City Police Station or Los Angeles Sheriff's Department.

- If it is after dark and you feel unsafe: evacuate the building and do not reenter until the Police as authorized you to do so. If there are exterior lights, gather in the evacuation assembly point and await further instruction. If there is no external lighting, leave the campus.
- The President/designee will determine if specific building(s) or the entire campus will close. Watch/listen for campus wide communications and/or messages from your direct supervisor.
- Turn off electrical equipment and heat sources that may turn on automatically (printers, copiers, hot plates, toaster ovens, etc.) to prevent damage when power returns.
- If a traffic signal is not working, treat it as a stop sign.

Earthquakes

DUCK, COVER, AND HOLD!

DUCK or drop to the floor. Take **COVER** under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture. If you take cover under a sturdy piece of furniture, **HOLD** on and be prepared to move. Hold the position until the ground stops shaking and it is safe to move. **DO NOT USE ELEVATORS TO EVACUATE THE BUILDING.**

- Check for Injuries

When the shaking stops, check yourself and people around you for injuries. Render first aid if possible. You should consider having a first aid kit, flashlight, and good walking shoes available at a moment's notice. You should ensure the injured are helped from the building to assembly points. Remember to enlist students and co-workers in helping others. If you are unable to evacuate the injured, note their location and notify Temple City Police Station at 626-285-7171 or 911 from a campus phone.

- Evacuate Safely: Note for Faculty

In a classroom setting, faculty are responsible for evacuating all students immediately and safely. Instruct students to leave by the nearest exit or as advised by emergency personnel. If emergency personnel are not present and the circumstances dictate an evacuation, faculty should take charge of their own class and proceed with the appropriate type of evacuation. Familiarize yourself with the exits of the buildings in which you teach and the campus evacuation plan. Know when you use Assembly Point Evacuation or Immediate Danger Evacuation. Know the location of the nearest assembly points.

- Recovery Phase

Depending on the situation, your services may or may not be needed by the university after the initial response phase. Contact your dean or vice president before leaving campus (if possible) to notify the campus you are safe and where you may be contacted if you are

needed. DO NOT reenter buildings until the buildings have been declared safe! Do not add to the problem by becoming a secondary shock victim. Nothing in the building is more important than your safety.

Having a plan can help minimize your stress during and directly after an event. Talk to you family or loved ones about how you will contact them in an emergency and what each of you can expect from one another. Arrange for family to report their status to someone outside the immediate area because phone lines in the disaster area will be overused and should be reserved for emergency personnel.

Health

Preparation for a public health emergency is a responsibility for all Californians. At Kingston University, we all have to be sure that we are ready for a disaster when it strikes. And, in California as we know too well, it's not a matter of if, it's a matter of when the next disaster will occur.

Being prepared for a public health emergency is crucial for individuals, families, schools and businesses. Caring for ourselves and our family members; our neighbors, students, staff, faculty and co-workers; those with special health needs in our communities – all are essential for us to emerge from a crises in as good health as possible.

This section provides guidelines and tips to ensure that you and your family, students, staff, faculty, and co-workers are prepared for a disaster before it strikes. Learn more about how to plan and protect yourself and others.

Medical & First Aid Emergencies

In the event of serious illness and/or injury:

1. Call 911.
2. Do not move the victim unless absolutely necessary.
3. In case of heart attack or if breathing has stopped, call 911.
4. Be alert for any jewelry with an inscription indicating a medical condition (for example: epilepsy, diabetes, heart condition) or other medical information. Bring this to the officer's attention as soon as he/she arrives on the scene.
5. Comfort the victim as much as possible and try to keep him/her calm.

Contagious Disease

A contagious disease emergency could affect many people. It could cause mild illness, hospitalization, or death in rare cases. Certain aerosol transmissible diseases (ATD), such as influenza, and other respiratory viruses, such as the Novel Coronavirus 2019 (CoV-19 or COVID-19) are highly contagious viral respiratory infections. Kingston University has an Aerosol Transmissible Disease Emergency Preparedness Plan in place to provide guidelines and procedures in the event of an aerosol transmissible disease emergency.

