

ArtCenter College of Design Emergency Action Plan

Notification Procedures

To report an emergency call 2211. Answer the dispatcher's questions in the order they may ask:

1. Where is the emergency situation located?
 - a. Building: _____
 - b. Floor: _____
 - c. Room: _____
2. What phone number are you calling from? _____
3. Is there anyone injured? _____
4. Are medical services required? _____
5. What happened? _____
6. What is being done? _____
7. Please wait for instructions.

Preface

The Emergency Action Plan (EAP), which is part of the overall Emergency Management Plan (EMP), is designed for ArtCenter College of Design (College or ArtCenter) administrators, staff, faculty, guests and contractors as a guide to be followed in an emergency situation. While this plan does not cover every possible situation, it provides basic guidelines.

Campus emergency operations will be conducted within the framework of these College guidelines. All requests for procedural changes, suggestions or recommendations should be submitted in writing to the Director, Environmental Health and Safety, at ehs@artcenter.edu. All recommended changes will be reviewed and submitted to the EAP Steering Committee for final approval.

Purpose

As required by Title 19 California Code of Regulations; California Fire Code; California Health and Safety Code; County of Los Angeles Fire Code and the Pasadena Fire Code, the EAP shall be prepared, implemented, maintained and annually reviewed for accuracy. This plan is a legal document.

Authority

ArtCenter delegates authority and responsibility of the EAP to the Senior Vice President, Chief Financial and Administrative Officer (SVPCFAO). As the executive who provides oversight of the EAP, the SVPCFAO is responsible for reporting the activation, operation and termination of the EAP to the President of the College.

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The EAP Steering Committee consists of the following: Vice President, Marketing and Communications (VPMC); Vice President, Human Resources (VPHR); Vice President, Facilities and Campus Planning (VPFCP); Vice President, Information Technology (VPIT); Associate Vice President, Human Resources (AVPHR); Director, Campus Security (DCS); Director, Facilities (DF); Director Campus Planning (DCP); Manager, Facilities (MF) and the Director, Environmental Health and Safety (DEHS).

Implementation

There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are described below: Since an emergency often occurs suddenly and without warning, these categories are designed to be flexible in order to accommodate response contingencies of varying magnitude.

Emergency Event Categorization		
Level 3	Highest	This level of severity is declared if the operational interruption is estimated to be more than 72 hours and the President and SVPCFAO declares a campus state of emergency. Depending on the recovery time, critical functions and operations may be recovered at an alternate site. Examples include the following: natural disasters, terrorism, structure failures, etc.
Level 2	Mid	This level of severity is declared if the operational interruption is estimated to be more than 24 hours and less than 72 hours. Examples include the following: fires, power outages, etc.
Level 1	Lowest	This level of severity is declared if the operational interruption is estimated to be 24 hours or less and there is no modification to the scheduled workload of unaffected functions and operations. Examples include the following: assaults, workplace violence, and small fires.

Assumptions

The EAP is designed based on the following assumptions:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday with little or no advance warning.
- The progress of events in an emergency is not predictable and, therefore, plans will serve as a guide and checklist, and may require “real-time” modification in order to meet the requirements of the emergency.
- An emergency may be declared if information indicates that such a condition is developing or is probable.
- Regional emergencies may affect residents in the geographical location of the campuses, thus city or state emergency services may not be immediately available to assist with an emergency on campus.
- Regional emergencies may also cause the following events to occur:

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- Utilities such as electricity, gas, water, sewer and basic communication (landlines and mobile phone service systems) may not be available.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the President of the College or designee (appointed by the President). A Level 2 may result in a declaration; all Level 3 incidents will result in a declaration.

- When the President or designee makes this declaration, only persons authorized by the College administration will be allowed on campus.
- Persons who do not have urgent business on campus will be asked to leave the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with the law.

Chain of Command

The SVPCFAO will be responsible for communicating the event to the College's Executive Cabinet.

The chain of command assignment for Incident Commander (IC) on scene is as follows:

- Vice President, Facilities and Campus Planning
- Director, Campus Security
- Director, Facilities
- Manager, Facilities
- Director, Environmental Health and Safety

In the event that any individual in the chain of command cannot be reached or is incapacitated, the next person in the chain of command will assume responsibility until their supervisor is contacted. Instructions following an evacuation or an emergency will be based on the type and scale of the emergency as determined by the IC and the Emergency Management Team (EMT).

