

# EMERGENCY PROCEDURES HANDBOOK (EPH)

A Guide for Faculty, Staff, Students, & Visitors

Otis College of Art & Design

Operations & Campus Safety

JUNE 2025



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# INTRODUCTION AND PHONE NUMBERS

The purpose of this communication handbook is to serve as a quick reference guide for Otis students, faculty, and staff during pending or actual serious emergencies, educate and prepare the College community members for emergencies, provide helpful reference links to additional sources, and learn more about specific types of emergencies as well as general emergency planning and preparedness.

Experiences have shown that emergencies can occur at any time without any warning. However, preparedness and coordinated response to emergency situations help mitigate personal injury and property damage. In addition, it also clears confusion that may arise during emergencies. Educated planning for emergency situations will help Otis students, faculty, staff, and visitors approach unexpected emergencies appropriately to mitigate loss and save lives. This handbook is developed to assist students, staff, and faculty in preparing for, dealing with, and appropriately report emergency situations. Although it is difficult to address all types of emergencies, this document touches on the most common emergencies that have occurred in the past and those that are most likely to occur in the future.

During emergencies, it is often the case that your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency, and the procedures in this handbook should be followed.

**FOR LIFE-THREATENING OR MEDICAL EMERGENCIES, CALL 9-1-1**

**(AVAILABLE 24/7)**

**FOR NON-LIFE-THREATENING EMERGENCIES, CALL:**

**CAMPUS SAFETY/SECURITY (Available 24/7): [310-665-6965](tel:310-665-6965)**

**OPERATIONS/ENVIRONMENTAL HEALTH & SAFETY: [310-846-2609](tel:310-846-2609)**

**FACILITIES MANAGEMENT: [310-665-6872](tel:310-665-6872)**

Campus and personal emergency preparedness information are available at [otis.edu/emergency-information](http://otis.edu/emergency-information).

Any questions regarding emergency procedures should be addressed to the Campus Safety Office and/or the Operations Manager office via email at [pburke@otis.edu](mailto:pburke@otis.edu)/[mahmed@otis.edu](mailto:mahmed@otis.edu) or by phone at [310-665-6965](tel:310-665-6965)/ [310-846-2609](tel:310-846-2609).

## EMERGENCY NOTIFICATION

- In all cases of emergencies, the **LiveSafe app** serves as the primary channel for notification at Otis College. Download the LiveSafe app and sign up to receive phone notifications for emergencies. The app can be downloaded for both IOS and Android devices at [Otis.edu/livesafe-app](http://Otis.edu/livesafe-app).
- Otis College utilizes **Omnilert**, an emergency mass notification system. In the event of an emergency, the Otis Community will receive instant updates on emergency situations and developments via email.
- Official emergency information will be provided as soon as the situation allows. Otis College will communicate with students, faculty, and staff via our emergency website ([Otis.edu/emergency-information](http://Otis.edu/emergency-information)), the LiveSafe app, Omnilert email, and various other communication channels.
- More information can be found at [Otis.edu/campus-safety](http://Otis.edu/campus-safety).

# PRESIDENT/PROVOST RESPONSIBILITIES

Otis College's President holds the highest authority during an emergency, and the Provost assumes the position in the President's absence.

## THE PRESIDENT IS RESPONSIBLE FOR:

- Establishing the basic policies which govern the Emergency Management Organization
- Proclaiming an emergency when required, and
- Functioning as the highest level of authority during an emergency.

The Incident Commander serves under the President and:

- Provides the executive management of the emergency organization. This position sets policy and provides support to the President.
- Directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the President with current information on the emergency response status.
- Informs the President of the current situation: casualties, damage, nature of the problem, and the location of the Emergency Operations Center (EOC).
- Update the President with current information on the emergency response status and the incident.

