



Emergency Action Plan

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STATEMENT FOR EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) is revised **annually** and whenever Learnet Academy, Inc. is expected to update its plan at an appropriate interval.

An Emergency Action Plan (EAP) serves as a structured set of procedures and guidelines to be followed in the event of an emergency. The primary purpose of an EAP is to ensure the safety and well-being of individuals within a specific environment, such as a workplace, educational institution, or community setting.

The key objectives of an Emergency Action Plan include:

1. **Life Safety:** The foremost goal is to protect human life. EAPs provide clear instructions on how to evacuate a building, seek shelter, or take other necessary actions to minimize the risk of injury or loss of life during an emergency.
2. **Property Protection:** In addition to safeguarding human life, EAPs may include measures to protect property and assets. This could involve shutting down critical systems, securing valuable equipment, or implementing measures to prevent or mitigate damage.
3. **Emergency Response Coordination:** EAPs outline the responsibilities and roles of individuals or teams during an emergency. This includes designating leaders, establishing communication protocols, and coordinating the efforts of emergency response teams.
4. **Communication Protocols:** An effective EAP includes clear communication channels and procedures. This ensures that information is disseminated quickly and accurately, both within the organization and to external entities such as emergency services.
5. **Training and Drills:** Regular training sessions and emergency drills are essential components of an EAP. They help individuals become familiar with emergency procedures, improve response times, and identify areas for improvement.
6. **Compliance with Regulations:** Many organizations are required by law to have an Emergency Action Plan in place, especially in workplaces and public facilities. Compliance with regulatory standards is a crucial aspect of implementing an EAP.
7. **Risk Mitigation and Preparedness:** EAPs are designed to identify potential risks and hazards in advance, allowing organizations to take preventive measures to reduce the likelihood of emergencies. Being prepared for various scenarios enhances the overall resilience of the organization.
8. **Continuous Improvement:** An effective EAP is a dynamic document that is regularly reviewed and updated. Continuous improvement involves incorporating lessons learned from drills, real emergencies, and changes in the environment to enhance the plan's effectiveness.

Overall, an Emergency Action Plan is a proactive approach to managing emergencies, providing a structured framework for responding to unforeseen events and minimizing the impact on people and property.

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INTRODUCTION

Learnet Academy is dedicated to a safe and orderly learning environment. This *Emergency Action Plan* is intended to be a guideline for Faculty and staff to possibly prevent and resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency, however, is awareness in advance, and proper preventive measures. All staff members are expected to review and know the information presented in this *Emergency Action Plan*. Familiarization and practical exercises are the keys to preparedness in an emergency. Every staff member of Learnet Academy should share appropriate drill and safety information with all students with whom they work, there is Emergency Action Plan available on the website, www.learnet.edu and available in hard copy at the Admissions Office.

If you choose to maintain a hard copy, please keep this document in a secure and easily accessible location. Otherwise, the document should be available on demand through electronic means. Department heads and supervisors should ensure that the plan's location is available for all designated adjunct Faculty and other visiting faculty members and that all employees are prompted to review the plan's contents periodically.

The Safety Coordinator (Receptionist) is instructed and required to notify a member of Learnet's administration whenever an unusual event, emergency or crisis arises. During daytime operations, several administrators will be available; during evening hours, the night school administrators should be advised of any unusual events.

In an emergency, employees are alerted by an alarm and/or a verbal announcement. The emergency signal for a fire will make the sound of the fire alarm and an earthquake evacuation procedure through a verbal announcement by the Safety Coordinator.

In a fire or other emergency, ALL employees shall evacuate immediately.

Routes: In an emergency, employees shall evacuate through the nearest available marked exit. Nearest evacuation route maps are placed in every common area and every room at Learnet Academy.

Fire Extinguishers: Portable fire extinguishers are provided in the workplace for employee use. In the event of a fire, any employee may use the extinguishers to attempt to extinguish a fire before evacuating. Please take necessary precautions; evacuate if you are unsure whether you can extinguish a fire. Locations of Fire Extinguishers are found on all evacuation route maps in every common area and room at Learnet Academy.

Operations: In an emergency, the Safety Coordinator must remain in the workplace to shut down or monitor critical operations before evacuating. The designated Safety Coordinator is a **Front Desk Receptionist**.

Assembly: After an emergency evacuation, employees are to gather in the following location: Holmes Center Courtyard. If it is deemed unsafe to gather at such a location, employees must gather at the parking lot on the corner of Berendo St. and 6th St.

Accounting: After an emergency evacuation, Building Security Officer, **Carlos Custodio-Gonzalez**, will inspect all rooms before exiting the building.

SAFETY POLICY FOR SOCIAL & RECREATIONAL ACTIVITIES

PURPOSE

1.0. PURPOSE

To establish policies and procedures for the safety of Learnet Academy's staff, Faculty, and students during any social and recreational activities that Learnet Academy hosts. This will keep Learnet Academy in compliance with local and state guidelines related to safety.

