

LCAD
EMERGENCY
ACTION
PLAN

LAGUNA COLLEGE OF ART + DESIGN

INTRODUCTION

Dear LCAD Community:

We have compiled this handbook to assist you in preparing for, dealing with, and reporting emergency situations appropriately.

While it is impossible to produce a document that is inclusive of all possible emergency scenarios, this handbook addresses the most common emergencies that may occur on campus.

It is our hope you will take time to review this handbook and become familiar with each procedure.

If you have any questions or would like more information, please feel free to contact one or both of the following:

Campus Safety: jwooley@lcad.edu

Human Resources: hr@lcad.edu

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Emergency Numbers

Emergency Phone Numbers: 911

Campus Safety – Emergency: 949-715-8034

Campus Safety – Non-Emergency: Jim Wooley, 949-376-6000 Ext 296

Non-Emergency Phone Numbers:

Laguna Beach Police: 949-497-0701

Laguna Beach Fire: 949-497-0700

Laguna Beach Animal Control: 949-497-0701

California Poison Control: 800-222-1222

Building Names/Addresses

Maps start on page 14.

Administration Building

2265 Laguna Canyon Road
Laguna Beach, CA 92651

Big Bend

2825 Laguna Canyon Road
Laguna Beach, CA 92651

Main Campus

2222 Laguna Canyon Road
Laguna Beach, CA 92651

MFA Fine Arts Studios

2633 Laguna Canyon Road
Laguna Beach, CA 92651

Senior Studios

2295 Laguna Canyon Road
Laguna Beach, CA 92651

Student Housing

775, 785, 787 and 793 Laguna Canyon Road
Laguna Beach, CA 92651

South Campus

805A, 807A, 807B, 815, 821B Laguna Canyon Road
Laguna Beach, CA 92651

Earthquake

A. DURING AN EARTHQUAKE:

1. Remain calm and ACT, do not react.
2. If indoors, seek refuge under a desk or table and hold on (Duck, Cover, and Hold). Stay away from windows, shelves, and heavy equipment.
3. If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by proper authorities.

B. AFTER INITIAL SHOCK:

1. Be prepared for aftershocks. Aftershocks are usually less intense than a main quake.
2. Protect yourself at all times.
3. Evaluate the situation, call Campus Safety for emergency assistance only if unable to exit a building.
4. Since gas leaks could be present, do not use lanterns, torches, lighted cigarettes, or open flames.
5. If an earthquake causes a fire, implement fire procedures.
6. Open windows, etc. to ventilate the building. Watch out for broken glass. Do not open the windows, etc. if a fire is present.
7. Determine whether or not anyone has been trapped by falling objects. If so, notify Campus Safety or an LCAD official so that an emergency rescue operation can be initiated.
8. Check water, gas, and sprinkler valves for leaks. If there are any leaks, report them to Campus Safety immediately.
9. If the structural integrity appears to be deteriorating rapidly, evacuate the building immediately.
10. Do not use the telephone unless it is absolutely necessary for emergencies. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.
11. Damaged facilities should be reported to Campus Safety.
12. If a building's fire alarm is sounded, walk quickly to the nearest marked exit and ask others to do the same.
13. Once outside, move to the evacuation site designated for the building (see map on back of this packet). Stay clear of overhead power lines or other structures that may fall. Keep fire lanes, hydrants, and walkways clear for emergency crews and equipment. Be cooperative and follow the instructions of emergency personnel. Do not leave the evacuation site until instructed to do so.
14. Do not return to an evacuated building until instructed to do so. Please refer to the BUILDING EVACUATION instructions.

Should you become trapped in a building:

1. If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
2. If there is no window, tap on the wall at regular intervals to alert emergency crews.

www.fema.gov

Fire

EMERGENCY ACTION

1. Sound alarm. (visual communications and administration buildings only)
2. Evacuate the building.
3. Call 911.*
4. Notify Campus Safety at 949-715-8034.
5. Evacuate to designated area.

*In all cases when an employee, student, or visitor becomes aware of a fire, 911 must be called immediately.

1. Go to the nearest safe location and activate the fire alarm at the pull station as you evacuate the building. If the building does not have an alarm system, call 911

Give the Fire Department the following information:

- Location: Laguna College of Art and Design
 - Name of the building and/or classroom number – Address of Building
 - Location of the fire within the building
 - A description of the fire and how it started (if known)
 - The phone number from which you are calling
1. Know the location of fire extinguishers and fire exits in your area and know how to use them. In most cases, do not attempt to extinguish a fire. Instead, sound a warning and evacuate a building. Leave fire containment to the Fire Department.
 2. If a minor fire appears to be controllable, trained persons may attempt to extinguish the fire using fire extinguishers and/or other proper sources. Attempt this only after Campus Safety has been called.
 3. When a building fire alarm is sounded or an emergency exists, walk quickly to the nearest marked safe exit and encourage others to do the same. Walk quickly to the nearest evacuation site and stay there until an LCAD official or civil authority gives further instruction. Department heads should account for each employee at each evacuation site. Instructors will account for each student at each evacuation site.
 4. Feel closed doors with the back of your hand before attempting to open. If a door is warm, do not open it. If smoke is entering the room through cracks around the door, stuff something such as a wet towel in the cracks to slow the flow of air.