## EMERGENCY RESPONSE & ACTIONS

- The President or acting designee will decide to close the Campus based on recommendations from the Incident Commander or senior executive on duty, if necessary.
- If the President decides to close the campus after a major emergency, the Public Information Officer (PIO) shall write a media release with emergency instructions and reasons for the closure. The President will review it and send it to the Incident Commander for implementation.
- If the President determines if a PROCLAMATION OF EMERGENCY (Pg. 31/32) is warranted. He/she authorizes the official request for assistance or notification to the appropriate state and federal agencies. He/she supports the management of emergency forces involved in response to situations associated with the emergency.
- The President or designee will be responsible for notifying the Incident Commander to deactivate the Emergency Plan when he/she deems it appropriate.

## CONCEPT OF OPERATIONS

The College's response to natural disasters or campus-wide emergencies depends on the scale of the emergency. Generally, response to major emergencies will start locally and escalate to regional, state, and federal involvement. To plan for emergencies, the College has three levels of response based on severity and resource availability.

### Level One

A minor to moderate incident where campus resources are adequate and available. These incidents do not affect personnel or normal operations outside the affected local area. Activation of the Emergency Plan and the Emergency Operations Center is not required.

**Examples:** *Odor compliant, localized power failure, plumbing failure or water leak, chemical spills or fire within a specific room or localized area .*

### Level Two

A moderate to severe emergency where campus resources may be insufficient, and larger mutual aid maybe required on a larger basis. For instance, a severe emergency that disrupts an entire building or floor, and the College may need help from outside organizations. This situation can escalate quickly and seriously threaten mission-critical functions and safety, which will lead to the activation of the Emergency Plan and Emergency Operations Center (EOC).

**Examples:** *Severe weather forecasts, i.e., windstorms, flooding, advance warning of power outages, large demonstrations held near or on campus, and any other external emergency that may affect the College's personnel or operations.*

### Level Three

A major disaster that affects the entire campus and surrounding community where resources in or near the impacted area are overwhelmed, and extensive city, county, state, and/or federal resources are required. The College President or designee will declare a **PROCLAMATION OF EMERGENCY**.

**Examples:** *Tornado, a fire that affects multi-structure, major explosion, hazardous materials release, earthquake, acts of terrorism, active shooter, large gas leaks .*