RESPONSIBILITIES

2.0. RESPONSIBILITIES

- 2.1. Executive Director:
 - 2.1.1. Designate a Safety Coordinator responsible for maintaining safety policies and doing monthly safety checks.
 - 2.1.2. Please discuss with the Safety Coordinator any details or issues he/she may have regarding facilities indoors and outdoors.
 - 2.1.3. Review and approve all procedures the Safety Coordinator conducts before any social and recreational activity occurs.

- 2.2. Safety Coordinator:
 - 2.2.1. Inspect the area(s) where the upcoming social or recreational event will occur.
 - 2.2.2. Report any safety concerns or issues to the Executive Director promptly as required. NOTE: If anything related to facilities needs to be fixed, report to the building manager and send an e-mail with the details of the finding—CC to the Executive Director.
 - 2.2.3. Regularly update safety policies and procedures as required or directed.
 - 2.2.4. Conduct a Monthly Safety Walkthrough around the school to ensure fire extinguishers are working, emergency exits are not obstructed, and there are no electrical or hazardous dangers present and for any other dangers.

SOCIAL & RECREATIONAL ACTIVITIES

3.0. SOCIAL & RECREATIONAL ACTIVITIES BASIC GUIDELINES

- 3.1. Indoors
 - 3.1.1. Ensure there are no slip hazards, ceiling problems, or any other indoor hazards that will be dangerous to Learnet Academy's students, staff, and Faculty.
 - 3.1.2. Check both emergency exits for any damages prior to the event.

- 3.2. Outdoors
 - 3.2.1. Check for any hazards that could be dangerous to the participants.
 - 3.2.2. During warm weather, ensure plenty of water and sunscreen available.
 - 3.2.3. During cold weather, ensure participants are wearing jackets and provide a heating outlet.

EARTHQUAKE

4.0. EARTHQUAKE POLICY

- 4.1. Indoors
 - 4.1.1. Drop to the ground; Take cover by ducking underneath a sturdy table or desk until the shaking stops.
 - 4.1.2. If you cannot get to a table or desk, cover your face with your arms and crouch near a corner of the floor to avoid anything falling on you.
 - 4.1.3. Stay away from glass, windows, outside doors, walls, or anything that can fall, such as projectors or furniture.
 - 4.1.4. Do NOT use the elevators to evacuate. Use the two designated emergency exits (when it is safe to do so). One is next to Room 10 while the other is next to the men's bathroom. Learnet Academy will meet at the parking lot next to the liquor store on 6th and Berendo St. Review the campus map and Emergency Evacuation Plan for more information.

- 4.2. Outdoors
 - 4.2.1. Move away from buildings, streetlights, utility wires, or anything that can fall on you
 - 4.2.2. Once you are in a clear spot, stay there until the shaking stops. Be aware of your surroundings at all times.
 - 4.2.3. As noted in 4.1.4, please meet up at the parking lot next to the liquor store on 6th and Berendo St. Review the campus map and Emergency Evacuation Plan for more information.

- 4.3. If you are trapped under debris
 - 4.3.1. Do not move around or kick dust around.
 - 4.3.2. Cover your mouth with clothing or a towel.
 - 4.3.3. When rescuers are nearby, please tap on the ground, pipe, or wall so they can find you. Shouting is dangerous as it will cause you to inhale large amounts of dust but use it as a last resort.

In the event of an earthquake, seek shelter under a hard surface such as a sturdy desk, counter, table or stand in a doorway or corner of a room. If you are outside, move to an open area away from buildings, trees, light poles and power lines. After a quake, gather your valuables and leave the building quickly. If necessary, assist those with mobility impairments or disabilities. Assist those with injuries but do not move seriously injured people unless remaining in the building poses a greater risk than their apparent injuries. Following a quake, aftershocks will likely follow and while aftershocks are usually less powerful than the original quake, they may still be strong enough to bring down weakened structures. For this reason, evacuation to a safe zone away from buildings, power lines, trees, etc., is indicated.

FIRE

5.0. FIRE SAFETY POLICY

- 5.1. Indoors
 - 5.1.1. Safety Coordinator must be on-site and be ready to call 911 in the event of an emergency.