To find out how to prepare yourself and your family for a contagious disease emergency, visit the following agencies which provide up-to-date information and instructions to the public through media and public outreach sources:

- Center of Disease Control: <http://www.cdc.gov>
- California Department of Public Health: <http://www.cdpu.ca.gov>
- Los Angeles County Department of Public Health: <http://www.publichealth.lacounty.gov>

Weather Related Emergencies

The university is committed to the safety of its students, faculty and staff. Should a major storm or other weather-related emergency occur, procedures are in place to determine whether the university is open for business as usual, whether classes and other activities are delayed, or if the university is closed.

The university also provides instructions and procedures to follow on campus in the event that sudden dangerous weather such as a flooding/storms, or extreme cold/heat emergencies should strike in the vicinity of Pasadena City.

- Extreme Heat

Summer heat waves can be dangerous. A very high body temperature can damage the brain and other vital organs. Some health conditions can make it harder for the body to stay cool in hot weather. These include old age, obesity, fever, dehydration, heart disease, poor circulation, sunburn and drug and alcohol use. To protect your health when temperatures are very high:

- Get Plenty to Drink

Sweating removes needed salt and minerals from the body. When it is hot, drink more water, juice and sports drinks. Avoid drinks with caffeine (tea, coffee, and cola) and alcohol. Be sure to eat regularly.

- Stay Cool Indoors

The best way to beat the heat is to stay in an air conditioned area. If you don't have an air conditioner, go to a shopping mall or public building for a few hours. A cool shower or bath is also a good way to cool off.

- Wear Light Clothing and Sunscreen

Wear as little clothing as possible when you are at home. Choose lightweight, light-colored, loose-fitting clothing. In the hot sun, a wide-brimmed hat will keep the head cool. If you will be in direct sun, use a sunscreen with a sun protection factor (SPF) of 15 or higher and follow package directions. Reapply every 2 hours while in the sun.

- Schedule Outdoor Activities Carefully

Try to be less active during the hottest part of the day, late afternoon. If you must be out in the heat, plan your activities so that you are outdoors either before noon or in the evening. While outdoors, rest often in a shady area. Never leave kids or pets in a parked car.

- **Pace Yourself**

If you are not used to working or exercising in hot weather, start slowly and pick up the pace gradually. Take frequent, regularly scheduled breaks. If activity in the heat makes your heart pound or leaves you gasping for breath, stop activity, get into a cool or shady area, and rest. Especially if you become lightheaded, confused, weak or feel faint.

- **Use a Buddy System**

During a heat wave, check on your friends and family and have someone do the same for you. If you know someone who is elderly or has a health condition, check on them twice a day during a heat wave. Watch for signs of heat exhaustion or heat stroke.

High temperatures can cause serious health problems. Know the symptoms of heat-related illness and be ready to help.

- **Warning**

If your doctor limits the amount of fluid you drink, or if you take water pills, ask him or her how much you should drink when the weather is hot. If you are on a low-salt diet, talk with your doctor before drinking a sports beverage.

- **Extreme Cold**

Winter weather has the ability to knock out heat, power and communications services. It is important to be prepared for winter weather before it strikes.

Winter Weather Terms:

- **Winter Storm Watch** means severe weather such as heavy snow or ice is possible in the next day or two.
- **Winter Storm Warning** means severe winter conditions have begun or will begin very soon.
- **Frost/Freeze Warning** means below freezing temperatures are expected.
- When a **Winter Storm WATCH** is issued
- Listen to NOAA Weather Radio, local radio, and television stations, or cable television such as The Weather Channel for further updates.
- Be alert to changing weather conditions.
- Avoid unnecessary travel
- When a **Winter Storm WARNING** is issued
- Stay indoors during the storm.
- If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
- Avoid traveling by car in a storm

- Available Local/State/Federal information

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials. For further information on how to plan and prepare for winter storms as well as what to do during and after a winter storm, visit: Federal Emergency Management Agency, NOAA Watch, or [American Red Cross](#).

- Flooding/Storms

Severe storms can cause landslides, flooding, uprooted trees, and downed utility lines.