President

Charles J. Hirschorn

President

Provost

Colette Veasey-Cullors

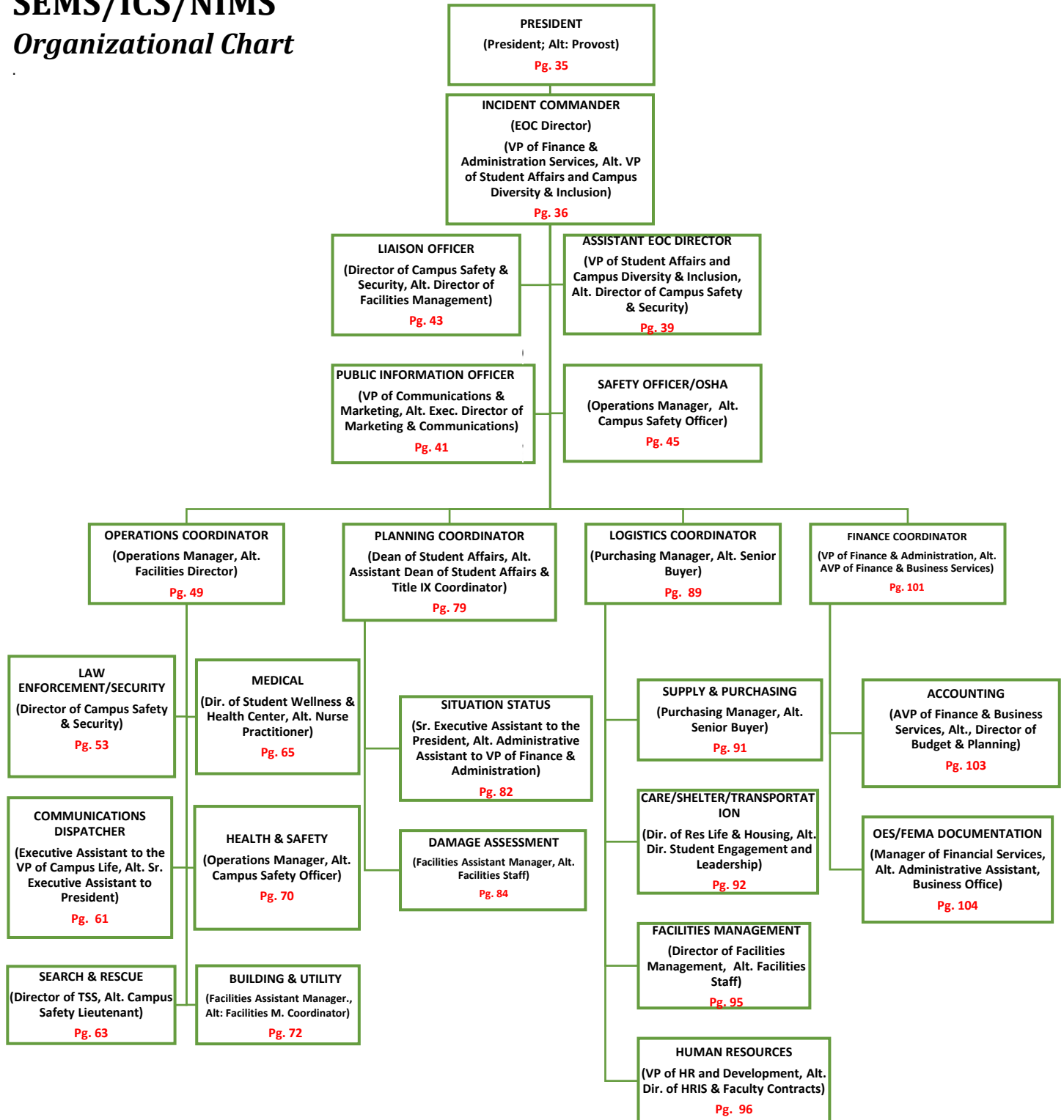
Provost

### Incident Commander

Ankush Mahindra  
VP of Finance & Administration  
E-mail: [amahindra@otis.edu](mailto:amahindra@otis.edu)  
Tel: (310) 665-6916

# ORGANIZATIONAL CHART

## SEMS/ICS/NIMS Organizational Chart



Otis College of Art & Design Organizational Chart, Rev 01/07/2025

# SHELTER IN PLACE

It is often the natural instinct to flee from danger; however, staying where you are may sometimes provide the safest alternative. It is a simple and effective strategy of self-protection using the barriers and isolation a building provides. You are required to:

- Stay inside the building or proceed to a safe place
- If you are in a room with a door, make sure it is closed
- If applicable and time permits, lock doors and silence cell phones
- If you are in a room with a window, make sure the window is closed
- Call Campus Safety/Security at [310-665-6965](tel:310-665-6965)
- Remain where you are until further instructed by emergency response personnel

## EMERGENCIES THAT REQUIRE SHELTER IN PLACE INCLUDE:

Chemical, biological, radiological, nuclear, and hazardous material emergencies, severe weather, and emergencies of an unknown nature.

## EMERGENCIES OF UNKNOWN NATURE INCLUDE:

- Armed hostage or barricaded person
- Robbery in-progress
- Riot or other violent confrontation
- Explosive device and other unanticipated threat

## EMERGENCY ACTION

Stay inside a building

Seek inside shelter if outside

Seal off openings to your room, if possible

Remain in place until you are told that it is safe to leave.

# BUILDING EVACUATION

If a fire alarm sounds or if you are asked to evacuate by emergency personnel, leave the building immediately. The purpose of evacuating a building is to remove the occupants from dangerous and potentially life-threatening conditions presented by emergencies such as:

- A Fire
- A suspected explosive device
- A hazardous material release
- Air contamination
- Active aggressor incidents and other life-threatening situations

During emergencies that require campus evacuation is likely to be part of a larger evacuation. It is important to follow evacuation instructions from emergency response personnel.

If an emergency evacuation is declared on campus, all Otis College students, staff, faculty, and visitors will exit the campus utilizing.