- 5.1.2. Safety Coordinator must be able to pull the fire alarm and direct everyone to evacuate safely using the two designated emergency exits, as described in 4.1.4.
 - 5.1.3. Ensure both emergency exits are clear and able to be used.
 - 5.1.4. There are three fire extinguishers at Learnet Academy: Located outside of admissions, in the student lounge, and inside the Staff Lounge.
 - 5.1.5. Safety Coordinator must check the fire extinguishers monthly to ensure no cracks, leaks, or low pressure. If problems are identified with any of the fire extinguishers during the Monthly Safety Walkthrough, they must be reported to the Los Angeles Fire Department via the phone number listed on the tags to replace them ASAP.
 - 5.1.6. Do NOT use the elevator in the event of a fire.
 - 5.1.7. No smoking indoors is allowed as per building policy.
 - 5.1.8. If decorations are used, ensure they do not obstruct the two emergency exits or where the fire extinguishers are located.
 - 5.1.9. Ensure that the areas do not become too crowded to ensure everyone can get out in an organized and safe fashion.
 - 5.1.10. If the Safety Coordinator is appropriately trained in using a fire extinguisher, ensure you are in a safe spot to put out a fire. Follow these four steps, as per OSHA and FEMA instructions:
 - Pull the pin, which will break the tamper seal.
 - Aim low, pointing the extinguisher nozzle at the base of the fire. Do not touch the plastic discharge horn on CO2 extinguishers, which can get very cold and cause skin damage.
 - Squeeze the handle to release the agent from the bottle.
 - Sweep from side to side at the base of the fire until it appears to be out. Watch the area, and if the fire re-ignites, repeat steps 2-4.
- 5.2. Outdoors
- 5.2.1. Safety Coordinator must be on-site and be ready to call 911 in the event of an emergency.
 - 5.2.2. Safety Coordinator must bring a fire extinguisher, especially if using a cooking device or any other electrical equipment. Follow the guidelines listed in 5.1.10 on how to utilize a fire extinguisher.
 - 5.2.3. Ensure the fire extinguisher is thoroughly inspected for any damages, leaks, or low pressure. Refer to 5.1.5 for directions.
 - 5.2.4. If the event requires the use of a portable cooking booth or grill:
 - It shall be located at least 20 ft from any structure
 - Maintain at least 10ft or more of separation between other non-cooking booths/grills.
 - Charcoal shall be located 10ft or more from any cooking booth/grill and at least 15ft or more from any structure.

At any time the fire alarm is activated, all **non-administrative Faculty and staff** should promptly proceed to the nearest exit while assisting and directing all other faculty/staff, students and guests out of the building. Once outside, Faculty and staff should work to quickly and efficiently move all individuals to a safe distance away from the building. Care should be taken to not allow people to stand in driveways, lanes, or other areas

of ingress or egress to allow all people to evacuate the building and to allow emergency services vehicles and staff adequate and unobstructed access to the building(s). All Faculty and staff should, prior to exiting the building if it is safe to do so:

- Close all windows and doors (leave doors unlocked)
- Turn off all lights
- Turn off all stoves, ovens and/or heat producing devices
- Lead the class and follow the evacuation route for the specific room or area
- Discourage talking so that emergency commands may be given
- Exit immediately
- Do not permit re-entry into the building until the **all clear** has been given by a fire department official, Safety Coordinator, or a Lernet Executive Director.

At any time the fire alarm is activated, all Administrators, and the Safety Coordinator, should quickly evaluate their location and determine whether or not they can get to the **Administrative Office** within one minute of the sounding of the alarm. If not, such individuals should evacuate the building and assist the Faculty and staff with exterior crowd control. Those able to arrive within one minute should do so and await instructions. Under normal circumstances, staff will be sent in pairs to clear a specific area of the building. In addition at least one person (with a two way radio) will be sent to the fire enunciator panel to determine the location of the alarm. That individual will proceed carefully to that location and determine if a fire exists. Once verification of whether a fire exists is made, the information will be relayed to the person in charge who is responsible for ensuring 911 is updated. The fire alarm should be allowed to continue sounding until the fire department arrives even if it is determined there is no fire and/or danger. Repopulating the building prior to the arrival of the fire department is not considered a good practice.

While the Executive Director of the Lernet is the chief executive officer, the authority for coordinating all safety procedures and efforts during an active fire alarm may be delegated to another Lernet executive or administrator based on various circumstances. The following individuals are considered executives or administrators of the institution and may be charged with, or assume the responsibility for managing an emergency/crisis situation.

- Executive Director
- Dean
- DE Coordinator
- Admissions Director
- Director of Placement Officer

In the event of a fire alarm after 10.00 p m Sunday through Thursday the Safety Coordinator will notify 911 of the alarm. The officer will proceed to the enunciator panel in mechanical room two and attempt to determine the location of the alarm, if it is safe. The officer will then attempt, as safely as possible, to evacuate any signed in employees/guests. The officer should have in his/her possession the sign in/out log and attempt to determine if everyone is outside of the building. Upon the fire departments arrival Safety will notify the first responder the location of the alarm and if anyone could still be inside of the building. Once the fire department has taken over the building, the Safety Coordinator will contact the DE Coordinator at (213) 505-6263.

In the event of a fire alarm when the contract security guard service is working, (generally weekends and holidays), the procedures contained within the post-orders binder should be followed.