Should you become trapped in a building during a fire:

- If a window is available, place an article of clothing outside the window to alert rescue crews.
- If there is no window, stay near the floor where the air will be less heated and toxic.
- Shout at regular intervals to alert emergency crews of your location.
- Remain calm.

Lockdown

The term "lockdown" can be defined as an emergency course of action taken by an agent of authority to contain a problem or incident within the area of its origin by controlling the movement of people. As such, a **Lockdown** is an emergency protocol either to prevent people or information escaping—which usually can only be ordered by someone in command—or to protect people inside a facility from a dangerous external event.

A Partial Lockdown means that the doors leading outside of a building are locked and people may neither exit nor enter the building. During a partial lockdown, teaching and normal work processes can continue until the "All Clear" is given.

A Full Lockdown means that people must stay where they are and may neither exit nor enter a classroom or campus building. Close and lock all doors, barricading them if possible. Turn off all lights and close all blinds/shades. Doors leading outside of a building are to be locked and secured. Seek protective cover (behind concrete walls, filing cabinets, etc.) away from windows and doors. Keep quiet and act as if no one is in the room. Wait for Public Safety or local police to assist you out of the building.

Full Lockdown Procedures

All students, faculty, and staff who are inside a building or are in transition between rooms should go to the closest room, close and lock all doors.

1. Close and lock all windows and blinds.
2. Turn off all lights.
3. Lock all doors or blockade all doors.
4. Lie down on the floor away from windows.
5. Silence your ringer and vibration mode on your cell phone.
6. Remain silent.
7. Maintain a calm environment.
8. Remain in lockdown until it is safe to leave.
9. Cooperate with rescuers.

Medical Emergencies

EMERGENCY ACTION

Notify Campus Safety immediately by calling: 949-715-8034 or from an LCAD phone dial: 221.

1. During a medical emergency good communication is as important as the first aid rendered. From the information passed from the caller to Campus Safety to the EMT's, each step in the communications process is vital to the well-being of the victim. When calling Campus Safety, be prepared to give this information about the victim:
 - a) Any unusual signs
 - b) Age and gender
 - c) Your name
 - d) Location, address of location and extension where you are calling from.
2. Check and ensure area is safe to occupy.
3. Do not move victim unless directed to do so.

Hazardous Material Spill/Release

EMERGENCY ACTION

1. Notify Campus Safety immediately by calling: 949-715-8034.
2. Secure the area.
3. Assist the injured if the area is deemed safe.
4. Evacuate if necessary.

For spills, leaks, and incidents when a fire is not involved, facility personnel may take the following steps if appropriate:

1. Any reportable spillage or release of hazardous chemical is to be reported immediately to Campus Safety or Human Resources. When in doubt, call 911. When reporting, give the following information:
 - a) Your name
 - b) Campus, building address and room number
 - c) Chemicals involved and amount of exposure.
2. Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Safety. Washing off the contamination and administering first-aid should be started immediately.
3. If it is a very large release, contaminates more than one room, has very toxic or flammable vapors, or may cause an immediate threat to human life, activate the building fire alarm and call 911.

NON EMERGENCY ACTION

If the situation is not health threatening and trained people and proper cleanup equipment are on hand, you may clean up the spill and dispose of waste materials properly.

However, even under seemingly innocuous conditions, it is recommended that Campus Safety and Maintenance be consulted to be sure that the right steps are being taken to clean up the spill.

First-Aid

Call 911 for emergency situations and contact Campus Safety at 949-715-8034.

Minor Injuries

First aid kits are available in every building. Please see the list below for their locations.

- **Administration Building**
Kitchen
- **Big Bend**
Suite B – Kitchen
- **Gallery**
Back room next to restroom
- **Main Campus**
Kitchen of Reception Office
Woodshop
Maintenance Van
- **Student Housing**
Laundry room
- **MFA Fine Arts Studios**
Kitchen
Above student printer
- **Senior Studios**
Go to the Administration Building
- **South Campus**
Studio 1-3 – Back wall
Studio SC4 – Back wall
SC5 – Back wall

Crime & Violence

IN PROGRESS INCIDENTS

1. Call 911 first and then notify Campus Safety at 949-715-8034
2. Give your name, location, address, and type of incident
3. Make sure the dispatch knows that the incident is in progress

A. HOW TO REPORT:

Notify Campus Safety at 949-715-8034. Campus Safety will then dispatch the appropriate emergency response department (police, fire, ambulance).