## EMERGENCY ACTION

When the alarm sounds, **LEAVE IMMEDIATELY!**

Alert others to the emergency and ask if they need help in an evacuation.

## DO NOT USE ELEVATORS!

All building evacuations occur when an alarm sounds continuously or upon notification by emergency personnel, Facilities Management, and/or Safety and Security Department.

## WHEN EVACUATING:

- Remain calm
- Use the nearest available exit
- Be aware of marked exits from your area and building. Know the routes from your work area. Marked exit signs are in all on-campus buildings.
- Do not use elevators!
- Only take personnel belongings, if possible.
- Ensure any hazardous materials or equipment are secured before leaving
- Assist individuals with disabilities
- Follow directions from emergency response personnel
- Meet at the designated assembly point unless otherwise instructed by emergency response personnel

**DO NOT** return to an evacuated building until Otis Facilities or Safety and Security Department give the “ALL-CLEAR” signal.



# LOCKDOWN

In a lockdown, please follow the below procedures:

- Remain calm. Encourage others to remain calm.
- Immediately cease all activity (i.e., teaching, group work, meetings, etc.).
- Lock or barricade all doors where possible. Card access doors will be locked during a lockdown but can be opened from the inside.
- If possible, cover any windows or openings with a direct line of sight to the interior.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors, and barricade door(s) if possible; use furniture or desks as cover.
- Sit on the floor or crouch under or behind desks and bookshelves where possible to be as invisible as possible.
- Immediately put all cell phones into “Vibrate” or “Silent” mode. Calls to the Safety and Security Department should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
- Be as quiet as possible.
- **DO NOT** respond to anyone at the door until an “**all clear**” text message is received or if you are certain it is safe to do so (i.e., if police are at the door).
- If police direct you to leave your secured area, assist others in moving as quietly and quickly as possible.
- Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm’s way when they are attempting to evacuate the building. If a fire alarm goes off during a lockdown, do not evacuate unless you smell smoke or see the fire in your area.
- If you are outside a building when a lockdown is announced, run into the nearest building and follow the above lockdown instructions if it is safe to do so. If running into a building is unsafe, hide behind a large, heavy object (i.e., vehicle, tree). Notify the Safety and Security Department of your location when safe to do so.
- Be aware of alternate exits if it becomes necessary to flee.
- Individuals should not attempt to leave the building until told to do so by the police.

# EARTHQUAKE

Unlike other emergencies, procedures dealing with an earthquake are less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within seconds after the initial tremor is felt, assuming the worst case. The best earthquake instructions are to take precautions before the earthquake [e.g., secure or remove objects above you that could fall during an earthquake].

## Earthquake Preparedness Tips for:

### THE OFFICE:

- Check your office for overhead shelves that may fall during the quake.
- Have an available flashlight in your office.
- Know the emergency exits in your area.
- Be trained in **CPR** and **First-Aid**.
- Follow the instructions of emergency personnel.

### DURING THE EARTHQUAKE

- Remain calm and ACT, do not react
- If indoors, **DROP, COVER, HOLD ON** under a table/desk or against an inside wall, not in a doorway – until the shaking stops.
- If outdoors, move away from buildings, utility poles, overhead and exposed wires, trees, 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. If in an automobile, stop in the safest place available, preferably in an open area away from power lines and trees. Stop quickly as safety permits and stay in the vehicle for shelter.
- Should you become trapped in a building - **DO NOT PANIC!**
- If a window exists, place an article of clothing [shirt, coat, etc.] outside the window as a marker for rescue crews.
- If there is no window, tap on the wall at regular intervals alerting emergency crews
- The Otis Facilities Management or Safety and Security Department will immediately search all buildings after a major earthquake if it is safe to do so.

### AFTER INITIAL SHOCK

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage. **PROTECT YOURSELF!**
- Evaluate the situation and, if necessary, call Otis Facilities Management. (**ext. 6872/310-665-6872**) or Safety and Security Department (**ext. 6965/310-665-6965**).
- Do not use lanterns, torches, lighted cigarettes, or open flames because gas leaks could be present.
- Open windows to ventilate the building. Watch for broken glass.
- If an earthquake causes a fire, implement fire procedures.
- Determine whether or not anyone has been trapped in the elevators or by falling objects. If so, notify Otis Facilities Management (**ext. 6872/310-665-6872**) or Safety and Security Department Desk (**ext. 6965/310-665-6965**).

