

Emergency Contact Information

Police, Fire, Medical	911
Downed Electric Line	
Gas Leak	
West Covina Police Department	(626) 939-8500
West Covina Fire Department	(626) 939-8584
Queen of the Valley Emergency Room	(626) 362-6283
LA County Poison Control	(800) 222-1222
LA County Dept. of Public Health	(626) 430-5560
Environmental Health	
The Gas Company	(800) 427-2200
Gas odor/Carbon monoxide questions	
Southern California Edison	(800) 611-1911
Report an Outage	

Reporting an Emergency

Address: 1203 West Puente Avenue, West Covina

When contacting authorities, please be prepared to give the following information:

- Your name and location of the emergency (building/room)
- Nature of the emergency: fire, chemical spill, medical, etc.
- Any injuries
- Any hazards which may affect responding emergency personnel
- A phone number near the scene where you can be reached

ESGVJCC Notification

Once an emergency has been reported, please contact ONE of the following individuals in the order below:

Pearl Omiya, Executive Director
Tina Asano, Office Manager
Melissa Kozono, Program Director
Denise Akune, ESGVJCC Secretary
Joy Kitaura, ESGVJCC Board Member
Tony Tang, Programs Associate
Kyle Quon, Marketing Coordinator

(626) 419-2005
FOR EMERGENCIES ONLY

First Aid Kit/AED Locations

First Aid Kits

Kitchen (hanging on the wall to the left of the dining room door)
Breezeway (on the bookshelf by the gym door)
Social Hall (in the storage closet next to the A/C key)
Infant Care Center (in the drawer under the diaper changing mat)
Office (above the storage unit holding utensils)

AED

Social Hall (near the Men's Restroom)
Breezeway (to the right of the door to Exit to the Patio)

In the event of the following incidents, please follow the appropriate procedures below.

Earthquake

1. **DROP, COVER and HOLD ON**
2. **EVACUATE the facility**

Take this action immediately when shaking begins.

INSIDE THE BUILDING:

- Make sure that everyone moves away from windows and drops down to the floor quickly.
- Find the closest sturdy table, desk, or chair and squeeze as much of the body under it as possible.
- Hold on to the furniture and place your free hand over the back of your neck to protect it.
- Many injuries occur from broken glass, flying debris or being crushed by unsecured items.
- Don't come out from under protection until the shaking has completely stopped or until instructed.

PREPARE FOR POSSIBLE EVACUATION

OUTSIDE OF THE BUILDING:

- Move away from buildings, trees and wires.
- Drop down to the ground and wait for shaking to stop.

PROCEED TO EVACUATION AREA (PARKING LOT) IF DIRECTED

Explosion

EVACUATION or SHELTER IN PLACE

EVACUATION If an explosion has occurred on the facility, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. **If fire is present, evacuate immediately.**

SHELTER IN PLACE: If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.

NOTE: Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous material involved. Until the cause of the explosion and the safest procedures are determined, it is best to remain inside and wait further instructions from first responders unless there is an immediate danger of fire or collapse.

Fire

EVACUATION

- If you see a fire, attempt to extinguish ONLY if it is small.
- If you hear the fire alarm, evacuate immediately and go to the designated evacuation areas. Even if you don't smell smoke or see a fire, always evacuate at the sounding of the alarm unless an ALL CLEAR signal indicates a false alarm.
- Take attendance to make sure everyone is accounted for.

Flood

EVACUATION

- Evacuate to the parking lot
- Take attendance to make sure everyone is accounted for..

In the event of the following incidents, please follow the appropriate procedures below.

Gas Leak

1. **EVACUATE the facility** if gas leak is on the premises
2. **SHELTER IN PLACE** if gas leak is in the surrounding neighborhood and the facility is not in immediate danger.

PROCEED TO EVACUATION AREA (PARKING LOT) IF DIRECTED

Hazardous Material

1. **EVACUATE the facility** if hazardous material is on the premises
2. **SHELTER IN PLACE** if hazardous material is in the surrounding neighborhood and the facility is not in immediate danger.

IF YOU BELIEVE THAT CHILDREN OR ADULTS ARE IN IMMEDIATE DANGER, USE YOUR JUDGMENT AND ACT IMMEDIATELY.

Severe Weather

Severe weather can be accompanied by high winds, heavy rains, or downed trees.

1. **SHELTER IN PLACE** if weather conditions are unsafe

IF YOU BELIEVE THAT CHILDREN OR ADULTS ARE IN IMMEDIATE DANGER, USE YOUR JUDGMENT AND ACT IMMEDIATELY.

Shooter/Intruder

RUN, HIDE, FIGHT

1. **RUN**

- The first — and best — option is to get out if you possibly can.
- Encourage others to leave with you, but don't let their indecision keep you from going.
- Choose a route carefully
- Think unconventionally—doors are not the only exits
- Be quiet and stealthy

2. **HIDE**

- If you can't immediately leave a building or room, you want to buy time — time to plan another way out, time to prepare in case the shooter forces his way in, time for the police to arrive.
- Block doors
- Turn off lights, silence phones
- Choose a hiding place
- Plan how you will get out

3. **FIGHT**

- A dangerous option to be used only if your life is at risk and you are trapped with a gunman
- Use the element of surprise
- Create chaos— a moving target is harder to hit than a stationary one
- Swarm—using their body weight, a group of smaller people can bring a large man to the ground and hold him there
- Move the weapon away—don't hold the weapon because law enforcement may think you are the shooter

In the event of the following incidents, please follow the appropriate procedures below.

Suspicious Activity

If you see suspicious activity, report it to local law enforcement or a person of authority using the “5W’s”:

- **Who did you see?**
- **What did you see?**
- **When you saw it?**
- **Where it occurred?**
- **Why it is suspicious?**

IF YOU SEE SOMETHING, SAY SOMETHING.

If it escalates into an emergency, call 911.

Suspicious Individual

Heighten security

1. Check your surroundings.
2. Remain vigilant.
3. Children should be supervised at all times. No children should be in the parking lot alone.
4. If you see something suspicious, report it immediately.
5. Don't make judgments about what may or may not be a serious situation and don't assume that someone else has called the police. Safety and security is everyone's responsibility!

Notice Suspicious Behavior

Someone paying unusual attention to facilities or buildings beyond a casual or professional interest. This includes:

- Extended loitering without explanation (particularly in concealed locations).
- Unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera).
- Taking notes or measurements, counting paces, sketching floor plans, etc.
- Someone asking questions about a building's purpose, operations, security procedures, personnel, shift changes, etc., at a level beyond curiosity.

Other Indications of Suspicious Activity

- Arriving and leaving at unusual hours.
- Trying not to be noticed.
- Acting in a suspicious manner.

Confronting Suspicious People

Never enter into a situation where you feel unsafe. If you feel uncomfortable challenging a suspicious person, or if your suspicions continue after making contact, report the situation to law enforcement or security immediately.

Here are common guidelines to follow when approaching a suspicious person, regardless of the circumstances:

- **Make eye contact and politely greet the person: "Hello, how can I help you?"**
- **Act with discretion and use tact.**
- **Politely inquire whether the person is a visitor, member or employee.**
- **Do not accuse them or speculate as to what they might be doing.**
- **Do not threaten or intimidate.**
- **If necessary, contact the ESGVJCC Office**

REPORT YOUR CONCERNS TO LAW ENFORCEMENT.

If it escalates into an emergency, call 911. You can also text 911 with a description of the person/activity and where you are located.

CALL 911 or TEXT 911