- If water has entered a garage or basement, do not walk through it – it may contain hazardous materials.
- Do not try to drive over a flooded road. If your car stalls, abandon it immediately. Attempting to move a stalled vehicle in flood conditions can be fatal.
- If you are asked to leave your property, disconnect all electrical appliances.
- Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Stay clear of water that is in contact with downed power lines.
- Do not allow children to play around high water, storm drains or any flooded areas.
- If you are asked to leave your property, shut off electric circuits. If advised by your local utility, shut off gas service as well.

II Notification in an Emergency

Our program is designed to give those in the immediate presence of danger the best chance to survive.

As a member of the campus community it is important to know where to get information in the event of an emergency.

Become familiar with the campus' methods of notification and know how to contact the Los Angeles County Police Department to provide pertinent information related to any campus emergency.

Methods of Notification

- Bulldog Alert
 - Emergency text notification
- Web Sites
 - The following web sites may contain information during an emergency:
 - Main University Site <http://www.kingstonuniversity.edu>
- Emergency Hotline
 - 626.229.9929
- Email
 - Notices sent to all student, faculty and staff email accounts.
- Media

In the event of a campus emergency, media will be notified via email distributed by the University.

Through this communication, information will be provided of the event as well as where appropriate media parking will be made available on campus.

Updates will be given as information is made available.

II. Emergency Preparedness

Be Informed

Emergencies can occur at any time and without warning.

Kingston University has established procedures for you to follow so that the effects of emergency situations can be minimized. Your cooperation is critical to the emergency preparedness efforts of this campus!

Some of the things you can do to prepare for the unexpected, such as making an emergency supply kit and developing a family communications plan, are the same for both a natural or man-made emergency.

However, there are important differences among potential emergencies that will impact the decisions you make and the actions you take. Learn more about the potential emergencies that could happen where you live and the appropriate way to respond to them.

In addition, learn about the emergency plans that have been established in your area by your state and local government.

Emergency preparedness is no longer the sole concern of earthquake prone Californians and those who live in the part of the country known as "Tornado Alley." For Americans, preparedness must now account for man-made disasters as well as natural ones. Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count.

Please review the valuable emergency preparedness information. If you have questions or concerns, please contact the University administration office.

Be Ready!

In a major disaster, it might be several days before vital services are restored.

Kingston University is exposed to a wide variety of hazards, both natural and man-made. Fires, power outages, severe storms, acts of terrorism, and earthquakes are just some of the potential emergencies we may encounter.

Imagine that you have no electricity, no gas, no water and no telephone service. Imagine that all the businesses are closed and you are without any kind of emergency services, what will you do until help arrives?

Use this section to learn how you can prepare yourself, your department, and your family for an emergency.

- Go Bag

A component of your disaster plan is your Go-Bag. Put the following items together in a backpack or another easy to carry container in case you must evacuate quickly.

Make sure your Go Bag has an I.D. tag.

Suggested Items:

- Flashlight
- Radio – crank and battery operated
- Batteries
- Whistle
- Campus map
- Permanent marker, paper and tape
- Emergency Contact Phone Numbers
- List of allergies to any drug (especially antibiotics) or food
- Extra prescription eye glasses, hearing aid or other vital personal items

- Get Involved

There are numerous ways you can get involved to help Kingston University and your community be better prepared for the next emergency. In this section you'll find a few suggestions for:

- Training

- National Incident Management System (NIMS)
- American Red Cross
- American Heart Association

- Volunteer Opportunities

- [California Volunteers](#)
- [Office of the Governor](#)

- Water

In a disaster, water supplies may be cut off or contaminated.

Tap Water

- Tap water from the campus or any municipal water system can be safely stored without additional treatment.
- Label and store in a cool, dark place.
- Replace water at least once every six months.

Commercially bottled "spring" or "drinking" water:

- Keep water in its original container, and don't re-store a bottle once it's been opened.
- Store in a cool, dark place.
- If bottles are not marked with the manufacturer's expiration date, label with the date and replace bottles at least once per year.

- Cell Phone Contact

Planning and preparation saves seconds, seconds save lives!

Add the Temple City Police Station phone number – 626.285.7171 – into your cell phone.

Remember, 911 calls from a cell phone are answered by the California Highway Patrol (CHP) then transferred to the law enforcement agency of jurisdiction.

