



LOS ANGELES

CAREER COLLEGE

Emergency Preparedness Plan

Updated January 5, 2026

School Location:

6426 Bellingham Ave. Suite 100
North Hollywood, CA 91606

Injuries and Accidents

Should an accident occur, students are trained to follow the following protocols which are published in the school's catalog:

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 - a) Route of exposure
 - b) How and when exposure occurred
 - c) The source individual, if known

Report exposure immediately to instructors and appropriate supervisors on campus or at the clinical agency. Sharps containers are available for the proper disposal of needles and when the containers are full, they will be professionally removed from the campus.

Chemical Spills

Spill Containment and Security Equipment are in the cleaning supply closet in administrative office space.
Personal Protective Equipment (PPE): Gloves, Brooms, Absorbent pads, Gowns, Face shields, Masks

When a Large Chemical Spill has occurred:

- Immediately notify the designated official.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
- Name of Spill Cleanup Company: Med Waste LA Phone Number: 747-272-9477
- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the designated official.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Pull the fire alarm if one is available.
- From a safe location, call 911 and provide the dispatcher with all the required information.
- If the fire is small and you have been trained to use the fire extinguisher, you may attempt to put the fire out.
- If you have not been trained to use the fire extinguisher or the fire is too large to extinguish, immediately evacuate the building.

- Students and staff should evacuate using the stairs and not the elevators.
- Notify others on your way out that this is a real fire, but do not stop to force their evacuation.
- When you get to your designated area, wait to be accounted for and stay with your class or department so that the fire/police department can ask you questions about the fire.
- Notify the fire/police department if you know about the cause of the fire, or if you are aware of a person trapped inside the building.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation

Earthquake

In the event of an earthquake employees should give a Drop and Cover command to all students.

Drop and Cover Procedure:

Inside:

1. Get under a desk, table, or other sturdy piece of furniture with your back to the windows.
2. If you are not near any furniture, sit in a corner or with your back against a wall away from the windows and keep a safe distance from any downed power lines. Instructors will take attendance even if there is no evacuation and report any missing students to the School Director.

Severe Winter Weather

Local weather reports will usually issue severe winter weather warnings prior to the storm's arrival. The School Director will decide whether cancellations and/or delays are necessary, and then post them on the school's website or on the local radio and television stations. If the campus is in session when a warning is issued, students and campus staff will be sent home to avoid traveling in dangerous conditions. Students and campus staff are advised to stay in touch with the campus regarding the resumption of classes.

Bomb Threat

Employees and students should take any bomb threat seriously and report it directly to the local police department. If the threat is received via the telephone, then it is imperative to document the exact time of the call, write down the exact words of the caller, and ask him/her to repeat the information. Try to obtain as much information about the threat as possible and provide this information to the local police department. Initiate the Evacuation Procedures as described below.

Follow the guidance given by local law enforcement regarding the re-opening of the facility and the resumption of classes.

Emergency Lockdown

Emergency Lockdown is used to enhance the level of security dramatically and rapidly in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Active Shooter:

1. Evacuate if there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - a. Have an escape route and plan in mind
 - b. Evacuate regardless of whether others agree to follow
 - c. Leave your belongings behind
 - d. Help others escape, if possible
 - e. Prevent individuals from entering an area where the active shooter may be
 - f. Keep your hands visible
 - g. Follow the instructions of any police officers
 - h. Do not attempt to move wounded people
 - i. Call 911 when you are safe
2. Hide out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - a. Your hiding place should:

Additionally, a copy of this plan will be posted in the student break room with emergency contact information, the address of the school, and local emergency and non-emergency numbers.

Emergency Notifications

In the event of an emergency or dangerous situation that poses an immediate threat to the campus community, Los Angeles Career College will utilize some or all its mass notification capabilities to notify campus community. These capabilities may include email, voicemail, and text messages to notify the campus community. In addition, members of the administration will post relevant updates and advisories on the college website (www.lacareercollege.com) as well as on the campus main line (818) 766-1000. The School Director, or designee, will simultaneously use the local means at his/her disposal to notify students, staff, and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

Media

The School Director will respond to all media requests and will be addressed as requested. Students and employees are not to respond to media inquiries.

