



# LACCD EMERGENCY OPERATIONS CENTER SAFETY ADVISORY

## NEWS MEDIA ACCESS TO DISTRICT FACILITIES AND COLLEGES DURING EMERGENCIES

October 15, 2020

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### NEWS MEDIA ACCESS TO LACCD FACILITIES AND COLLEGES DURING EMERGENCIES

In the event of a declared emergency; large natural disaster; human-caused mass casualty incident; or a biological, pandemic or hazmat incident, the Los Angeles Community College District (LACCD) or one of its colleges most likely will establish an Emergency Operations Center (EOC), an Incident Command Center (ICC) and/or work in conjunction as part of the responding local public safety agency's (police or fire) Incident Command Post (ICP). The extent to which an emergency response occurs depends on the nature of the incident and if it is a districtwide situation or limited to a single college or District facility.

Under these circumstances, LACCD and/or the colleges will follow the guidelines and principles within the established framework via the National Incident Management System (NIMS) by [FEMA](#) and the Standardized Emergency Management System (SEMS) per the [California Office of Emergency Services](#) for responding to, and working with, members of the working news media for breaking news, press conference and media access to the District facilities or colleges. Other specific guidelines and logistic processes for working with the news media under these conditions include the following for both emergency access and for non-emergency access requests during an incident:

1. Media inquiries for official information, interviews and/or access to the colleges or District facilities must go to the designated Public Information Officer (PIO) for college-specific requests for a college-specific situation via the college ICC and/or to the designated Public Information Officer at the District EOC. The District and/or College PIOs will work together and with all other jurisdictional PIOs for coordination and approvals.
2. When the main District EOC is activated, all media inquiries for official information, interviews and/or access to the colleges or District facilities must be routed to the designated District EOC Public Information Officer for coordination.
3. In the event of an on-going breaking news emergency, the on-duty PIO will establish a regular schedule for briefings and updates to handle the majority of media requests for information for the emergency. Depending on the nature of the emergency, it is likely that all such briefings will be off-site and no immediate access to District facilities or colleges can be guaranteed. All media information will be posted to the official website and/or social media account(s) for the District and/or the colleges as quickly as possible.
4. Colleges and/or District facilities that are closed for public health and safety reasons due to an emergency will be accessible only via escort for credentialed members of the working press upon request. Access cannot be guaranteed and requests will be evaluated taking into consideration the prevailing conditions at the time of the request.
5. For news media access requests to District facilities or colleges during an emergency for unrelated, non-breaking news gathering/story assignments, all such requests must be made a minimum of 24 to 48 hours in advance to the PIO. Non-breaking news access requests made within 24 hours of the time requested may not be granted depending upon the prevailing conditions due to public health and safety reasons. All such requests for on-campus access will be responded to as quickly as possible, including arrangements for on-campus escorts as appropriate. The EOC, the ICC and/or the ICP will work with the designated college president for final approval of the media access request to a college campus.



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6. Routine access to in-classroom instruction is generally not allowed under any circumstances, and will be considered on a case-by-case basis.
7. News media requesting access to District facilities or colleges understand that they must present and wear verifiable press credentials at all times, such as those issued by the Los Angeles County Sheriff's Department (LASD) or other recognized public safety agencies that issue press credentials.
8. News media granted access agree to follow all prevailing public health and safety requirements/protocols for accessing District facilities or colleges as well as the direction of the on-site public safety personnel, including any required symptom checks, use of personal protection equipment, facial coverings and social distancing as required. News media representatives will be responsible for their own PPE, faced coverings, gloves, etc. and may be denied access if they arrive without such required safety equipment.
9. News media representatives granted access to District facilities or colleges under emergency conditions, and their employers, shall assume all risk and liability for entering District property and colleges and shall hold harmless the District, the colleges and its agents/representatives for any damages to persons or equipment.
10. LACCD recognizes that media access to the colleges and District facilities will include provisions and restrictions in accordance to California Penal Code California Penal Code Sections 409.5 (D) and 409.6 as well as any other restrictions from state or federal emergency authorities, including public health restrictions and guidelines for pandemic, biological and/or hazmat situations, including adherence to social distancing, use of personal protection equipment and facial coverings.

### **Non-Emergency Press Conferences or Press Events During a Declared Emergency**

1. In the event that the District or one of its colleges determine that a press conference or special press event is needed for a specific District or college need, the request and a detailed event plan will be submitted at least one week in advance of the proposed event for review and approval by the District EOC, the college ICC and College President.

Should an outside entity or organization wish to hold a press conference or special press event, the request and a detailed event plan also must be submitted to the EOC or ICC PIO at least one week in advance for review and approval. The outside party must also apply for a District permit and pay all appropriate fees and cost recovery for the event.

The plan will include all relevant details, including, but not limited to:

- The nature of the event; the time, date and location and proposed run of show details
- Names of participants; event organizers, designated PIO and Event Safety Officer
- Parking, access and staging areas needs and locations for guests and press
- Plans for adherence and use of prevailing public safety protocols; advanced registration
- Lists of other guests and news media attending, plus press check-in and check-out plans
- Other details such as hand sanitizers, availability of PPE and cleaning processes
- All other information as required or requested by the District EOC and/or the College ICC including any press pool needs, live streaming, etc., for press not attending.

The EOC (or ICC) will review plans for approval and will work with the designated District or college PIO, the college ICC and President for approval and permits.