- Be Prepared

- Keep flashlight(s) handy and check batteries
- Maintain department phone trees and keep contacts current in cell phone
- Share information with students and staff at beginning of each semester.
- Enter Temple City Police Station phone number, 626-285-7171 in your cell phone.
- Become familiar with campus Emergency Preparedness information and resources including:
 - Emergency phone numbers, such as the Police Department, Information Hot Line, supervisor & staff phone numbers
 - Building floor plans, exits and doors and evacuation assembly points

Power Outage

FAQs

1. What happens if I'm in an elevator when the power goes out?

Remain in the elevator and notify the Police Department by using the emergency phone in the elevator. Alert dispatch if there are special medical needs. The Police Department will dispatch an elevator company or the Fire Department. A campus official will remain outside the elevator until you are safely released.

2. What should I expect from the Police Department?

The Police Department will check all elevators and each building to confirm if there is power, emergency power or generators. They will also be looking for anyone who needs assistance exiting the building, particularly those with disabilities

The Police Department's primary responsibility is to ensure the safety and security of people and property on the campus. Please follow instructions.

3. Who do I call?

- Call the Police Department if you smell smoke, see fire, or if you or others are in danger. Do not call the Police Department for general updates or information.
- Call your immediate supervisor for updates specific to your work group.

Scenarios

Assume a sudden unplanned power outage has occurred in your building

Scenario #1

There is evidence of danger (fire alarm, smoke, sound of explosion)

Action:

Pull fire alarm (if not already activated.) Evacuate building immediately.

Scenario #2

There is no evidence of danger and you do not feel you or others are in danger.

Action:

If it is dark outside, evacuate the building. If there is no external lighting, leave the campus.

If there is sufficient daylight to continue operations/teaching safely, use your best judgment and wait for further instructions.

If instructed to evacuate building: Use a flashlight, cell phone and any natural light available and leave work space/classroom in an orderly fashion. Help others as needed.

Scenario #3

Power is fully restored

Action:

Make an assessment of your area to ensure that all is safe.

If there is perceived danger, evacuate the building immediately and notify campus police.

Campus Evacuation

- On-Campus Assembly Points

The assembly point is the parking lot in front of the main entrance. Once gathered at an assembly point, faculty and supervisor/managers should organize their groups and ensure everyone is safe and needs no medical attention. Account, if possible, for absent students or staff.

Please remain at your assembly point until contacted by campus emergency personnel. Be prepared to inform campus emergency personnel of the following:

- extent of injuries received by anyone in your group
- persons in need of rescue
- any hazardous condition such as fire or hazardous materials

Your information will be important in the overall assessment of the campus and effective prioritization of limited resources.

- Immediate Danger Evacuation

At times it may be impractical to evacuate to an on-campus assembly point. Evacuation to an assembly point away from campus may be better advised. If an "immediate danger" evacuation is declared, remain calm and quickly proceed off campus in an orderly manner.



Remind others to stay calm.

Encourage others to assist in transporting pedestrians away from danger.

Within a 2-mile radius of campus tune your radio to **1040 on the AM dial** to monitor the event and evacuation status.