Training

Information included in the manual will be reviewed annually and updated, as needed. Updates will be shared with faculty, staff, and students. Additionally, on an annual basis, faculty and staff will receive training in the following areas: fire alarm operation, contacting the fire department, location, and evacuation procedures. Los Angeles Career College Training Center is not liable for the loss/damage of staff or student personal belongings in the event of a natural disaster or due to an emergency evacuation.

Universal/Standard Precautions

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

Los Angeles Career College acknowledges that gloving is critical to all health care professionals working and handling with sharp instruments (needles, lancets, etc.) and body fluid. Wearing gloves is the most important measure to prevent the spreading of infectious diseases, especially Hepatitis B and AIDS. The campus utilizes the engineering controls and work practice controls to minimize or eliminate student exposure to the bloodborne pathogens. Students are expected to utilize the following personal protective equipment:

- a. Gloves (hand protection)
- b. Spill Kits
- c. Sharp Containers
- d. Face Shield and/or Eyewear. Long Sleeved gown
- f. Eyewash Stations

Initial Response to Exposure

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 1. Route of exposure
 2. How and when exposure occurred
 3. The source individual, if known
7. Report exposure immediately to nursing or medical laboratory faculty and appropriate supervisor on campus or at the clinical agency

Hazardous Materials

Los Angeles Career College understands that hazardous material is a substance, be it solid, liquid or gas, is capable of harming humans, property and the environment if mishandled, stored/disposed incorrectly. Los Angeles Career College maintains safe handling and use of these materials through training with proper instructions, precise labelling, storage, disposal, and provision of material safety data sheets (MSDS). Contaminated materials such as needles, syringes, etc., must be disposed of in the sharp collectors' containers. The use of these containers is mandatory, and students are not allowed to dispose the sharp collector under any circumstances.

School Safety

Los Angeles Career College seeks to maintain a safe environment, free from aggression, violence, and harassment for its students and staff. To ensure the well-being of its students and staff, Los Angeles Career College prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of harassment of any kind from any source. Anyone found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination and expulsion from Los Angeles Career College.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement.

LOS ANGELES CAREER COLLEGE TRAINING CENTER BLOODBORNE PATHOGENS CONTROL POLICY

The following Bloodborne Pathogens Control Policy has been prepared in accordance with the CA-IA Bloodborne Pathogens standard, 28 CYR 1910.1030.

1. Policy Statement

- i. It is the policy of this institution to safeguard, to the highest degree possible, Institute employees or students and the public who come in contact with people who are known to have or suspected of having a communicable disease without sacrificing services to the Institute or individual students.
- ii. It is also the intent of this policy to train, educate, and establish guidelines and procedures for employee or students to reduce the risk associated with exposure to blood and/or bodily fluids.
- iii. This policy applies to all Los Angeles Career College Training Center personnel that may come into contact with blood or other potentially infectious materials in the performance of job duties.
- iv. This policy will be reviewed and updated on an annual basis. The review shall include changing technologies and consideration of appropriate commercially available and effective medical devices designed to reduce or eliminate exposure to bloodborne pathogens.

2. Discussion

- i. It is predictable that at some point in time an institute employee or student will come into contact with a person who has an infectious disease. Institute personnel, when dealing with blood, items stained with blood or other bodily fluids, and persons in high-risk groups, should exercise extreme caution. The procedures outlined in this policy shall be used to reduce the risk of exposure.