FIELD TRIP

6.0. FIELD TRIP INFORMATION

6.1. Checklist Information

- 6.1.1. Responsible for attending any designated information or procedural meeting before and during the trip.
- 6.1.2. Always supervise a group of students by monitoring their behavior and staying with the group during the whole field trip.
- 6.1.3. No smoking, using tobacco products, consuming alcoholic beverages or illegal drugs, or being involved in illegal/immoral activity during the trip.
- 6.1.4. If a severe injury or illness occurs, contact 911 and stay with the student until emergency services arrive.
- 6.1.5. The following items are essential to have during a field trip:
 - Attendance sheets/rosters
 - Student waiver forms
 - Money (if applicable)
 - Passes/tickets (if applicable)
 - Emergency contacts
 - Trip schedule
 - First Aid kit
 - Submitted plan for students not attending
 - Weather changes/forecast
 - Maps (if applicable)
 - Cell phone & charger (preferably portable charger if possible).

Although Learnet Academy is not liable for what happens to a student outside of the school, students and Faculty must take necessary precautions in an emergency. Student Services created a checklist with guidelines that the faculty member must follow during a field trip. Students sign a waiver form stating the school is not liable for anything that happens to them outside of a field trip.

OTHER EMERGENCIES AND CONTACT INFORMATION

7.0. OTHER EMERGENCIES AND CONTACT INFORMATION

If a student, staff, faculty member, or visitor suffers an injury or illness while at Learnet Academy, contact 911. The nearest hospital is St. Vincent's, and their number is 213-484-7111. Also, our school's insurance and nearest hospital information is located in the student lounge.

Assistance to Disabled Persons

The Learnet maintains that all students are encouraged and should assist individuals with disabilities whenever evacuation of an area is required **Faculty and staff members are required to assist people with disabilities during evacuations and/or emergency situations** Some disabled individuals may require physical assistance, others may not. Assistance may be especially important in the event someone is on the second floor if the elevator is inoperable. Individuals with disabilities include people who use wheelchairs, have hearing, visual or mental impairments, and utilize crutches or walkers or others whose mobility is restricted or impaired in some manner.

Death of a Student

If a student passes away on campus or during a Learnnet sponsored and/or controlled event, the executive leadership will make the determination, at that time, as to who will contact the student's next of kin. Faculty and staff members are prohibited from releasing information of a student's death, when known, until proper notification is made to the next of kin. When a student death occurs, the scope of the response will depend on the situation and the circumstances surrounding the death. Each situation will be different and the institutional response will be in a manner subjectively deemed appropriate by relevant members of the administration. Efforts will be made to provide wellness sessions and, possibly, counseling sessions with licensed therapists if such need is apparent. Faculty and staff members are reminded that FERPA, HIPPA and other privacy laws continue to protect a student's privacy, even after their death, and, therefore, disclosure of information about a student's grades, attendance, health, etc., remain protected by relevant legislation. The release of personal data and/or information following the death of a student may violate applicable privacy laws and Learnnet employees are cautioned to continue to follow institutional policies and privacy laws from the local, state and federal levels.

Guns and Weapons

In the event **someone is known to have a firearm** or other deadly weapon, Safety and/or an administrator should be notified immediately. Do not confront the individual yourself. If a firearm or other deadly weapon is pulled, remain calm, without endangering yourself, do what you can to notify Safety, a faculty member, an administrator or other employee. Talk in a controlled manner with the individual.

In the event of an **active shooter** situation, all individuals should evacuate the building/area immediately to an area of safety and immediately notify Safety Coordinator, the administration and dial 911. There are five additional suggestions offered in the event of an active shooter:

1. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being struck by a projectile.
2. If you cannot get to a room with a lockable door, find concealment - that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
3. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
4. If all else fails, give in to whatever demands are made by the shooter.
5. Also know that the Learnnet affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you are certain you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

Hazardous Chemical/Biological Warfare Exposure

All members of the Learnnet community are reminded to always be aware of the potential for exposure to hazardous chemicals and/or biological agents. Individuals who have responsibility for handling hazardous chemicals should insist upon proper training prior to working with hazardous chemicals. Likewise, supervisors are required to provide proper training to their employees prior to assigning them to a job duty that requires handling hazardous chemicals. The Safety Coordinator maintains information on chemicals known to be stored and utilized on campus.

Individuals should also be aware of the potential for exposure to chemical warfare that may include biological agents should the Learnnet be targeted for a chemical or biological attack. Individuals should follow the steps listed below to help minimize exposure and release of chemical or biological agents.

1. Do not open any container, envelope or package with unknown, suspicious or no return address. Do not attempt to investigate containers or packages that are leaking oil or powder residues.
2. If in doubt about an envelope or package, contact the Safety Coordinator, or the Executive Director. Leave the package untouched and undisturbed. Shut off all fans and/or ventilation that may be in the area.
3. If such an item is opened and it is reasonably believed to be biologically or chemically contaminated, shut off all fans and/or ventilation that may be in the area and contact the Safety Coordinator or the Executive Director who will notify municipal authorities. A building evacuation may be instituted using the same instructions as written in the fire alarm policy
4. Secure the hazardous area and wait for further instructions from municipal authorities.
5. Students and other staff in the building need to remain in the parking lot away from the building until released by medical personnel.
6. Remain calm and follow all instructions.