Campus Evacuation Map

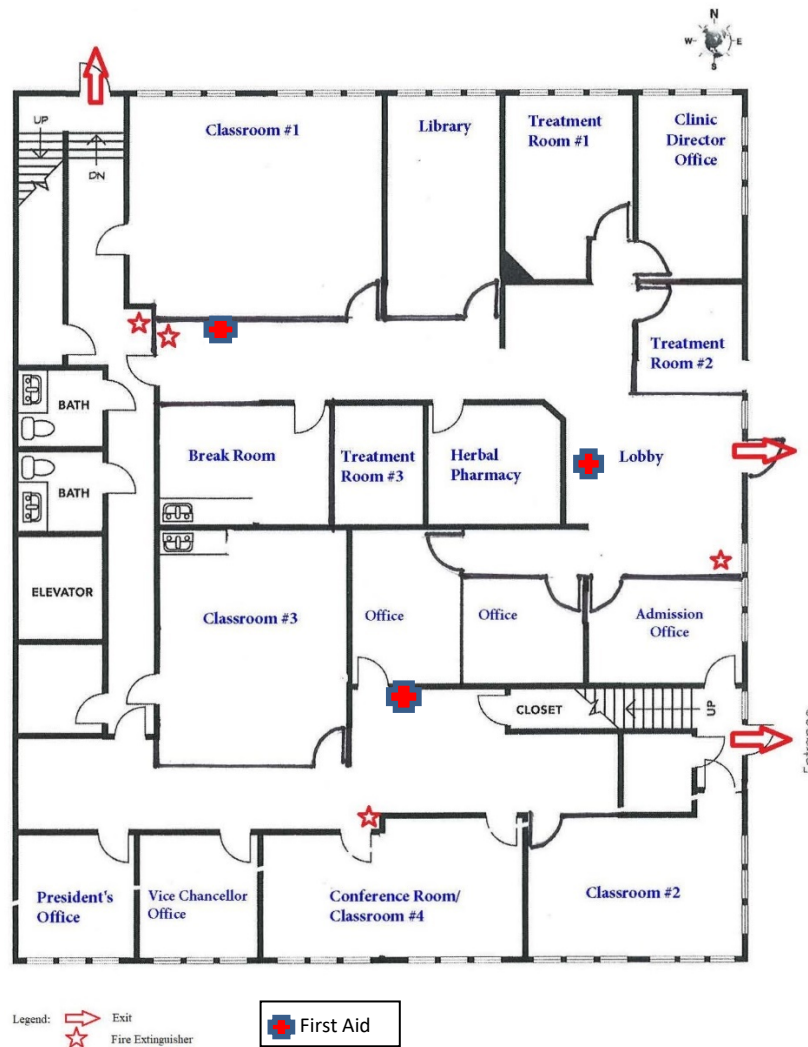


Legend:  Building Exit
 Assembly Point

Building Evacuation

- Immediately evacuate the building using the nearest/safest building exit (see campus floor plan below)

Kingston University Campus Floor Plan



- Look out for someone else.
- Help each other get out of the building.
- Be aware of occupants that need help and report the information to emergency personnel.
- Proceed to the pre-designated building assembly point.
- See room-specific Emergency Information Posting located in each classroom, office, conference room for the location of the assembly point.
- Avoid the use of elevators if there is a threat of fire, or in the event of an earthquake.

- Faculty Members are responsible for providing evacuation leadership to the students in the class they are teaching when an evacuation order is given.
- Managers/Supervisors are responsible for providing evacuation leadership of the employees under their supervision when in the work area during an evacuation order.
- Inform the Safety/Building coordinator (or emergency personnel) of:
 - *any student or occupant in need of rescue*
 - *extent of injuries received by anyone in your group*
 - *any hazardous condition such as fire or hazardous materials*
- Do not leave the assembly point until the building/safety coordinator or emergency personnel are aware that you have safely exited the building, and it is safe to do so.

Resources in an Emergency

Managing resources is a very important detail in an emergency.

CALL 9-1-1.

To help in your preparation for an emergency, we have created a list of useful phone numbers.

Agency	Number
Los Angeles Sheriff's Department Temple City Station	626-285-7171
Fire Department (Pasadena Station 37)	626-744-4675
Hospital (Methodist Hospital)	626-898-8000
Ambulance	626-744-4112
Governor's Office of Emergency Services	916.845.8510

As always in the event of an actual emergency call 911 or 626-285-7171 from your cell phone.

Workplace Safety

Anticipate situations that you may encounter and what actions you might anticipate from a violent mind. The "what if" challenge will prepare you and your team.

RUN

Think in advance how you would get out. Know where all the exits are and where you will go once you get out.

HIDE

Find a place to hide away from doors and windows. Lock or barricade the door.

FIGHT

As a last resort, and only if your life is in danger. You have to commit to this action and don't give up.

Pre-Plan

Identify several spaces in your work area that are safe!

- Entrance/exits that lock
- Moveable furniture that can be used to reinforce the door
- Telephone
- First floor windows provide avenues for escape
- Hiding places
- Take your cell phone with you
- Place phone on vibrate so you do not give away your position
- Notify police of your location and the number and status of people with you

Training

All staff and students who assume roles described in this plan will receive ICS-100 training. ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute (<https://training.fema.gov/is/courseoverview.aspx?code=is-100.c>).