3. Training and Education

- i. A trained professional will give the initial introductory training class. It is mandatory that all Institute employee or students who could be exposed to blood or other bodily fluids attend. At this time the Institute has determined that the following groups of employee or students/departments have the potential to be exposed to blood or other bodily fluids:
 - a) Institute Administrators
 - b) Faculty
 - c) Laboratory Instructors and lab aides

4. Procedures

- i. Exposure
 - a) An exposure occurs when a person's blood or bodily fluid transfers to another person's blood stream. Exposure can occur through needle sticks, human bites or cuts, sores or abrasions on the skin, or splashes into the eyes, nose, or mouth. Examples of bodily fluids include blood, saliva, tears, vomit, semen, urine, or stool.
 - b) One of the above conditions must be met for an actual exposure.

5. Reporting

- i. An employee or student who believes he/she has been exposed to an infectious disease:
 - a) Shall thoroughly wash the affected area with soap and hot water if direct contact was made.
 - b) Shall gather information about the person involved. The employee or student should get the person's name, date of birth, any medical

information legally available, and the location of the person. The employee or student should provide information that led the employee or student to believe the person has an infectious disease. This information may not be disclosed under the Freedom of Information Act.

- c) Shall immediately contact his/her supervisor or instructor.
- d) Shall file a timely written report with the School Director.
 - a. The School Director may contact the California Department of Public Health, advise the staff of the exposure, and follow the CDPH instructions, or
 - b. The School Director may contact a medical center or the closest hospital emergency room, if necessary, advise the doctor of the exposure, and follow the doctor's instructions.

6. Blood Test

- i. When the School Director has been advised that an employee or student may have been exposed to a communicable disease, the School Director may ask the suspected carrier to voluntarily submit to a blood test. The blood test shall be administered by medical personnel.

7. Engineering and Work Practice Controls

- i. The following precautions should be observed:
 - a) Universal Precautions
 - b) Effective immediately, universal precautions will be practiced in all work and school areas to prevent contact with blood or other potentially infectious materials. If it is difficult or impossible to differentiate between bodily fluids, all materials contaminated with bodily fluids shall be considered potentially infectious. All employees and students will be trained in the concept and application of universal precautions.

8. Engineering and Work Practice Controls

- i. The following practices will be instituted as a primary means of eliminating or reducing employee and student exposure:
 - a) Personal protective equipment, such as gloves, goggles, and face shields, will be supplied and used.
 - b) Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure effectiveness.
 - c) Handwashing facilities will be readily accessible. If this isn't feasible, antiseptic hand cleaners and/or towelettes will be provided. Handwashing is required, including after removing gloves, after exposure to blood or other infectious material.
 - d) Procedures to minimize needle sticks will be implemented according to the Standard. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed unless there is no feasible alternative, or it is required by a specific medical or dental procedure. Bending, recapping or needle removal must be accomplished by mechanical means or a one-handed technique. Immediately or as soon as possible contaminated reusable sharps shall be placed in appropriate containers until properly processed. The containers shall be puncture resistant, labeled, or color-coded in accordance with the Standard, leak-proof on the sides and bottom. Contaminated reusable sharps shall not be stored or processed in a manner that requires an employee to reach into the storage container.

- e) Extreme care will be used when examining or cleaning suspected areas, Procedures to be performed will minimize splashing, spraying, spattering, or the generation of droplets of contaminated substances.
- f) Open wounds or cuts will be bandaged to avoid direct contact with contaminated bodily fluids. Bandages will be changed if they become wet or soiled.
- g) Eating, drinking, smoking, or applying makeup in areas of potential exposure is prohibited. Food and drink are not to be kept where blood or potentially infectious substances could be found.
- h) Employees and students who have a suppressed immune system should avoid contact with areas where bodily fluids are present or with persons who have infectious diseases.

9. Handling and Disposal Precautions

- i. Persons working for extended periods of time in areas where blood or other bodily fluids have been shed should wear anti-contamination clothing such as suits, masks, boot covers and gloves.
- ii. All Institute personnel shall adhere to a precise regimen when handling, processing, and storing potentially infectious disease contaminated materials and property.
- iii. Clothing known to be contaminated with a suspected infectious disease is to be clearly labeled and placed in a specified area.
- iv. Protective disposable gloves will be furnished to personnel handling contaminated materials.
- v. All material and property for disposal shall be put in sealed red "BIOHAZARD" plastic bags and placed in a conspicuously labeled contamination area. All materials shall be double bagged. A Hazardous Materials/ Environmental Technician will be notified and will dispose of the materials properly.