B. REPORTING CRIMES IN-PROGRESS:

If you are a victim or a witness to any in progress criminal offense, report the incident as soon as possible to Campus Safety providing the following information:

1. Nature of the incident. Make sure the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. A description of the suspect(s) involved.
4. A description of any weapon(s) involved.
5. A description of any property involved.
6. A phone number where you can be reached.

C. REPORTING CRIMES NOT IN PROGRESS:

All crime should be reported. Police can often identify suspects by physical evidence left at the scene, or by comparing the method of operation of the crime with that of other crimes committed in the area and the habits of known criminals. In addition, Police may be able to recover reported stolen property and trace it to the thief.

Shelter-in-Place

If an incident (hazardous environment, active shooter incident, etc.) develops that requires you to remain where you are, an emergency communication system message will be sent to all students, staff and faculty. The notification will be sent via text message and voicemail message through the LCAD Omnilert emergency communication system.

Should you receive or hear the message to stay in place:

1. Remain calm.
2. Lock doors.
3. Move away from windows and doors.

Await further instructions from LCAD officials, Campus Safety, or Police.

Active Shooter

Your actions can make a difference for your safety and survival. Be aware and be prepared.

If you can't run, hide. If you can't hide, fight.

Run

1. Always try to escape or evacuate, even when others insist on staying.
2. Encourage others to leave with you, but don't let them slow you down with indecision.
3. Leave your belongings behind, and try to find a way to get out safely.
4. Keep your arms in the air at all times.
5. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

Hide

1. If you can't get out safely, you need to find a place to hide.
2. Act quickly and quietly. Try to secure your hiding place the best you can.
3. Turn out lights, and if possible, remember to lock and/or blockade doors. Silence your phone's ringer and vibration mode.
4. If you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.
5. Do your best to remain quiet and calm.
6. Be out of the shooter's view, but don't trap or restrict your options for movement.

Fight

1. As a last resort, if your life is at risk, whether you are alone or working together as a group, fight!
2. Act with aggression. Improvise weapons. Disarm the shooter
3. Commit to taking the shooter down, no matter what.
4. Attempt to incapacitate the shooter.
5. Act with physical aggression.
6. Commit to your actions.
7. Try to be aware of your environment. Always have an exit plan.

When law enforcement arrives:

1. Remain calm and follow instructions.
2. Keep your hands visible at all times, preferably up in the air
3. Avoid pointing or yelling.
4. Know that help for the injured is on its way.

Your actions can make a difference for your safety and survival. Be aware and be prepared.

Link: Run. Hide. Fight.

www.youtube.com/watch?v=5VcSwejU2D0

Bomb Threats

EMERGENCY ACTION

1. Report the incident. Notify Campus Safety immediately by calling: 949-715-8034
2. If a suspicious object is observed: do not touch it! Evacuate the area.

All bomb threats must be treated as serious matters. To ensure the safety of faculty, staff, students, and general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. Evacuate the area and contact Campus Safety. Evacuation can be executed by voice or by use of the fire alarm.

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, e-mail, or suspicious parcel, or discover a suspicious item somewhere on campus. A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

TELEPHONE THREAT

- Remain calm. Do not hang up! Listen carefully.
- Try to keep the caller calm and talking so that you can gather more information. Write down all information.
- Attempt to find out why the caller is upset.
- Note any characteristics about the call and caller:
 - Time of the call
 - Age and gender of the caller
 - Emotional state
 - Background noises
 - Speech pattern, accent
- Identify the type of threat and note any details offered:
 - When is the bomb going to explode?
 - What does it look like?
 - Where is the bomb located?
 - What kind of device is it?

WRITTEN THREAT

- If the threat is received by mail, do not further handle the letter, envelope or package.
- If the threat is received by e-mail, save the entire e-mail message, including any attachments, and print out a copy for police.
- Call Campus Safety and notify your supervisor.

SUSPICIOUS PARCEL, MAIL, ETC.

- Letter and Parcel Bomb Recognition Clues
 - Foreign mail, air mail and special delivery
 - No return address
 - Restrictive markings such as "confidential," "personal," etc.
 - Excessive postage, multiple stamps
 - Excessive weight, rigid envelope
 - Lopsided or uneven envelope

- Handwritten or poorly typed address
 - Protruding wires or tinfoil
 - Incorrect titles or titles with no name, misspelled words
 - Excessive securing material (i.e., tape, string)
 - Oily stains or residues
 - Mysterious delivery
 - Shows a city or state in the postmark that does not match the return address
- Do not handle! Keep anyone from going near it.
 - Leave the area, notify your supervisor and call Campus Safety.
 - If an evacuation is warranted, Campus Safety will activate the building fire alarm.
 - Evacuate the building by walking to the nearest exit and calmly direct others to do the same. Once outside, move to a clear area at least 150 feet from the affected building. Keep walkways and roads clear for emergency responders.
 - Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

Utility Failure

EMERGENCY ACTION

1. Call main campus Front Desk at 949-376-6000 (from system phone, ext. 221) or Campus Safety at 949-715-8034.
2. Evacuate if necessary.