All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

Anyone interested in taking the training courses from the FEMA website is welcome to do so.

Other training courses will be provided in the future.

IV. Emergency Management

Planning for emergencies requires an integrated approach to the management of programs and activities for all four phases of Emergency Management (preparedness, response, recovery, mitigation) and all types of emergencies and disasters (both natural and man-made).

The University relies on key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. School staff may be required to remain at school to assist in an incident. In the event that this Emergency Procedure is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

Campus Administrator

The Campus Administrator retains the overall responsibility for the overall safety of students and staff. The Campus Administrator focuses on policy-level activities and interfacing with other agencies and coordinate with the Incident Commander for the emergency operation.

Incident Command is concerned with the overall responsibility for the event. The responsibilities of the Incident Command include the following:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Safety & Emergency Procedures Manual:
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

Faculty/Instructor

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise. Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.

- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the university personnel trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. The university staff will be trained and certified in first aid and CPR.

Healthcare/Clinic Faculty

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

Office Staff

The staff's responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

Students

Students are responsible to:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

V. Contact Information

In an EMERGENCY, Call Temple City Police Station:

- **626-285-7171**

Or **911**

VI. Evacuation

Evacuations are designed to protect your safety and health. If instructed or notified to evacuate, do so immediately. The method used to notify building occupants or the outdoor campus community will be dependent upon the emergency situation.

Notification Methods

- Air raid sirens (outdoors)
- Radio station
- Building and University Safety Coordinators
- Emergency Responders: University Safety Officer

Prior to an Emergency

- Review the emergency information posted in each classroom/office/conference room
- Review the campus emergency procedures
- Become familiar with exits of buildings in which you teach/work.

Persons with Disabilities

To ensure you can get help should an emergency occur, prepare by informing your supervisor, instructor or safety coordinator if you expect to have difficulty in the event of an evacuation.

- When reaching an obstruction such as a staircase, request assistance from others in the area.
- If assistance is not immediately available, stay near the wall in the exit corridor, in the designated stairwell, or on the designated landing.
- Continue to call for help until rescued.
- If you anticipate not being able to speak loudly, carry a whistle or have other means of attracting the attention of others.

VII. Lockdown Procedures

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside any College building.

- Call 911 if a threat is imminent and you are safe to do so.
- Do not sound the fire alarm. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Know your exits.
- Shut the blinds or pull the shades down.
- Cover any windows or openings.
- Turn off the lights. DO NOT respond to anyone at the door until Public Safety enters.
- Lock yourself in classrooms, rooms and offices.
- Stay low, away from windows and barricade door(s).
- Put your cell phones on vibrate.
- Do not make any noise.
- Take note of who had left the room prior to the lockdown and write down those names with the intended destination.
(Example – John Smith left the classroom at 1:15 p.m. to use the restroom)
- If you are outside of a building when a lockdown is announced, stay outside.
- If in a restroom, move to a stall, lock it and stand on the toilet seat and crouch down.
- Anyone in the hallways should move to the closest classroom immediately.
- Staff should stay in the area they are in, secure the doors and turn out the lights.
- Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

Faculty and Staff should take note of their class status:

- If all students are inside the classroom, note classroom # and “all present” and no message is necessary.
- If students are out of the room with a pass, note classroom # and “students out” and the message will list the students’ first and last names, their destination, and when they left the room.
- If students are missing and unaccounted for, note the classroom # and “students missing” and the message will list the students missing and any suggestions as to their whereabouts.
- If you have students in your room that are not assigned to your room, note the “extra students” and the message will list of the students’ names and assigned locations.

Allow no one outside of classrooms until a Department of Public Safety or LA County Sheriff Deputy unlocks the door and gives the classroom the all-clear.

Lock Out — Classic lockdown response

Get Out — If the threat is in your area, RUN!

Take Out — If the threat is in your immediate area and you can’t run, FIGHT!

VIII. Stay Indoors

If the instructions are given to shelter-in-place, stay indoors until authorities tell you it is safe or you are told to evacuate.

Select a small, interior room, with no or few windows. Close and lock all windows and exterior doors.

Get your disaster supply kit or Go-Bag. It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged during an emergency).

Information and/or further instructions will be available through Campus Notification Methods.