



Emergency Preparedness and Response Plan

2023-2024

EMERGENCY NOTIFICATION & TELEPHONE NUMBERS

IN CASE OF EMERGENCY, DIAL 9-1-1*

*To dial-out on Pasadena campus phones dial 9 then 9-1-1

**Notify Saybrook Administration at
(626) 316-5300 Pasadena Reception**

For Afterhours Emergencies, call 1-213-622-4442

Potential Emergency or Incident of Concern – Contact Saybrook Administration

To report a potential crisis, emergency, or other incident of concern occurring on or immediately surrounding Saybrook campuses or auxiliary locations, contact Saybrook Administration at the numbers listed above. The issue will be referred to the President, Vice President of Academic Affairs, Director of Business Operations or the next highest ranking member of the Saybrook Leadership Team that is available. The highest ranking member of Saybrook Leadership Team available will assess the situation and take any further action required, including alerting the proper police, fire, public health, or other authorities.

Non-Emergency Contacts

Pasadena Campus:

Pasadena Police Department: (626) 744-4241

National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Pasadena Fire Dispatch: (626) 744-4655

Property Management + After Hours Service

Morlin Asset Management, LP

Jimmy Kam (j.kam@morlinmgmt.com, 213-622-4442 Ext 224)

Charles Brown (c.brown@morlinmgmt.com, 213-622-4442 Ext 223)

Courtyard by Marriott Seattle/Bellevue Downtown

11010 Northeast 8th Street Bellevue, WA 98004

Main telephone (425) 454-5888

Bellevue Police Department

General: (425) 452-6917

Non-Emergency: (425) 577-5656

Hilton Pasadena

168 S Los Robles Ave Pasadena, CA 91101

Main Telephone: (626) 577-1000

Pasadena Polica Department: (626) 744-4241

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PURPOSE AND OVERVIEW

The purpose of this Emergency Preparedness and Response Plan (EPRP) is to establish policies, procedures, and communication responses in the event of an emergency situation at Saybrook University's campuses or auxiliary locations. An "emergency" is any situation creating imminent danger to: lives, health, or safety; public and private property; or the ability of the institution to reasonably carry on normal operations. This document serves as a guide to the prevention, management and recovery from events that may cause injury, destruction of institution property, and/or the interruption of day-to-day operations.

The AVP, Business Operations is responsible for plan oversight and coordination among the Core Saybrook Leadership Team. Other personnel with roles described herein, are granted the authority and responsibility to act in accordance with this plan before, during, and after an emergency incident.

Saybrook adopts this Emergency Preparedness and Response Plan to facilitate our effort to address any major emergency that may arise. Through this plan, Saybrook seeks to minimize the risk and prevent the severity of such emergencies in an effort to ensure the safety of its students, employees, and visitors. While Saybrook seeks to avoid all emergencies, if such emergencies arise, it is our goal to efficiently, skillfully, and safely manage an emergency response in collaboration with local authorities.

This Plan applies to all campuses, classroom, and Residential Learning Experience (RLE) locations:

Campus, Classroom/Conference Locations

Saybrook University
55 W Eureka Street
Pasadena, CA 91103

Courtyard by Marriott
Seattle/Bellevue Downtown
11010 Northeast 8th Street
Bellevue, WA 98004

Hilton Pasadena
168 S Los Robles Ave
Pasadena, CA 91101

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN

Step 1: Emergency or Potential Incident Reporting

An “emergency” is any situation creating imminent danger to lives, health or safety; public and private property; or the ability of the institution to reasonably carry on normal operations.

In the event of an emergency occurring on or immediately surrounding Saybrook campuses or auxiliary locations which requires the immediate response of outside authorities (fire, paramedics, police), any member of the Saybrook community should immediately call 911 then report the situation to any member of the Core Senior University Leadership Team (“Leadership Team”), faculty or staff.

To report a potential crisis, emergency, or other incident of concern, contact any member of the Leadership Team, faculty or staff. In any situation, the individual receiving the report will contact the Leadership Team outlined in Step 2.