- Check water, gas, and sprinkler valves for leaks. If there are leaks, immediately report them to Otis Facilities Management (ext. 6872/310-665-6872) or Safety and Security Department Desk (ext. 6965/310-665-6965).
- If the integrity of the structure appears to be rapidly deteriorating, immediately evacuate the building.
- Damaged facilities should be reported to Otis Facilities Management (ext. 6872) or Safety and Security Department Desk (ext. 6965). NOTE: Gas leaks and power failures create hazards. Please refer to the Utility Failure section of this handbook.
- If an emergency exists, call Otis Facilities Management (ext. 6872/310-665-6872) or Safety and Security Department Desk (ext. 6965/310-665-6965). The College cannot depend on 911 services in a natural disaster(s).
- If the building's fire alarm sounds, quickly walk to the nearest marked exit and ask others to do the same.
- **DO NOT** use elevators.
- Once outside, move to an open area 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** return to an evacuated building until the **"ALL-CLEAR"** signal is given. Assembly area designations will occur when surveys are completed.

# FIRE

## EMERGENCY ACTION

Sound/shout **“ALARM”**

Call **911** from a safe location or Call Otis Campus Safety & Security Department (ext. 6965/ (310)-665-6965) **EVACUATE** the building to a safe area.

## DURING FIRE EMERGENCY

Go to the nearest, safe location and activate the fire alarm pull station, or shout the alarm to evacuate from the building.

In all cases when an employee, student, or visitor becomes aware of a fire, the Fire Department **MUST** be immediately called at “911” and provide the following information:

- Address of **9045 Lincoln Blvd, Los Angeles, CA, 90045**
- Name of the building, **e.g.**, Ahmanson Hall, Galef Building, Residence Hall, Academic Building, or North Building.
- Location of the fire within the building
- A description of the fire and [if known] how it started
- The phone number you are calling from
- **DO NOT** hang up until you are told to do so
- After calling **“911”**, **CALL** Otis Campus Safety and Security office at (ext. **6965/ 310-665-6965**) and tell them you called the Fire Department.

Knowing the location of all fire extinguishers, fire exits, and fire alarm pull stations in your area and know how to use them is important. In most cases, do not attempt to extinguish the fire. Instead, a warning signal should be sounded, and the building should be evacuated asap. The fire should be left for the Fire Department to contain.

If a minor fire seems to be controllable and you know how to use a fire extinguisher, attempt to extinguish the fire using a fire extinguisher. Do so after the fire department and Public Safety have been called. In all cases, possible injuries and excessive risks should be avoided. (NOTE: Rule of Thumb: If the fire fails to go out using one fire extinguisher, assume the fire is uncontrollable and evacuate the area).

If the fire is or could get out of control, the area and/or building should be evacuated following the Emergency Evacuation Procedures. Safety and Security Department and Otis Facilities Management respond to the scene and assist in evacuating people to strategic locations, meet the Fire Department, and direct them to the proper location.

When the building fire alarm sounds, or an emergency exists, quickly walk to the nearest, marked, safe exit and encourage others to do likewise.

Once outside, move to a safe area keeping clear of fire lanes, hydrants, and walkways for emergency crews and vehicles.

**DO NOT** return to an evacuated building until the **“ALL-CLEAR”** signal is given by Safety and Security Department, Otis Facilities Management, and/or the Fire Department.

The Uniform Fire Code requires that fires in educational institutions be reported to the Fire Department regardless of size or damage. Notify Safety and Security Department (310-665-6965) or Otis Facilities Management (310-665-6872) in the event of ANY fire.

If you become trapped in a building during a fire, do the following:

- If a window is available, place an article of clothing [shirt, coat, etc.] outside the window for the rescue crews to see.
- If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**
- Check to see if the door is warm. If it is warm, do not open it. If smoke enters the room through cracks around the door, stuff something in the cracks to slow the flow of smoke.