The IC is responsible for notifying and coordinating the efforts of the police and fire departments, activating the Emergency Response Team (ERT), ensuring buildings and campuses are evacuated safely; and notify the police and fire departments of anyone needing assistance.

The EMT consists of: VPMC, VPFCP; Director, Campus Planning (DCP); DEHS; DCS; DF; MF; Manager of Auxiliary Services (MAS); and Director of Network Services (DNS).

The EMT will make an initial assessment of the emergency in order to determine the plan of action. When necessary, EMT will activate the Incident Assessment Team (IAT) to conduct further investigation of buildings, equipment, infrastructure, fiber optics, etc.

The IAT consists of: VPFCP, DCP, DF, MF, DNS, DCS, and DEHS. The IAT will complete a Damage Assessment Report (DAR) and submit to the EMT for further evaluation.

The Fire Safety Director (FSD) position will be assigned by the on-site IC. The FSD will be the on-site liaison between the IC and the Fire Department (FD).

The ERT consists of Campus Security, Facilities and evacuation coordinators.

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Roles and Responsibilities

The ERT is responsible for the following:

- Know the physical layout of the floor, office and classroom areas.
- Know the location of the nearest stair exit, alternate stair exit and the direct route to each.
- Know the location of first aid kits and disaster supplies.
- Know the names and work locations of persons with disabilities. Assign an employee to the disabled to assist them during an emergency.
- Know emergency telephone numbers and procedures.
- Know how to assume control, maintain calm and prevent panic.
- Instruct students, faculty and staff in their emergency roles.
- Know how to notify the Fire Department of the location of disabled persons.
- Know the meeting place in the suite to meet during an emergency.
- Know the location of the Emergency Assembly areas for each building.

General emergency tasks to be assigned:

- **Search the area:** always work in pairs and search all work areas, break rooms, copy rooms, conference rooms, rest rooms, classrooms and studios to confirm that everyone heard the fire alarm and is beginning to evacuate. Be certain that no one is left on the floor. Close and mark all doors as you proceed to clear. Once the area is deemed empty, the entire team will exit the area together.
- **Elevator lobby:** Assume a position in front of the elevator to direct people away from the elevator and to the exit stairs. Block elevator vestibules with caution tape. Bring all elevators to the ground floor.
- **Assist the Disabled:** If the disabled person is on the first floor, the ERT is responsible for assisting them out of the building and to the evacuation area. If they are on the second floor or higher, move them to a smoke-free enclosed stairwell. If they are able to go down stairs, wait for the stairs to clear and then proceed down. If unable to manage stairs, if possible, stay with the person in the stairwell and send runner down to the first floor to inform a firefighter or evacuation coordinator that an individual needs evacuation. Disabled persons unable to negotiate the stairs are to enter the stairwell once it is safe to do so and stay there for evacuation by the Fire Department. A firefighter will move the person down the stairs.

Employee and Student roles and responsibilities:

- Review and understand the emergency procedures.
- Know the most direct route to the nearest emergency exit and an alternate emergency exit.
- Leave the building when the alarm sounds.
- Do not use the elevators.
- Move to the Emergency Assembly area designated for your building.
- Do not smoke during an evacuation or in the Emergency Assembly area.
- In the event of an evacuation, notify an Emergency Evacuation Coordinator or the Fire Department of any missing co-workers or students.
- Never attempt to re-enter a building once it has been evacuated.
- Wait for further instructions.
- Never attempt to go to your vehicle or leave the premises during a fire alarm.
- Anyone who notices something of importance (i.e.: trapped person, a person who refuses to leave, injured person, etc.) should report to Emergency Responders.