Step 2: Determination about the Existence of an Emergency

A decision on whether an emergency or dangerous situation exists that requires activation of the Emergency Preparedness and Response Plan will be made by the Leadership Team. This Team consists of: the President, the Vice President for Academic Affairs, and the AVP, Business Operations.

Absent of the entire team’s presence, the most senior member available has the authority to make a determination. In the unlikely event that no senior leader is present, the Registrar has authority to make the determination.

Step 3: Coordinating Institutional Crisis Response

Upon determination that an emergency exists that requires activation of the Emergency Preparedness Plan, the highest ranking member of the Leadership Team shall:

- Act as liaison with the Pacific Oaks facilities team, the building management company, campus security, campus administration and external authorities including law enforcement, fire, and other safety authorities.
- Notify The Community Solution of the event in order to avail Saybrook of any resources its strategic partner is able to contribute. The Chief of Staff and General Counsel are emergency contacts.
- Convene the Leadership Team at the designated location onsite or at an alternate site, if necessary.
- The Leadership Team will assess the elements of the crisis and determine the appropriate response. The Leadership Team will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The Leadership Team will strive to immediately gather the following details about the crisis:
 - What happened?
 - Develop chronology of events
 - Why did it happen?
 - What is Saybrook going to do about it?
 - What past actions has Saybrook taken to prevent such a crisis?
 - What is the status of official investigations?
 - Names and contact information of those involved.

- The Leadership Team is responsible for providing overall coordination during an emergency incident event and will:
 - Determine the event’s effect on the institution.
 - Decide what steps to take in order for the business of Saybrook to continue.
 - Designate a Communications Lead to work with the The Community Solution Public Relations and Communications Manager to gather information, craft notifications, and disseminate information to employees, executives, vendors, students, and if need be, to the general public.
 - This designated person is the President of Saybrook. In the event that the President is not available, the Vice President of Academic Affairs can perform this.
 - Oversee the execution of departmental plans and utilization of teams and resources to address the situation.

It is the policy of Saybrook to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of institution’s personnel. Saybrook will seek the assistance of the municipal police department, fire department and other local agencies on an as needed basis. Saybrook will then coordinate with such local agencies and comply with their directives.

Step 4: Information/Communication Dissemination

Timely and accurate communication with the campus population during a campus emergency is critical. Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, the Leadership Team, aided by the designated Communications Lead and Communications Coordinator will immediately notify the campus community. Note that confirmation means that a member of the Leadership Team has verified that a legitimate emergency or dangerous situation exists.

In consultation with the Leadership Team, the Communications Lead will

1. Determine the appropriate segment(s) of the campus community to receive immediate notification as well as the appropriate segment for follow-up communication or notification
2. Determine the contents of the notification, and (3) initiate the notification system through the Communications Coordinator. Only the representatives explicitly authorized by the Leadership Team may distribute public statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario.

Key priorities of emergency communications will be:

- Providing timely status reports and announcements to the Saybrook community internal audience, which includes:
 - Employees, faculty, and staff
 - Students
 - Visitors
 - Groups using Saybrook facilities
 - The Community Solution
- Communicating accurate information to external audiences as determined prudent on a case-to-case basis to help prevent the spread of rumors and misinformation. External audiences may include:

- Family and relatives of students, employees, faculty, and staff
- Alumnae
- Board of Trustees
- Community-at-large
- Neighbors
- Gathering information, reports, and recommendations on the status of the emergency situation as it evolves.

When doing so does not jeopardize life or property, the Communications Lead will consult with the The Community Solution Chief of Staff and The Community Solution Public Relations and Communications Manager about crafting crisis communications, especially non-emergency status notifications and any external communications to the public or media organizations. The Communications Coordinators are the only representatives explicitly authorized by the Leadership Team to distribute prepared statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Communications Coordinators are: Executive Assistant, Val LaGrange Smith; AVP of Business Operations, Joline Pruitt and Director of College Administration and Projects, Julia Sondej.