In the event of major utility outage during the regular working hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, call the Main Campus front desk, which will contact campus facilities.

If there is a potential danger to the building occupants, or if the utility failure occurs after hours, on the weekend, or a holiday, notify Campus Safety.

A. POWER FAILURE:

1. Some buildings have emergency power generators to supply lighting for evacuation. All buildings have battery powered emergency lights. To aid in evacuation, it is advisable to have a flashlight. If it appears that only your building is without power notify the Main Campus Front Desk at 949-376-6000 (from system phone, ext. 221), which will contact campus facilities.

B. PLUMBING FAILURE / FLOODING / WATER LEAK:

1. Cease using all electrical equipment and turn off any electrical equipment near the leak if safe to do so.
2. Notify the Main Campus Front Desk at 949-376-6000 (from system phone, ext. 221), which will contact campus facilities and IT.
3. Evacuate the immediate area to prevent injuries.

C. NATURAL GAS LEAK: DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ELECTRICAL EQUIPMENT

1. Cease all operations.
2. Evacuate the area immediately.

Notify Main Campus Front Desk at 949-376-6000 (from system phone, ext. 221) from a phone outside the hazardous area, which will contact campus facilities

Media

If a member of the media calls or appears on campus regarding an emergency, please take the following steps:

1. Politely decline to answer questions.
2. Take their name and phone number and tell them that someone will call back as soon as possible.
3. Do not interfere with news crews or reporters. However, alert Campus Safety of their presence and location. State law allows reporters at disaster scenes and permits them to cross police lines. Refer all questions to the LCAD Public Information Officer (PIO). An LCAD official will communicate the designated PIO for each emergency, at that time.

Do not speculate on the extent of the emergency or reveal any information to the media because anything you say may be interpreted as the official position of LCAD.

Building Evacuation

EMERGENCY ACTION

1. Remain calm.

2. Evacuate building.

- A. All building evacuations will occur when an alarm sounds continuously or upon notification of the Omnilert emergency communication system via text and voicemail message or by emergency personnel and/or Campus Safety.
- B. Be aware of all marked exits from your area and building. Know the routes from your work area or residence. Lit and marked exit signs are installed in all buildings on campus.
- C. Take note of all individuals with physical disabilities who may need assistance in your area.
- D. If necessary or if directed to do so by a designated emergency official, activate the building fire alarm.
- E. When the building fire alarm is sounded or when told to leave by a College or civil official, walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to the Evacuation Site designated for the building as shown on the back page of this packet.