Hostage Situations

In the event of a **hostage situation**, if you are not involved, quietly remove yourself from the area and notify the Safety Coordinator immediately. Employees should stay away from the scene but attempt to establish a wide perimeter to prevent others from wandering into the situation. If you are part of the situation, remain calm, avoid quick movements and cooperate with the hostage-taker. If you wish to talk with the hostage taker, ask permission to avoid further agitation of the individual. Stay alert and follow the instructions of the police and/or the hostage negotiator.

If a hostage situation occurs in your classroom or area of supervision:

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Do not panic.
2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.
3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd his/her space. Be respectful, never critical. You may tell a hostage-taker about your parents, spouse, or children. Do not argue.
4. Make a mental list of students from your class that day. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators! Follow their instructions completely.
6. Stay alert. Evacuate students first, and attempt escape ONLY if the hostage-taker falls asleep from exhaustion.

Odd/Suspicious/Concerning Behavior

As a professional who has chosen to work within the field of higher education, you may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the student may be a danger to himself/herself or others, you should report the information to the Safety Coordinator and/or to an executive level administrator, that is, the Dean or Executive Director. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation. When the Safety

Coordinator is made aware of a concern, they will process the information up to one of the executive administrators described above.

The executive administrator to whom the report is made will evaluate the situation, perhaps seek input from others, and make a determination as to how to proceed. While there are no sure and certain predictors of violence, there may be certain indicators that are observed to help guide the administrator in his/her decision making process.

Warning signs of impending violence may include but are not limited to:

1. A known past history of violent behavior
2. Displays of violence in writing or art. Sometimes, violent or bizarre depictions can be products of a psychotic mind
3. Loneliness and social isolation which suggests few may be in a position to identify and report violent tendencies or extreme behavior.
4. Stalking and other antisocial or extreme behavior
5. Hallmark behaviors of paranoia which may suggest mental illness Paranoid behaviors may include whispering to oneself; taking an inordinately long time to answer a question, expressed suspicion that one is being followed, their conversations recorded or that people are watching them
6. Sometimes evident is a bizarre and inappropriate facial affect.

Certainly, not all individuals that exhibit odd behavior are psychotic or violent... However, professionals should "trust their gut" and report behavior and situations that do not seem "right".

Administrative and other professionals must deal carefully with situations involving behavior as described above Oftentimes, disabilities that manifest themselves in the form of odd behavior may simply be a byproduct of a disability and such may need to be accepted and accommodated in the normal course of the educational process Administrators and staff must also understand the unique position in which they are in and the protections afforded disabled persons Disabilities cannot usually be disclosed to members of the Lernet community even to satisfy concerns over odd behavior These situations require delicate and sensitive handling and due regard for not only the safety of the community, but for the privacy and well being of the student who is the subject of the report For these reasons as well as others, executive and administrative staff should take every report seriously and consider how best to deal with each situation When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against .

For Faculty and staff who report concerning behavior to members of the administration, remember, information cannot always be returned or provided to the reporting individual about a student's known situation because privacy laws usually shield students' mental illness from disclosure to most individuals Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to whether or not a student is committed for medical treatment and/or whether or not they will be allowed to continue in school.

Power Failure

In the event of a power failure that is not related to any other type of emergency/crisis situation, instructors should, during the day and if their classroom is equipped with windows, open the blinds and continue with their lecture/class discussion with as little interruption as possible. Usually, power is restored to campus buildings within a reasonably short time, and disengagement of the learning process is normally not warranted for a non-weather-related power outage.

When power is lost to most campus buildings, an emergency generator should activate and provide emergency lighting in the hallways. Given the absence of light in bathrooms, some stairwells, etc , administrative personnel should roam the building(s) with a flashlight to ensure order is maintained and to assist anyone who may need assistance in a non-lighted area of the building.

The decision regarding whether or not classes will be canceled will be made by the highest ranking academic executive or administrator. Once power is restored, all operations should return to normal as quickly as possible, report any problems, concerns or issues that arise during a power outage to the Safety Coordinator or the administrative office.

Robbery

In the event a cashier or other employee who is in control of institutional funds or assets is held up, that is, someone demands the surrender of cash or other valuable goods with the use of or threat of physical violence, the cash and/or goods being demanded should be surrendered immediately, particularly when the perpetrator is armed with a gun, knife or other deadly weapon. After a robbery has taken place, the victim and/or any other employee involved in or witness to the robbery should immediately contact Safety Coordinator who will immediately contact local police authorities. If possible, take note of the individual's height, approximate weight, hair color and length, eye color, facial hair, approximate age, any tattoos, scars or marks and any distinguishing speech pattern such as a lisp, stutter or repeated use of a word or phrase Also make a mental note of the individual's clothing, the color and general condition of any clothes and shoes being worn.