Saybrook will issue said emergency notifications via Saybrook email and text message addresses using the RAVE alert system. The RAVE system distribution list is generated at the start of each semester and before the RLE and is maintained by IT. The list will include everyone's email addresses. Users must manually add their phone numbers.

The lists are defined as

- Pasadena
- Faculty, Staff, and Students
- RLE Attendees

Timely Warnings

Outside of emergency communications, Saybrook must provide a timely warning of Clery crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees. Saybrook's timely warning messages are disseminated by the Communications Coordinators.

Decision to disseminate a timely warning will be made by the Leadership Team on a case-by-case basis, in light of all the facts surrounding the crime and the continuing danger to the campus community. Crime Alerts will contain a brief description of the incident; the date, time, and location of the incident; and precautions to take.

The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings. Anyone with information warranting a timely warning should report the circumstances to AVP, Student Students.

REVIEWING, EXERCISING, AND UPDATING THE PLAN

The Leadership Team will review the Emergency Operations Plan annually and will revise the Plan if necessary to incorporate changes to guidance, standards, or laws concerning emergency responsiveness, changes in institutional officers, and changes in hazards or threat profile. Following any emergency event, the Plan will be reviewed and any revisions made that would improve responsiveness to future events. Saybrook University will exercise the plan on a yearly basis and provide a written summary of results and suggested changes to the plan, if any. The Leadership Team will conduct one emergency drill per year.

UPDATES

Date of Last Revision: 10/10/2023

Date Distributed to Staff: 10/11/2023

EMERGENCY RESPONSE PROTOCOL

Functional Responses

Evacuation

In the event of an emergency that requires evacuating the campus, Saybrook's Pasadena floor wardens direct community members to one of two emergency stairways or, depending on the situation and only if appropriate, to the elevators.

While at the Residential Orientation and Residential Conferences, Saybrook staff, faculty, and students follow the hotel procedures of the Hyatt Regency Monterey.

Pasadena Campus

- People will evacuate to either the front exit onto West Eureka or the back exit into the parking lot. Emergency Exit maps are in all rooms on the walls.
- When evacuating, close all doors as they are exited. Do not reenter spaces for personal belongings.
- Site wardens will meet in the front of the building on Eureka to assemble and assign duties. They will recruit volunteers if needed, but will begin acting within 45 seconds.
- Evacuation assistant – Assist any disabled persons with getting to the stairwell and staying with them until they are evacuated.
- Searcher – Working in pairs, they will search all work areas and confirm that no one is left on the floor. They will close doors behind them and mark them if needed.

Residential Conference location: Courtyard by Marriott Seattle Bellevue/ Downtown

- Be familiar with the location of emergency exits nearest to your work area.
- Persons on any of the upper floors should exit using the nearest stairwell.
- Following an evacuation, a refuge area will be established away from the physical hazard at hand. Our refuge location will be located at the area in front of the hotel entrance located on the 110th Ave NE. We will use the space between NE 8th and 9th streets.

Residential Conference location: Hilton Pasadena

- Be familiar with the location of emergency exits nearest to your work area.
- Persons on any of the upper floors should exit using the nearest stairwell.
- Following an evacuation, a refuge area will be established away from the physical hazard at hand. Our refuge location will be located at the area in front of the hotel entrance located on S Los Robles. We will use the space at near the intersection of S Los Robles and Cordova street.

Lockdown

In a lockdown event, all staff, students, and guests will be directed to remain in the rooms they are in, and close and lock the exterior doors until they are notified that the crisis has passed and that it is safe to reopen the building.

Shelter In Place

Shelter-in-place is another precaution taken to keep individuals safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Upon receiving a notification of an ongoing incident that triggers a shelter-in-place warning, remain calm and begin assessing your surroundings. Action steps must be quick and immediate:

- Stop what you are doing right away.
- Look for the best accessible space for sheltering. If outdoors, enter the closest building.
- Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible.
 - The room(s) should have adequate space to accommodate everyone. Avoid overcrowding by selecting several rooms if necessary.
 - Large storage closets, utility rooms, and copy and conference rooms without exterior windows work well.
 - Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.
 - It is ideal to have a hard-wired telephone in the room(s) you select.
 - Close and lock all windows, exterior doors, and any other openings to the outside, where possible. If advised there is danger of an explosion, close the window shades, blinds, or curtains.
 - Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
 - Be alert for updates until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas.