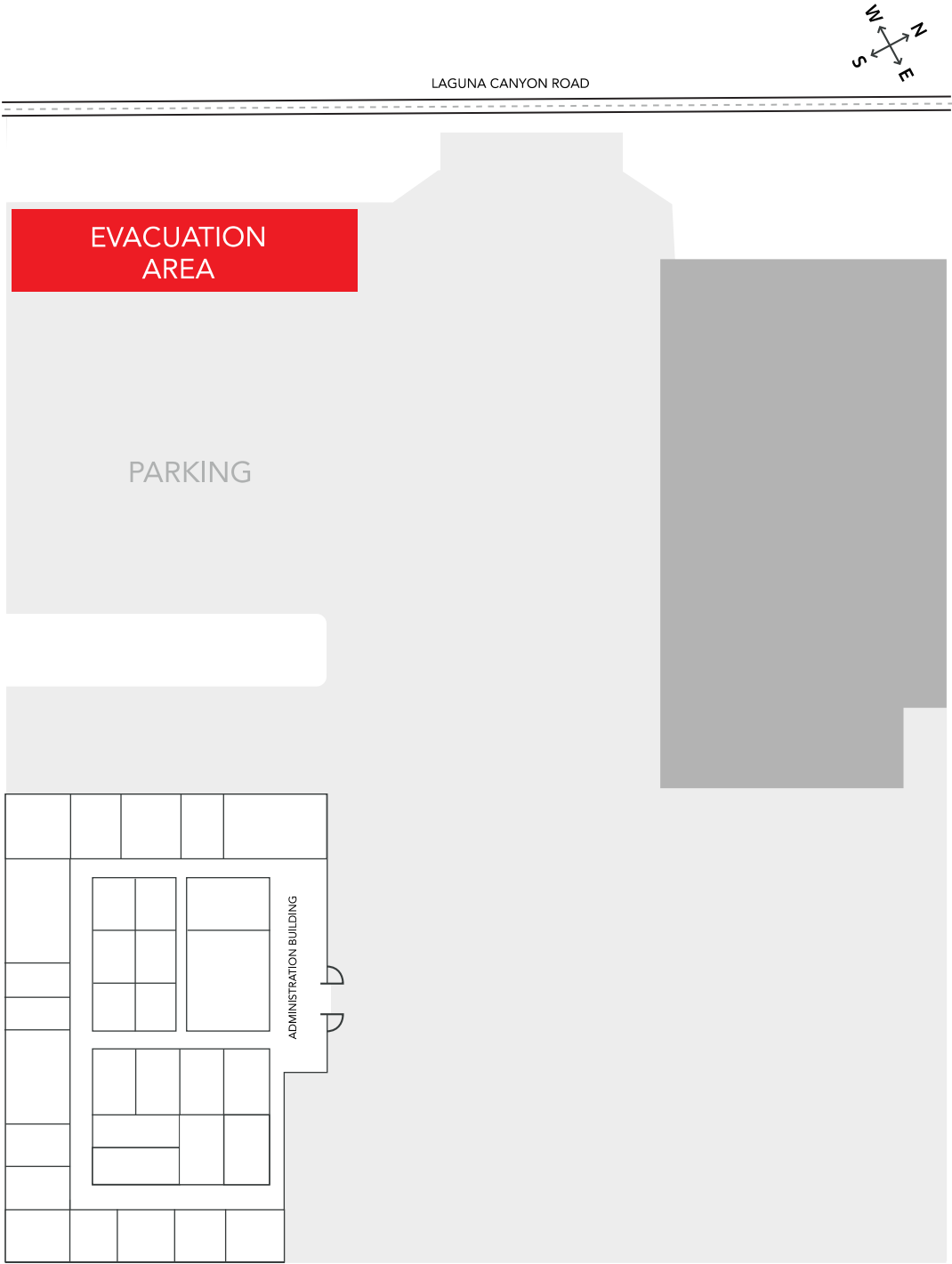
DO NOT return to an evacuated building until instructed to do so by an LCAD official or civil authority.

Evacuation Plan

1. Building occupants shall convene at the designated initial evacuation site upon an emergency requiring evacuation.
2. If the initial evacuation site is not adequate as an evacuation site, follow an LCAD official or civil authority to secondary evacuation site
3. Do not leave the evacuation site until directed to do so by an LCAD official or civil authority.

Initial Evacuation Site	Final Evacuation Site (See following pages for maps)
Administration Building 2265 Laguna Canyon Road	Northwest corner of the parking lot
Big Bend 2825 Laguna Canyon Road	Far East end of the student parking lot
Main Campus 2222 Laguna Canyon Road	South end of the student parking lot
MFA Fine Arts Studios 2633 Laguna Canyon Road	Northwest corner of the parking lot
Senior Studios 2295 Laguna Canyon Road	Northwest corner of the parking lot
South Campus 805A, 807A, 807B, 815, 821B Laguna Canyon Road	Sidewalk between parking lot on Laguna Frontage Road and Laguna Canyon Road
Student Housing 775,785, 787, 793 Laguna Canyon Road	West of the Café – parking lot