Threats/Threatening Phone Calls

In the event of a threatening phone call, **DO NOT HANG UP ON THE CALLER.** Try to get as much information as possible Be certain to write down the following:

1. Time
 2. Phone number received from if known
 3. Name of caller if provided or known
 4. What type of threat (Bomb Threat, Death Threat, Biological Attack, etc)
 5. If a bomb or gun threat, where is the bomb or gun located?
 6. If it is a bomb, when will the timer start or when will it explode?
 7. Listen to surrounding noise (Music, traffic, background noise) to see if anything sounds familiar to help narrow down where the caller is calling from.
 8. Ask why he or she is doing this. Carefully document the answer.
- If the threat is made in writing, do not handle the document more than necessary and do not allow multiple people to touch the note. The Safety Coordinator or a Learnet administrator will determine if a building or the campus is to be evacuated. The Executive Director or his/her designee will make all decisions regarding the cancellation of classes
 - No one other than the Safety Coordinator, a Learnet Executive Director should be notified about the threat until an initial evaluation of the situation is complete and local authorities and emergency responders notified If evacuation of a building and/or the campus is deemed necessary, various methods may be used to avoid panic and to minimize danger to the Learnet community.

Tornado

In the event of an approaching tornado, administrators, during the hours of 7:30 a.m. - 4:30 should meet in the Administrative Office for emergency action assignments* and should meet in Academic Services from 4:30

p.m. - 10:00 p.m. During overnight hours, safety and contract personnel should take cover immediately in an interior area away from windows. When the contract guard is on duty, all individuals should be directed to the lowest level, away from windows until the tornado has passed,

Certain interior classrooms and office spaces will be made available in the event of a tornado. Individuals should assume a protective posture against a wall or locate cover under a hard surface such as a sturdy desk, counter or table. A protective posture includes:

1. Sitting with one's back to a wall
2. Knees should be tightly drawn up to one's chest
3. Face should be positioned between the knees
4. Hands or books should cover the head if one is unable to take cover beneath a desk, table or counter
5. Staff and Faculty should try to keep everyone as quiet as possible so instructions may be given

Following a tornado, avoid downed power lines and provide first aid to injured individuals if indicated.

Emergency Numbers

Fire	911
Ambulance	911
Police	911
Learnet Academy	(213) 387-4242
Dean	(626) 487-7129
DE Coordinator	(213) 909-2253

Requesting Emergency Assistance

Whenever contacting a governmental or other emergency response unit, those making such contact should be certain to provide the requested service with the following information:

1. Caller name Provide YOUR NAME
2. Location of Road
3. Learnet Phone Number..... (213) 387-4242
4. Emergency Cellular Number Provide a Cell Number if possible
5. Nature of Emergency Fire, Earthquake, Bomb Threat, etc.
6. Where to report Main Entrance - meet Safety Coordinator/Receptionist

Communication During Emergency/Crisis Situations

In the event of an emergency, the Safety Coordinator (Receptionist) and the campus administrators will attempt to contact and notify all those that might be immediately impacted by the situation. Instructions/suggestions will be provided as clearly and expeditiously as possible, given the uniqueness of each individual situation Communication modes may include:

- In an emergency, employees are alerted by an alarm and/or a verbal announcement. The emergency signal for a fire will make the sound of the fire alarm and an earthquake evacuation procedure through a verbal announcement by the Safety Coordinator.
- Telephone calls to individual classrooms and offices
- Word of mouth by staff members going room to room to pass along information.
- Notes/memos
- Global use of the e-mail system

- Signage
- Any other means of communication deemed appropriate and feasible given the uniqueness of each situation.

Emergency/Crisis Situation Aftermath

Once a crisis has concluded, everyone should work together to make every effort to return to normal operations as quickly as possible. Students will need the routine of normal procedures to provide the positive environment in which they are accustomed to learning. If deemed necessary and appropriate, the Lernet will provide wellness advising services and counseling services may be arranged if it is believed the situation warrants such. The administration's response will be based on subjective professional judgment. These subjective judgments will determine the extent to which this procedure will be implemented and the length of time after the crisis that advising and/or counseling will be available. All faculty and staff members should continue to monitor the Lernet community for any problems or situations that may occur during a period of aftermath. Problems/situations that do emerge should be immediately reported.

INJURY AND ILLNESS PROGRAM: ACCIDENTS RESULTING IN PHYSICAL INJURY

Lernet Academy requires all employees to perform their job functions as safely as possible. If safety training and/or protective equipment is deemed necessary by an employee, they should immediately contact their immediate supervisor to have the need met.

When an accident occurs that involves physical injury, such must be reported immediately. Follow the steps below to ensure proper handling of an injury:

1. All accidents resulting in physical injury are to be reported to the Safety Coordinator (Receptionist).
2. Ensure that faculty/staff, students, and guests are moved away from any dangers posed at an accident scene.
3. Do not approach an accident scene unless it is safe to do so. If the scene area is unsafe, keep everyone away and wait for the Safety Coordinator (Receptionist) to arrive.
4. California law prohibits dispensing medication or the treatment of injuries by anyone except a licensed or certified medical person. Faculty and staff members may administer basic First Aid, if trained to do so, when obviously needed.
5. The decision to call Paramedics and/or the students' parents will be made by the Safety Coordinator (Receptionist) or by an administrator.
6. Accidents involving serious injury or are life threatening will be reported to the Executive Director or Dean.