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Emergency Event Response

Fire

If you smell a Suspicious Smoke-like Odor, See Smoke or See Fire

- **Call Campus Security at ext. 2211 or 626-396-2211**
- Warn others in the immediate area.
- Use an extinguisher only if the fire is small and you are trained on how to use the extinguisher.
- Use caution when approaching a closed door. Carefully check for heat with the back of your hand by lightly touching the doorframe near the top. Then check the door handle. If it is hot, go to an alternate exit.
- Brace yourself and open the door slowly if it is cool to the touch. You may need to shut it quickly if you encounter flame or smoke.
- Enter the area carefully and close the door behind you if the room is filled with smoke. If the smoke is too intense, stay where you are.
- Drop to your hands and knees and keep your face near the floor whenever there is heavy smoke.
- Follow the wall to the nearest exit and leave the building if safe to do so.
-

What to do if you are trapped in a building

- Stay calm.
- Try to go to a room or hallway that has an outside window and stay there. As an alternate find a room with a door and a phone.
- **Call Campus Security at ext. 2211 or 626-396-2211** and tell them exactly where you are, even if you see fire trucks.
- Stay where they can see you and wave something bright or light-colored to help attract their attention.
- To keep smoke out of your refuge area, use clothing, towels, newspapers, etc. to stuff the cracks around the door and cover the ventilators.
- Do Not Break a Window, this will bring more smoke into the space.
- Think Before You Act and be patient until help arrives. Rescue will take time, and rescuers will try to begin with those who are in the most immediate danger.

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Earthquakes

Protect Yourself During Earthquakes!



- Stay calm.
- If indoors, stay there. Duck, cover, and hold under a hard surface like a desk or a table until the shaking stops.
- Face away from any windows.
- Stay clear of tall objects that may tilt and topple over.
- Stay in the building. Do Not Run Outside.
- If outdoors, get into an open area away from buildings, trees, and power lines.

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- Remain calm and prepare for aftershocks. Make sure that you are OK.
- Check immediate area to ensure that you are safe.
- Initiate some light source like a flashlight or light as there may be a power outage.
- Gather the occupants of the suite or room, and determine if everyone is accounted for. Notify emergency responders if anyone is trapped or missing.
- Check for injuries and give first aid. Employees and students do not have a duty to come to the aid of a stricken person; however, you may voluntarily assist the victim to the degree that you are trained. If blood or other bodily fluids are present, wear gloves or use some form of protection.
- Provide a brief summary for your suite or room including the number of people injured or missing; gas or other odors, structural damage to windows, walls or ceilings, etc.; and any other pertinent information.
- Extinguish small fires if you are trained to do so.
- Use emergency exits to evacuate the building when safe or instructed to do so.

Bomb Threat

Upon receiving a bomb threat remain calm and try to retrieve the following information from the caller:

- What time will the bomb go off?
- Where is the bomb?
- What type of bomb is it?
- Why was the bomb planted?
- Who planted the bomb?
- What is the caller's name?

Note the following information:

- Time of the call
- Male or female caller
- Voice or accent
- Background noises
- Caller's emotion: calm, angry, crying, yelling, etc.

Upon hanging up:

- **Call Campus Security at ext. 2211 or 626-396-2211**
- Wait calmly for instructions from Campus Security, police, supervisor, etc.
- Do not mention call to anyone else to prevent panic and chaos

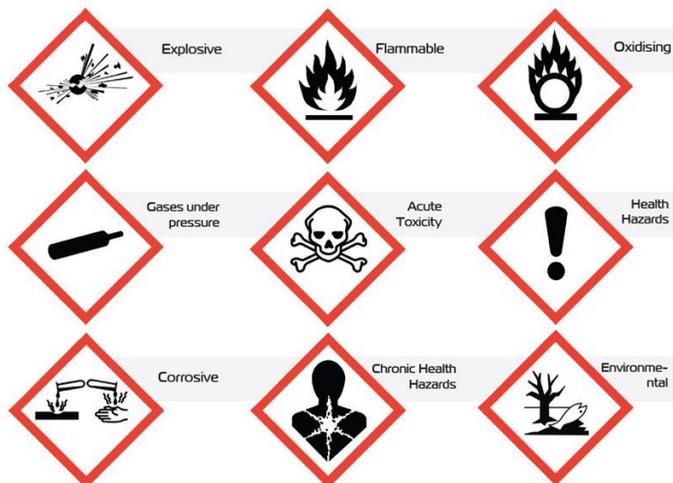
High-Level Threat or Suspicious Article Found