Hazard-Specific Responses

Fire

ACTIONS OF ANYONE WHO SMELLS SMOKE OR FINDS FIRE (In this order)

1. Pull or activate fire alarm (Usually in elevator lobby, at stair entrance or bottom of stairs) unless a small fire addressed under fire extinguisher protocol.
2. Call 9-1-1 from safe location.
3. Assist others in exiting, if safe to do so.
4. Evacuate/relocate and restrict spread of fire by closing doors and windows behind you.
5. Follow all directions given by Floor Warden Staff or Fire Safety Director.
6. Do not re-enter building until Fire Department approves re-entry.

Note: When descending stairs, stay to your right and out of the way of ascending fire personnel. Keep calm, exit, orderly, and follow all directions. Feel doors for heat before opening and crawl low in smoke or heat.

Fire Extinguishers

The campus has several fire extinguishers located in various locations. Instructions on how to use the extinguishers are prominently displayed on the front of each extinguisher. Please familiarize yourself with the locations of and usage directions of these extinguishers.

Only use a fire extinguisher to fight a fire if the following conditions exist:

1. The fire is small (confined in a wastebasket, small piece of equipment, electrical box, etc.).
2. You can fight the fire with your back to an exit.
3. Your extinguisher works properly and you know how to use it.
4. You've been trained to get out quickly if your extinguishing effort is failing.

Do not attempt to fight a fire with a fire extinguisher if:

1. The fire is spreading rapidly.
2. The fire could block your escape route.
3. You are not sure or do not know how to operate an extinguisher.

To use a fire extinguisher remember P.A.S.S.:

1. PULL pin
2. AIM low and point the hose at the base of the fire
3. SQUEEZE the handle to release the extinguishing agent
4. SWEEP from side to side at the base of the fire until it appears to be out

Earthquake

Indoors: *Drop, Cover, and Hold On.* Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and kitchen cabinets with heavy objects or glass. However, do not try to move more than 5-7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor: bend forward, *Cover* your head with your arms, and *Hold On* to your neck with both hands.

Outside: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then *Drop, Cover, and Hold On.* This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

Driving: Pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking stops, then proceed carefully by avoiding fallen debris, cracked or shifted pavement, and emergency vehicles. If a power line falls on the car, stay inside until a trained person removes the wire.

When the shaking stops: The moment the ground stops shaking it is important take action quickly and safely. Evacuate to higher ground if a tsunami is possible. If not, check for injuries and damages that need immediate attention. Use your training in first aid to assist those in need. Look around your environment to identify any new hazards such as leaking gas lines, damage to the building, water or electric lines, or other things that may be dangerous, especially if there are aftershocks. Be prepared to report damage to city or county government.

Civil Disorder

- Notify the Building Management Building Security if you witness an unruly crowd or one that threatens your safety.
- Remain within the building. Do nothing to antagonize the demonstrators. Inform all other

personnel to do likewise.

- Close all drapes in exterior rooms and then avoid window areas. Lock all doors.
- Stay off the phone to avoid tying up communications systems.
- Remain in the building unless you are in an unsafe position or instructed to leave the building by police personnel.
- Secure valuable materials in a safe place or out of sight.
- If a demonstrator enters the premises, keep calm, be courteous, and avoid an incident. Avoid actions or verbal responses that may provoke the situation. Avoid arguments, proactive statements, or entering into a debate with a participant. Frustrating them is dangerous and provocative. Do not try to reason with them.
- Call security to have the individual removed if you can do so without incident.