10. Vehicle Maintenance

- i. Upon discovery of blood or bodily fluids in a vehicle, the School Director shall be notified, and the vehicle taken or towed to the service center as soon as possible. Service personnel shall follow the appropriate procedures to disinfect the vehicle. After arriving at the service center and while awaiting disinfection, the affected vehicle shall be identified by the posting of a "Contaminated Area" sign. The following procedure shall be used to disinfect the vehicle:
 - a) Protective disposable gloves shall be worn during all phases of disinfection.
 - b) Any excess blood or bodily fluids should first be wiped up with the approved disposable, absorbent materials. Absorbent materials should immediately be bagged and placed in the designated red "BIOHAZARD" waste bag and stored in the appropriate contamination area.
- ii. Broad spectrum activity virucidal-germicidal solution shall be prepared according to prescribed standards.
 - a) For small items or equipment, wash the item with the germicidal solution and hot water then rinse thoroughly. Soak the item in a solution of water and household bleach for 10 to 15 minutes, Use a concentration of 1 to 1 1/2 cups of bleach for each gallon of water, Rinse with water and air dry.
 - b) For large items or areas, disinfect with the bleach and water solution and then clean with soap or detergent.

- iii. All disposable, contaminated cleaning items shall be placed in red 'BIOHAZARD' plastic bags and placed in the designated contaminated item receptacle.
- iv. After cleaning the vehicle, the "Contaminated Area" sign shall be disinfected.
- v. The interior of all Institute vehicles shall be periodically cleaned with the approved virucidal-germicidal solution.

11. Contamination

- i. Material or Property Contamination
 - a) When blood or bodily fluids contaminate property while at work, employees shall place the items in a red 'BIOHAZARD' plastic bag. The bag shall be sealed and have an appropriate label. The employee or student must verbally notify his/her immediate supervisor or his designee that potentially infectious disease contaminated items are in his/her possession.
 - b) Resuscitator masks and evidence collection equipment contaminated with blood or other bodily fluids shall be disinfected after each use according to the appropriate guidelines.
- ii. Line of Duty Exposure
 - a) When an employee has cause to believe he/she has been exposed to high risk during the line of duty, appropriate documentation will be prepared. High risk exposure includes handling bloody or wet items where scratches, cuts or open sores are noticed; direct contact with bodily fluids on an area where there is an open sore or cut; direct mouth-to-mouth resuscitation (CPR); the receiving of a cut or puncture wound.
 - b) If an employee or student is exposed, a supervisor will be contacted and an accident report detailing the exposure will be completed. All necessary forms will be forwarded to the School Director.
 - c) Exposed employee or students will be evaluated clinically and serologically for evidence of infection after the exposure. A copy of the medical report shall be placed in the employee or student's confidential medical file. At the recommendation of the treating physician, follow up examinations and/or testing will be provided.
- iii. General Decontamination and Clean Up
 - a) If exposed, wash hands thoroughly and immediately with hot water and a virucidal germicidal soap. Uniforms or other clothing soiled with blood or bodily fluids should be laundered in a household bleach solution. Fabrics requiring dry-cleaning should be diluted in cold water and placed in a red 'BIOHAZARD' plastic bag, tagged, and sent to a licensed medical waste disposal facility.
 - b) Instructors are responsible for replacing used equipment from school supplies and ensuring that adequate supplies are available. Protective gloves, first aid supplies and disinfecting materials will be readily available at all times. Supplies shall include infectious control kits, red 'BIOHAZARD' sealing plastic bags with labels, spray bottles containing liquid and aerosol germicidal cleaner, and disposable handwipes (70% isopropyl alcohol). The School Director or her designee shall be responsible for the inventory and dissemination of supplies for infectious disease control.