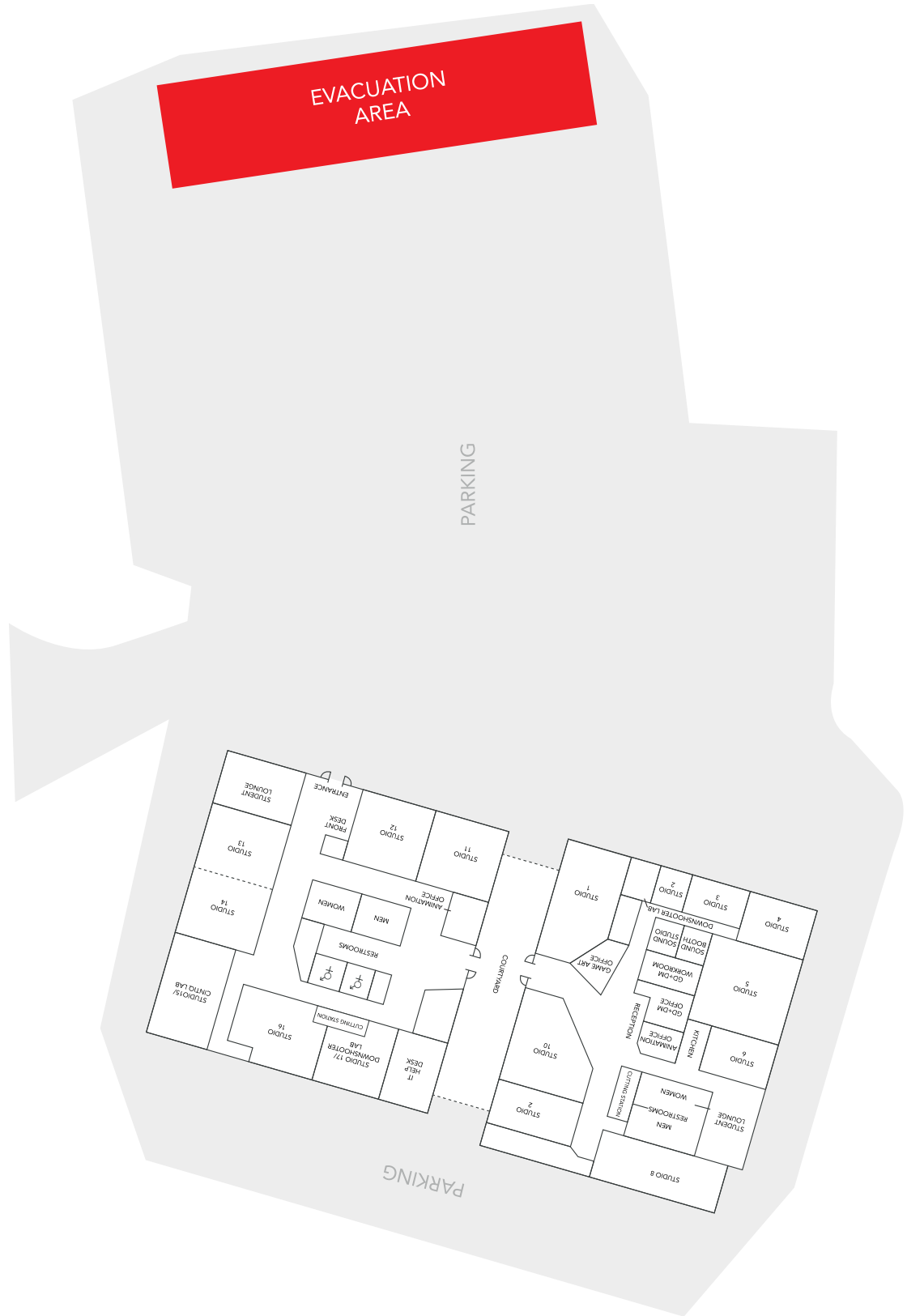
Administration Building Evacuation Map



Big Bend Evacuation Map



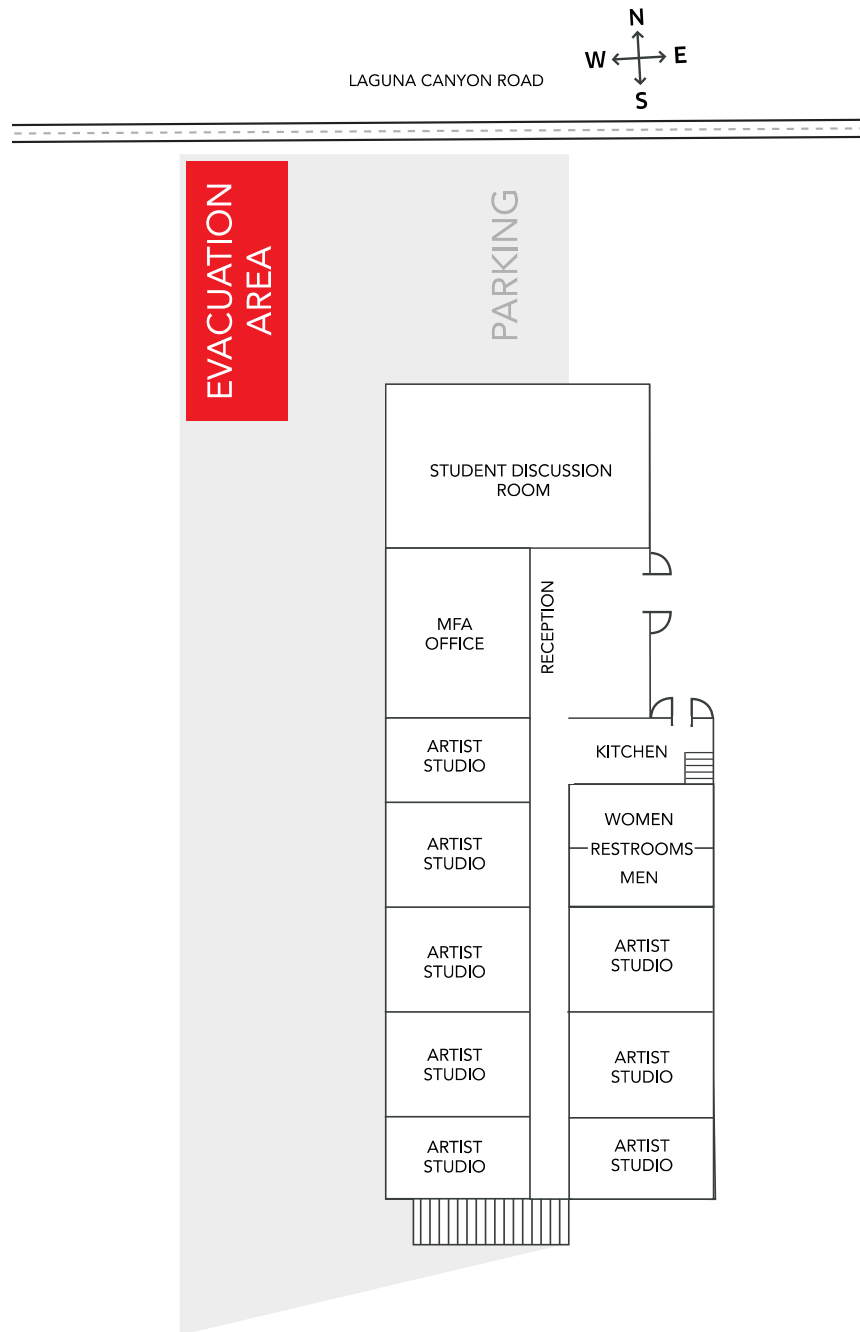