Responsibility

The Injury and Illness Prevention Program (IIPP) administrator, Executive Director and **Safety Coordinator**, has the authority and responsibility for implementing the provisions of this program for Lernet Academy, Inc. All staff and Faculty are responsible for implementing and maintaining the IIPP in their work areas and for answering worker question about the Program. A copy of this IIPP is available in the IIPP Binder, the Policies and Procedures Manual and posted in the faculty lounge.

Compliance

Staff and Faculty are responsible for ensuring that all safety and health policies are clearly communicated and understood by all employees. Staff and Faculty are expected to abide by the rules fairly and uniformly.

Staff and Faculty are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing other employees of the provisions of our IIPP;
- Evaluating the safety performance of all employees;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: verbal acknowledgment and written acknowledgment of such contributions which is maintained in the employee's personnel files;
- Providing training to employees whose safety performance is deficient;
- **Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: Verbal warning, 1st written warning, 2nd written warning, 3rd written warning, Dismissal;**

Communication

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, staff and faculty) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- **Safety meetings held at least once a quarter;** more frequently if deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective written communication of safety and health concerns between staff, Faculty, and management, including language translation where appropriate.
- Posted and distributed safety information.
- **A system for workers to anonymously inform management about workplace hazards without fear of reprisal. This is accommodated by a drop-box located in the student lounge.**

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by selected Operations staff according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- **At least once a month, during the first or second week of that month;**
- When new processes, procedures that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards. Learnet Academy, Inc. has created a list of identifiable workplace hazards.

- **Designated Emergency exits** (Check all doors are open, that there are no obstructions, or other dangerous elements)
- **Inspections of all rooms** (check for fire hazards, make sure all rooms have emergency evacuation maps, check for dangerous elements).
- **Fire extinguishers** (inspect fire extinguishers to make sure they are working properly in case of an Emergency via Checklist and sign tag).
- **Work Stations** (Inspect for cleanliness and any other potential issues that can injure an employee).

Accident Investigations

Investigation of workplace accidents and near-accidents will be done by selected Operations staff, and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected **in a timely manner** based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*

Training and Instruction

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is no limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent: stacking goods in an unstable manner, storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels.

Recordkeeping (Written IIPP and Documentation Requirements)

Learnet Academy has taken the following steps to implement and maintain our IIPP: Learnet Academy has ten or more employees and keeps records as follows:

Records of scheduled and periodic inspections including the selected Operations staff conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices, are recorded on the Identified Hazards and Correction Record and the Investigation/Corrective Report. These records are maintained for at least 1 year.

F NONIMMIGRANTS POLICY

Initial students

- Delay their program start date and issue a new initial Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Active students

- School may authorize a medically reduced course load. The student will need to provide medical documentation from a doctor. The DSO would then register the student in the Student and Exchange Visitor Information System (SEVIS) for a medically [reduced course load](#) with no course load.
- School may terminate their SEVIS records for authorized early withdrawal upon the student's request.

Students on temporary absence

- School may advise them not to travel to the United States until they can re-enroll in a full course of study.
- If the delay in a student's return from a temporary absence exceeds the five-month limit, the School should provide details to the SEVP Response Center at SEVP@ice.dhs.gov. SEVP will resolve these on a case-by-case basis.

If the school has students currently inside the United States who are exhibiting symptoms of any critical disease or current spreading out 2019-nCoV:

1. If it is not possible for the student to enroll for this term, please follow step 2a above to authorize a medically reduced course load.
2. Please have the student follow the directions from the [CDC](#)

CONCLUSION

Learnet Academy will strive to operate the safest institution possible by planning for and taking preventative measures against emergency/crisis situations. To plan for each and every emergency or crisis situation would be practically impossible and the scope of this Plan is not intended to address every possibility. However, This Plan seeks to provide Learnet Faculty and staff members with a framework of actions and responses that may help mitigate the damage and trauma associated with a given event. If you, as a valued employee, have any suggestions or ideas for improvement to the Learnet's Emergency Action Plan, please contact your Safety Coordinator or the Learnet's Executive Director.

APPENDIX



WAIVER AND RELEASE FROM LIABILITY FORM

(Inset event here)

(Tuesday, December 5, 2023)

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with **Insert event here** Field Trip organized by **LearnNet Academy**.

I _____ understand and confirm that by signing this WAIVER AND RELEASE I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. **I am 18 year of age or older and mentally competent to enter into this waiver.**

I _____ agree to follow the instructions and precautions as stated by the Field Trip Leaders. I assume responsibility for attending all safety briefings. If I observe any unusual significant hazard during my presence or participation in this Field Trip, I will remove myself from participation and bring such to the attention of the field trip leader immediately.