12. Vaccination

- i. Los Angeles Career College will provide Hepatitis B vaccinations to all personnel who may come into contact with blood or other potentially infectious materials in the performance of job duties. The Hepatitis B

vaccination consists of a pre-test, three inoculations, and a post-test. If an employee or student declines the vaccination, he/she must sign the vaccine declination. If the employee or student later decides to have the vaccines, the vaccine will be provided at Institute expense. The vaccination will be administered by a licensed medical professional.

- ii. Post exposure evaluation and follow-up will be available to all employee or students who have an exposure incident. These services will be provided free of charge, at a reasonable time and place, performed by or under the supervision of a licensed physician or other licensed health care professional, and provided in accordance with the recommendations of the IS Public Health Service.

The post exposure evaluation and follow-up shall be made available immediately and shall include:

1. The documentation and route(s) of exposure and the circumstances of the exposure.
2. The identification and documentation of the source individual unless this is infeasible or prohibited by law.
3. A test of the source individual's blood after consent and as soon as possible. If consent isn't possible, the Institute will document that fact. If consent isn't required, the blood will be tested, and the results documented. If the source individual is known to be HIV+ or I-BV+, it is not necessary to test his blood.
4. Notification to the employee or student of the results of the testing. The employee or student will also be notified of the applicable laws and regulations regarding disclosure of the identity and infectious status of the person.
5. A blood test of the employee or student after consent is obtained.
6. Post exposure prophylaxis when medically indicated.
7. Counseling.
8. Evaluation of reported illnesses.

13. Record Keeping

- i. Accurate medical records shall be kept in a confidential medical file for each employee or student with exposure. The record will contain all the necessary information required by the Standard. Medical records will not be released without the written permission of the employee or student or as required by law. Medical records will be maintained for the duration of employment plus 30 years as required by the Standard. The medical records will contain the appropriate information regarding Hepatitis B vaccines or the refusal form.
- ii. A sharps injury log containing the type and brand of device involved in the incident, the department/work area where the exposure occurred, and an explanation of how the incident occurred shall be maintained. The log shall be kept for the length of time required by the Standard.
- iii. Training records will be maintained as required by the Standard.

Instructional Continuity Plan

The Instructional Continuity Plan at Los Angeles Career College (LACC) ensures that students can continue their education in the event of catastrophic events or emergencies. This plan includes various strategies and resources to maintain the academic progress of students and minimize disruption to the learning process.

LACC is committed to ensuring that any interruptions to the delivery of programs and services are addressed swiftly to enable students to complete their courses and achieve their learning goals.

Interruptions to program and service delivery can result from various causes, including extreme weather (such as freezes, snowstorms, hurricanes, tornadoes), natural disasters (such as earthquakes, fires), pandemics/endemics, and other events that impede the safe delivery of training or the mobility of students and staff.

In the event of unavoidable disruptions, Los Angeles Career College offers the following options to students:

Postpone & Reschedule Classes

- For emergencies expected to last up to one week, such as weather-related disruptions, LACC will reschedule all missed classes, including clinical hours, once it is safe for students and staff to resume training.

Online Delivery and/or Alternative Location

- For emergencies expected to exceed one week, such as facility issues, LACC will seek regulatory approval to temporarily transition classes to an online format, allowing students to continue their programs.
- Lab sessions that cannot be conducted online will be rescheduled or relocated to a safe alternative location (e.g., a current clinical facility or another state-approved school) with regulatory approval and agreement from the alternative site.
- Clinical hours will continue as scheduled whenever feasible.

Cancellation

- Depending on the interruption duration, students may withdraw from their programs at any time. Refunds will be calculated according to the policy outlined in the Catalog. Withdrawn students may reapply for admission later, following the Catalog's readmission policy.

Communication of the Plan

Communication regarding emergencies that necessitate the implementation of the Instructional Continuity Plan will be conveyed to students, staff, and faculty through email, text message, or phone call. Updates on the situation and the potential for returning to campus will also be communicated using these methods.

Approved by the School Director



Shota Mkrtumyan RN