LAGUNA CANYON ROAD



Main Campus Evacuation Map



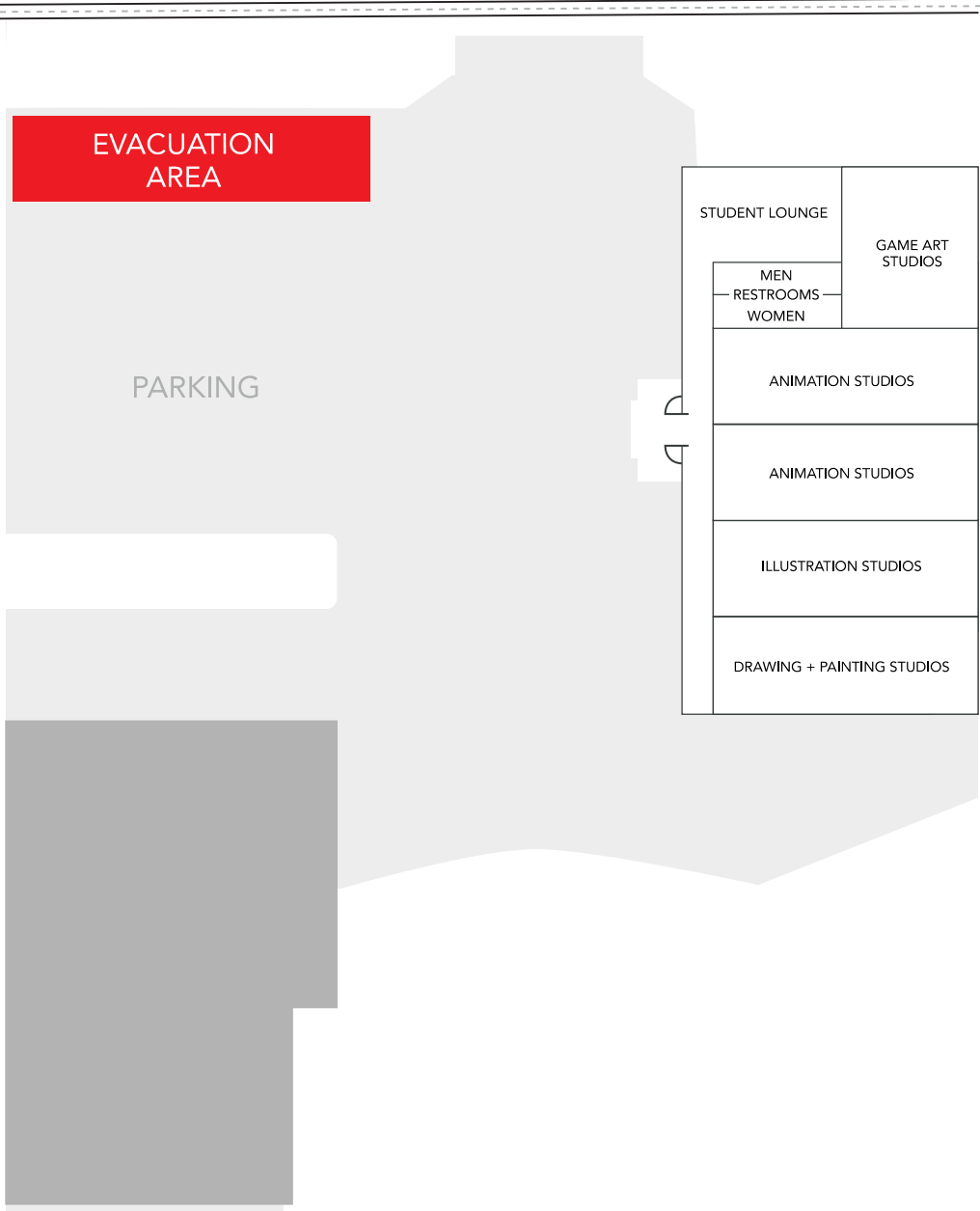
MFA Fine Arts Studios Evacuation Map