Suspicious Package

1. Evaluate all articles received. Take caution whenever receiving mail or packages of suspicious origin or questionable content.
 - a. How to Recognize a Suspicious Mail Item:
 - i. Excessive postage, no postage, or non-canceled postage
 - ii. No return address or fictitious return address
 - iii. Improper spelling of names, titles or locations
 - iv. Unexpected envelopes from foreign countries
 - v. Suspicious or threatening messages written on packages
 - vi. Postmark with different location than return address
 - vii. Distorted handwriting or cut-and-paste lettering
 - viii. Unprofessionally wrapped packages or excessive use of tape, strings, or other wrapping
 - ix. Packages marked "Fragile: Handle with Care," "Rush: Do Not Delay," "Personal" or "Confidential"
 - x. Rigid, uneven, irregular, or lopsided packages
 - xi. Packages discolored, oily or with an unusual odor
 - xii. Packages with soft spots, bulges, or excessive weight
 - xiii. Protruding wires or aluminum foil
2. Remain calm.
3. Do not open the package or letter.
4. Do not shake or empty the contents of a suspicious package or envelope.
5. Do not carry the package or envelope, show it to others or allow others to examine it.
6. Put the package or envelope on a stable surface; do not sniff, touch, taste, or look closely at it or any contents that may have spilled.
7. Do not touch your eyes, nose or other body parts.
8. Shut off window air conditioning units and fans.
9. Isolate the package and secure the room by shutting all doors and windows.
10. Thoroughly wash hands with soap and water.
11. Report to a member of the Leadership Team immediately and they will call 911. If unable to reach a member, call 911.
12. Advise fellow co-workers to avoid the area.

13. Don't leave the area until told to by responding officers.
14. Ensure that all persons who have touched the letter wash their hands with soap and water.
15. Make a list of all persons who touched the letter or package and who were in the area when the letter was opened.
16. After examination of package, shower with soap and water.

Bomb Threat

For threats made via phone:

1. Treat all threats seriously
2. Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
3. DO NOT HANG UP, even if the caller does.
4. If possible, signal or pass a note to other staff to listen and help notify authorities.
5. Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
6. Record the call, if possible.
7. Remain as calm as possible and continue talking to the caller.
8. Try and follow “questions to ask” from the FBI Bomb Data Center (see #1). Repeat questions if necessary.
9. Ask the caller to repeat the message and write down any additional information.
10. Note any background noise as well as the caller’s gender, voice pitch and accent.
11. If possible, have a coworker call 911 and make a report.
12. Don’t allow the phone line to be used again so that law enforcement has the opportunity to trace the call. Report situation to your supervisor or nearest Leadership Team member.
13. The Leadership Team will order the evacuation of the building, if necessary.
14. Do not activate fire alarm for building evacuation, it may set the bomb off. The Leadership Team will go to all classrooms and offices and notify people to evacuate.
15. Questions to ask – Bomb Threat Questionnaire (Please keep this information near your telephone).

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

Where is the bomb located? (building, floor, room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb? Yes No

Why?

What is your name?

Information About Caller:

Where is the caller located? (background)

Exact Words of Threat:

Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long Distance

Caller's Voice

- Female Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Other Information

Active Shooter

An active shooter is a person or persons who are actively engaged in killing or attempting to kill people, or injure people, in a confined or populated area. In most cases, active shooters use firearm(s). In some cases, active shooters use improvised explosive devices to cause additional destruction. Active shooter situations evolve rapidly, demanding immediate response by local authorities.

During

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 (in Pasadena, dial 9 then 911) when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.

- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

APPENDIX ONE

KEY CAMPUS PERSONNEL

Emergency Coordinator #1: AVP, Business Operations: Joline Pruitt – (626) 316.5340

Emergency Coordinator #2: Executive Assistant: Val LaGrange Smith - (626) 316.5391

Emergency Coordinator #3: President: Nathan Long – (626) 316.5310

Leadership Team

1. President, Nathan Long
2. Executive Assistant, Val LaGrange Smith
3. Vice President of Academic Affairs, Robyn Parker
4. Associate Vice President of Admissions, Karyn Lee
5. AVP, Business Operations, Joline Pruitt

Local Response Management Team

1. Floor Wardens Pasadena: Joline Pruitt
2. On days when there are EC's and no Floor Wardens, the cohort leads should be responsible for emergencies and be responsible for training any adjuncts who will be working without the lead on evenings and weekends.

