

VENICE JAPANESE COMMUNITY CENTER
Emergency Action Plan
12448 Braddock Drive, Los Angeles, CA 90066
310-822-8885

Emergency Equipment: First aid supplies are available on-site. AEDs are located outside the Men and Women's bathroom and inside the gym outside the Men's bathroom. Fire extinguishers are located a key locations at the Center.

The steps in reacting to an emergency situation:

1. **CHECK:** make sure the scene is safe.
2. **CALL:** First Call should be 911 with a second the emergency contact listed on the placards located throughout the VJCC.
Most Critical Information: Ask to speak with the ambulance dispatcher and then know your exact address: **Venice Japanese Community Center, 12448 Braddock Drive, Los Angeles, CA 90066.**
3. **Be prepared to provide the following information**
 - a. Identify yourself and your role in the emergency.
 - b. Specify your location: **Venice Japanese Community Center, 12448 Braddock Drive, Los Angeles, CA 90066.**
 - c. Give the number of victim(s)
 - d. Condition of victim(s)
 - e. Time of the incident
 - f. Care being provided
 - g. Give specific directions to the scene of the emergency
4. **CARE:** provide appropriate emergency care for the victim.

Guide EMS (Emergency Medical Services) to the scene

- a. Direct EMS to scene
- b. Open appropriate gates and doors
- c. Designate individual to "flag down" EMS and direct to scene
- d. Scene control: keep non-emergency medical team members away from the scene

GENERAL INFORMATION:

1. Remain calm and collected.
2. If in doubt, assume the worst and react accordingly.
3. Due to liability reasons, staff should not transfer injured parties in their personal vehicles.
4. You can't worsen a situation by applying ice, you can with heat.

**VENICE JAPANESE COMMUNITY CENTER
EMERGENCY RESPONSE PLAN**

The steps in reacting to a fire emergency situation:

TYPES OF FIRE EMERGENCIES:

1. Fire Incident: A “Fire Incident” is a small fire that may be easily extinguished using a portable, hand-held fire extinguisher (AKA:small incipient stage fire).
 - a. Fire extinguisher users, that choose to attempt to put out a small fire, are required to follow all proper fire extinguisher usage, such as:



- b. Use the nearest appropriate type of fire extinguisher.
 - c. After the fire is out, ventilate smoke from the area.
 - d. Never attempt to use a fire extinguisher if your escape route could become blocked or you just don't feel comfortable about attempting to put out the fire.
2. Fire Emergency: A fire that cannot be easily and safely extinguished.
 - a. **Dial: 911**
 - b. Follow General Guidelines: Emergency Situations detailed above

VENICE JAPANESE COMMUNITY CENTER EMERGENCY RESPONSE PLAN

The steps in reacting to a **earthquake** emergency situation:

1. Evacuate to the middle of the parking lot and stand clear of objects which may fall.
2. Recommended Earthquake Safety Actions:



Federal, State, and local emergency management experts and other official preparedness organizations all agree that "Drop, Cover, and Hold On" is the appropriate action to reduce injury and death during earthquakes. Great ShakeOut Earthquake Drills (www.shakeout.org) are opportunities to practice how to protect ourselves during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always Drop, Cover, and Hold On immediately!

- **DROP** to the ground (before the earthquake drops you!),
- **COVER** your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby; and
- **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.



If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be start of the big one...and that's why you should always Drop, Cover, and Hold On immediately!

These are guidelines for most situations. Read below to learn how to protect yourself in other situations and locations, or visit www.earthquakecountry.org/step5.



If you are unable to Drop, Cover, and Hold On: If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

**VENICE JAPANESE COMMUNITY CENTER
EMERGENCY RESPONSE PLAN**

The steps in reacting to a **bomb threat emergency situation:**

1. Written Threats
 - a. If you receive a written bomb threat should do the following:
 - b. Handle written threat as little as possible since examination by trained investigators may reveal fingerprints or provide clues as to the identity of the author. Preserve the entire message, including the envelope, until released to the investigator.
 - c. Contact Office of the Venice Japanese Community Center
2. Telephone Threats
 - a. If you receive a telephone bomb threat should do the following:
 - b. As soon as it is clear that the caller is making a bomb threat, let them finish their message without interruption. If any response is essential, keep it to one or two words. The following should be observed:
 - i. Background Noise.
 - ii. Caller's Voice: Male/Female, Soft/Loud/Accent/Course ...etc.
 - iii. Caller's Attitude: Vulgar, Passive, Normal, Calm ...etc.
 - iv. Noticeable Speech Defect.
 - v. After the caller is finished giving his message, obtain as much specific information from the caller as possible and document information thoroughly:
 1. Location of the bomb - including address, building and room
 2. What time it will explode
 3. When it was place
 4. Why it was placed.
 5. What it looks like.
 - c. Note whether the caller repeated his message or any part of it. Note the exact time of its receipt. Write the message down immediately after the call, exactly as you heard it. Also write down any observations of the callers.
 - d. Contact 911 and provide the above information to the dispatcher.

**VENICE JAPANESE COMMUNITY CENTER
EMERGENCY RESPONSE PLAN**

The steps in reacting to a active shooter emergency situation:

1. Any suspicious behavior, circumstances or observations should be *immediately* reported to Office of the Venice Japanese Community Center, esp. when there appears to be risk of violence.
2. Should there be an active shooter onsite; the U.S. Dept. of Homeland Security has issued the following recommendations.

HOW TO RESPOND	HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY	WHEN LAW ENFORCEMENT ARRIVES
1. RUN	<ul style="list-style-type: none">• Remain calm and follow instructions• Put down any items in your hands (i.e., bags, jackets)• Raise hands and spread fingers• Keep hands visible at all times• Avoid quick movements toward officers such as holding on to them for safety• Avoid pointing, screaming or yelling• Do not stop to ask officers for help or direction when evacuating
<ul style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible	
2. HIDE	
<ul style="list-style-type: none">• Hide in an area out of the shooter's view• Block entry to your hiding place and lock the doors• Silence your cell phone and/or pager	INFORMATION
3. FIGHT	
<ul style="list-style-type: none">• As a last resort and only when your life is in imminent danger• Attempt to incapacitate the shooter• Act with physical aggression and throw items at the active shooter	<ul style="list-style-type: none">• Location of the active shooter• Number of shooters• Physical description of shooters• Number and type of weapons held by shooters• Number of potential victims at the location
CALL 911 WHEN IT IS SAFE TO DO SO	