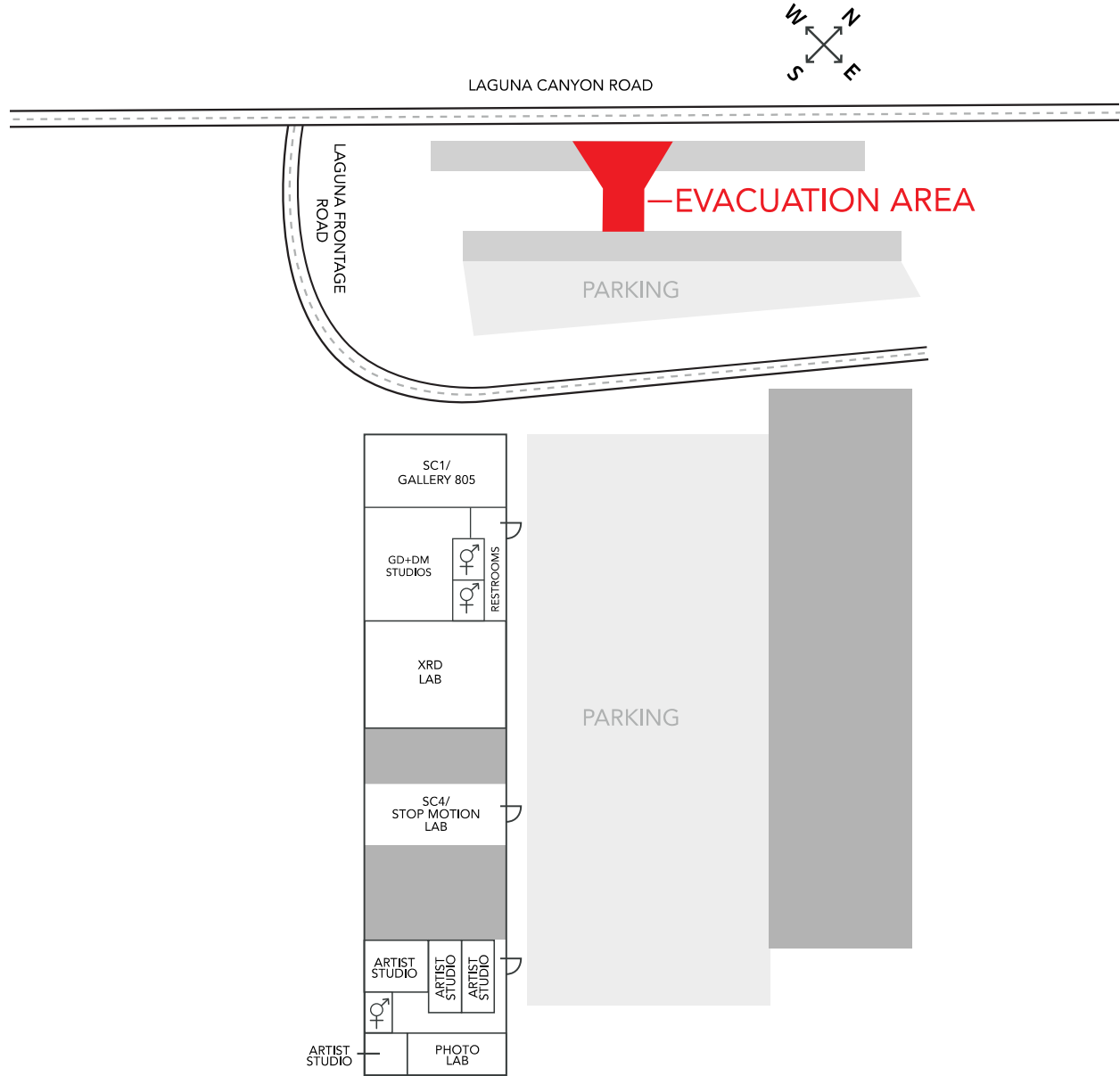
Senior Studios Evacuation Map



LAGUNA CANYON ROAD



South Campus Evacuation Map



Student Housing Evacuation Map