- **Call Campus Security at ext. 2211 or 626-396-2211**
- Do not pick up or remove the article
- Wait for authorities
- Keep persons away from the object

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Hazardous Materials Release

Upon receiving notification of chemical release, exposure hazards or seeing indications of a chemical spill immediately **notify Campus Security at ext. 2211 or 626-396-2211**



Indoor Release

- Evacuate the building and move to the building's emergency evacuation area upwind from the spill or release.
- Use exits leading away from the impacted release area.
- People suspected of being exposed to the chemical are to move to an emergency shower wash or isolated area for decontamination.
- Those exposed will receive medical attention and instructions for decontamination.
- Wait for further instructions from Campus Security or emergency responders
- **Always follow all safety procedures when working with hazardous materials. Refer to the label or the safety data sheet for additional information prior to use.**

Outdoor Release

- **Notify Campus Security at ext. 2211 or 626-396-2211**
- Remain calm.
- Shelter-in-place, and wait for instructions on best location to gather.
- Campus Security and Facilities will power-down ventilation and air circulating systems to prevent fumes, gasses or vapors from entering the building.
- Station Campus Security or an ERT member at each exit to notify those that want to leave of the hazard. Inform anyone leaving that they will not be allowed to come back into the building if they have been exposed to the release.
- Take actions to contain the hazard and neutralize if possible.
- Close interior and exterior doors and windows.
- Move people to the inner part of the building where there aren't any windows or exposure to the outside release.
- The rooms should have doors that are fairly effective at preventing airflow from the hallways, stuff fabric or paper into any cracks or crevices to secure and seal.
- Bathrooms are not a good option as their exhaust systems lead directly to the exterior of the building.
- Wait for further instructions from Campus Security or emergency responders

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Violent Intruder or Active Shooter

There are a few options on how to respond when an active shooter is in your vicinity. You must **EVALUATE THE SITUATION** and decide which option is best based on the current situation.



Option 1: **EVACUATE (Run/Escape)**

- Use the closest and most direct route to exit the building. If that exit is not available choose the second closest
- Leave your belongings behind
- Keep your hands visible
- **Call 9-1-1 when it is safe to do so**
- **Call Campus Security at ext. 2211 or 626-396-2211**

Option 2: **SHELTER-IN-PLACE (Hide)**

- Hide in an area out of the shooter's view
- Get under a desk, in a room without a window, and lock the door if possible.
- Block the entry to your hiding place, turn the lights off and lock the door if possible
- Silence your phone
- **Call 9-1-1 when it is safe to do so**
- **Call Campus Security at ext. 2211 or 626-396-2211**

Option 3: **TAKE ACTION (Fight)**

- Use as a last resort and only if your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression or throw items at the active shooter
- **Call 9-1-1 when it is safe to do so**
- **Call Campus Security at ext. 2211 or 626-396-2211**

When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands including bags, jackets, purses, etc.
- Keep hands visible, raise hands and spread fingers
- Avoid quick movements, yelling, pointing, screaming
- Clear the area, do not linger or ask questions

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Care of Disabled or Injured Persons in an Emergency

In an emergency, disabled persons may need additional assistance. The disability may be permanent, temporary, or caused by the emergency event. The following information is a guideline to attend to the situation:

- Stay calm and ensure safety for you and for others, stay focused, be patient and speak clearly
- Prevent injury and further damage to a victim
- Response to an injured person is on a volunteer basis, the only obligation is to notify emergency responders that a person is in need of medical attention
- If it is necessary to attract attention, wave a light source and yell until you have attracted attention
- Identify yourself and your purpose for being there. Allow the individual to establish your position before you continue
- Describe your actions before you do them
- Use a pad, pencil and pictures as an alternate method to language
 - Be simple and clear
 - Write slowly and give yourself plenty of room for comments
- Isolate hysterical people and deal with them in simple, firm and clear language
- Wheelchairs are an exceptional challenge. An inexperienced person should only try to move a person in a wheelchair as a last resort or with assistance.
- In a fire situation, move the person to the stairwell, the Fire Department will evacuate the person from a stairwell.
 - Use the brakes when the wheelchair is not in motion
 - Secure the person with the seatbelt before moving the wheelchair