Communications Team

1. Shaniece McGill
2. Val LaGrange Smith
3. Joline Pruitt

Emergency Preparedness Plan Administrator

Proxy 1: AVP, Student Services

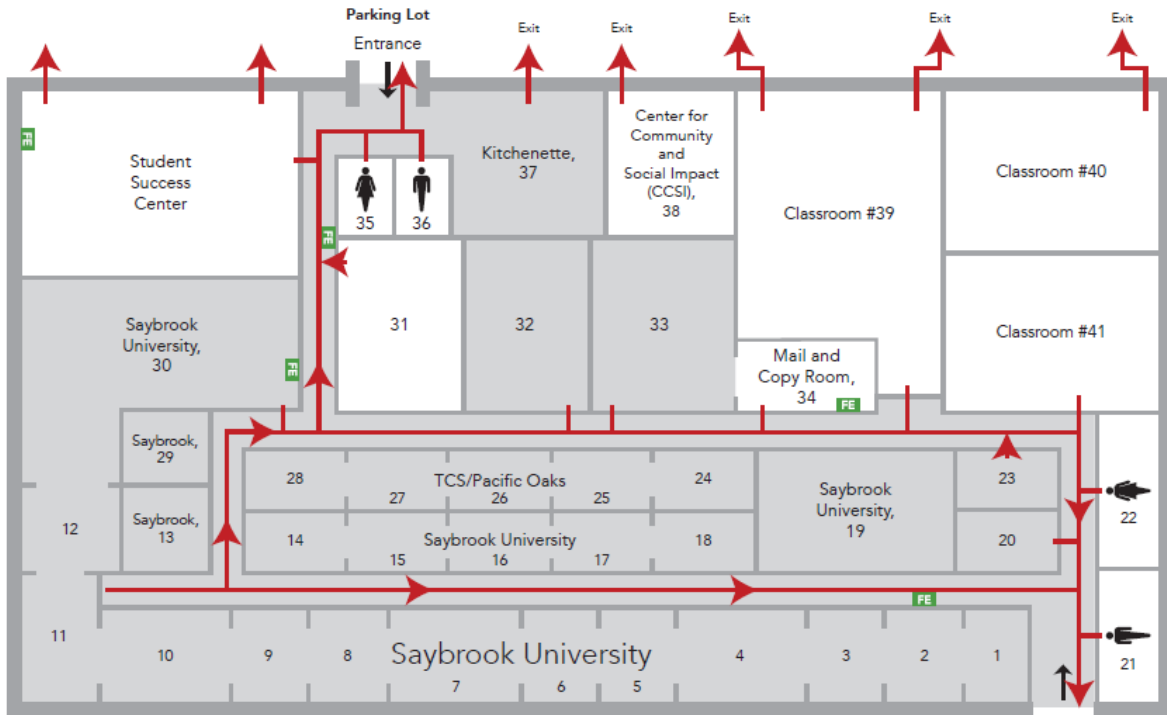
Proxy 2: Registrar

Area Captains

Pasadena Campus and California Auxiliary Locations: President, Nathan Long

APPENDIX TWO

Pacific Oaks College - 55 Eureka St., Pasadena, CA Campus Map Emergency Evacuation Plan





 Fire Extinguisher

 Red Dot marks where you are located

Eureka St. Entrance

Date Completed - 6/23/2021

APPENDIX THREE

EMERGENCY SUPPLIES INVENTORY

Pasadena

Emergency supplies are located in Classroom 30 in the supply closet.

- Flashlights (Amounts: 2)
- Batteries (Amounts: sufficient)
- Water (Amounts: 1 case)
- Food (Amounts: 1 month supply)
- Battery Operated Radios (Amounts: 1)
- Two-Way Radios (Amounts: 1)
- Emergency Blankets (Amounts: 10)