I _____ have no known health problems or medical conditions which could in any way be exacerbated by any planned field trip I participate in. I assume all health risks associated with such activity.

I _____ hereby acknowledge, confirm and agree that, at all times while on a Field Trip, I am there at my own risk and will exercise the highest degree of care and caution for my own personal safety and the safety of others.

I _____ **Release of Liability.** LearnNet Academy shall not be liable for any damages arising from personal injuries sustained by me on a Field Trip. I agree to assume and bear all risks of injuries or damages to my person or personal property sustained while on a Field Trip caused by any source whatsoever, whether by accident, natural occurrence, my own acts or the acts of others. I hereby fully and forever release LearnNet Academy, their Instructors, staff, students, as any other person or entity acting in any capacity on its behalf, from all claims, demands, damages, rights of action, or causes of action or liability for any such personal injury or property damage that I may incur relating to or arising out of my presence or activities while on a Field Trip.

I _____ agree to conduct myself in a lawful manner at all times while on a Field Trip, obeying all local, state and federal regulations and laws.

Participant's name: _____

Participant's signature: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone(s): _____

Emergency Contact's name: _____

Emergency Contact's telephone: _____



MEDIA RELEASE FORM

I, _____, grant permission to Learnet Academy, hereinafter known as the "Media," to use my image (photographs and/or video) for use in Media publications, including:

(Check All That Apply)

Videos Email Blasts Recruiting Brochures Newsletters Magazines

General Publications Website and/or Affiliates Other: _____

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which applies to your present situation:

____ - I am 18 years of age or older, and I am competent to contract in my name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

Name (please print): _____

Address: _____

Signature of parent or legal guardian: _____

(if under 18 years of age)

Field Trip Survey

Last Name	First Name	M.I.
Program Title	Date	

This Field Trip Survey is designed for active students that attended a field trip organized by Learnnet Academy. We focus on the improvement of our activities and the satisfaction of our students. Please take a moment to answer this survey and help us get better.

	Very Dissatisfied	2	3	4	5	6	7	8	9	Very Satisfied
	1									10
Please rate your satisfaction with the Field Trip that you attended below:										
1. Are you satisfied with the way of transportation to/from the field trip location. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation was provided / public transportation was used / it was easy to get to the location / the transportation time was good										
2. Are you satisfied with the facilities that were visited during the field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easy access to the place / the place was clean / the place had clean and accessible restrooms / the place had rest areas, shops or/and restaurants										
3. Are you satisfied with the information provided for the field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructors and staff informed about it with anticipation / posters or flyers were accurate, informative and displayed around the school / questions about the field trip were answered correctly										
4. Are you satisfied with the place selected for the field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The place was interesting / the place was relevant for the topics in class / the place improve knowledge about Los Angeles, California or the USA										
5. Are you satisfied with the assignments or activities that you received from the teachers to answer on the field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The assignments helped to understand the topics from class / assignments and activities were relevant and related with the place visited										
6. Are you satisfied with the connection between the concepts covered in the field trip and how they relate with your class. if not' explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The field trip helped understand the topics from class / the vocabulary and contents were related with studies / improved knowledge for the class										
7. Are you satisfied with the way Learnnet Academy develops its field trips and activities. If not, explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field trips are organized / all that is needed for it is provided / field trips are organized often / places selected are interesting / opinions are asked										
8. Are you satisfied with impact that the field trip had on you. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helped me to know more the city / helped me communicate more and interact with new people / helped me to know more about my classmates and teachers / helped me to understand and integrate more with my community										
9. How satisfied are you with the interaction with "experts" or personnel on the location of this field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff were friendly / staff were knowledgeable / there was enough personnel to answer questions / there was security personnel in the facility										
10. Overall were you satisfied with the field trip. If not, explain below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments – Please let us know where would you like to go on the next field trip and why?	%
--	---

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Field Trip Checklist for Teachers

Teachers are responsible for attending any designated information or procedural meeting prior to and during the field trip as required by the school.

The teachers must supervise the group of students. Teachers are responsible for students and are expected to stay with their assigned group and monitor their behavior for the entire field trip from departure time until they return to school or end of the activity.

Teachers must not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or to be involved in any illegal or immoral activity during the trip.

Teachers must have a plan on what to do in case of an accident or illness before leaving on the trip. Render first aid for minor injuries, such as minor scrapes and cuts.

Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, a designee adult must accompany the student and remain with the student until the emergency contact arrives.

Please review the next check list that shows some of the aspects to keep in mind to be prepared for the field trip:

- Attendance sheets / rosters
- Student waiver forms
- Money (if applicable)
- Passes / tickets (if applicable)
- Emergency contacts
- Trip schedule
- First Aid kit
- Submitted plan for students not attending
- Prepare for the weather forecast & potential changes
- Maps (if applicable)
- Phone / charger

If you have any extra comments or suggestions, please submit them to the Student Services department.

 Instructor's Name/signature

 Date