**IMPORTANT:** After an evacuation, report missing persons to Safety and Security Department Desk (310-665-6965)

**FIRE LIFE SAFETY EQUIPMENT:** A sprinkler system is installed in most buildings on campus, and/or smoke detectors as required. Manually activated pull stations are on all floors.

Emergency lighting will automatically illuminate during a power outage and illuminated exit signs are provided throughout the buildings.

# ACTIVE SHOOTER

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

## EMERGENCY ACTION

Be aware of your surroundings and any unusual activity. Take note of any emergency notifications coming through the **LiveSafe app**, an **Omnilert email**, or on loudspeakers on campus.

If you are trapped in a classroom or office, remain put and lock the door or barricade the door with furniture.

**Remain quiet** (silence cell phones).

If safe to do so, call 911. If you cannot speak, leave the line open to allow the dispatcher to listen.

If there is an accessible escape path, attempt to evacuate the location as quickly as possible. Leave personal items behind, keep your hands visible and empty, and follow the instructions of law enforcement.

As a last resort, if your life is in imminent danger, attempt to disarm or incapacitate the suspect by aggressive action, improvising weapons, and yelling.

## IF YOU FEEL THAT AN ACTIVE SHOOTER IS ON CAMPUS:

- If safe to do so, call 911 or Campus and Security Department (**310-665-6965**).
- Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, type of weapon used, method and direction of travel, and his/her name, if known. If the suspect enters a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

**NOTE:** an individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

## IF OUTSIDE WHEN A SHOOTING OCCURS:

- **Drop** to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire.
- When you reach a place of relative safety, stay down and do not move.
- Wait and listen for directions from the Safety and Security Department and/or public safety personnel.

## IF THE SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE :

- Stay inside the classroom/office.
- If possible, close and lock the outside door to the room.
- Close the blinds, turn off the lights, remain quiet, and move behind the available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.

- If possible and safe to do so, report the location of the assailant.

#### **IF THE SUSPECT IS OUTSIDE YOUR CLASSROOM/OFFICE:**

- Lie motionless and pretend to be unconscious.
- **DO NOT** attempt to apprehend or interfere with the suspect except for self-protection.
- An individual must use his/her own discretion about when he/she must engage a shooter for survival.

#### **WHAT TO EXPECT FROM RESPONDING OFFICERS?**

Police responding to an active shooter are trained in a procedure known as Rapid Deployment and proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible. They may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. The police may be armed with rifles, shotguns, or handguns and might also utilize pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the police tell you, and do not be afraid of them.

Put down any bags or packages you may be carrying and keep your hands visible at all times. Since the police do not know who the suspect is, they may stop, question, or search you.

If you know where the shooter is, tell the police. The first police officers to arrive will not stop to aid injured people. Their goal is to respond to the shooter's location to neutralize or isolate them as quickly as possible. Rescue teams composed of other police and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.

Remember that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

# BOMB THREAT

## EMERGENCY ACTION

### CALL “911”

IF A SUSPICIOUS OBJECT IS OBSERVED:

### DO NOT TOUCH IT! EVACUATE THE AREA!

Bomb threats must be treated seriously. To ensure the safety of the employees, students, and public, bomb threats must be considered real until otherwise proven. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuations are decisions made by proper authorities, as listed below. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

All personnel should be trained in the following procedures:

If a suspicious object or potential bomb is discovered, **DO NOT HANDLE THE OBJECT, CLEAR THE AREA, AND CALL** Campus Safety and Security Department (310-665-6965). Ensure to include the object’s location and appearance when reporting.

If a bomb threat is received by phone, ask the caller the following questions and record the answers:

- When is the bomb going to explode?
- Where is the bomb’s location?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep the caller talking as long as possible and try to determine and record the following information:

- Time of call
- Age and sex of caller
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller
- Background noise
- If your phone is equipped with Caller ID, the phone number

**IMMEDIATELY CALL “911”** and notify Campus Safety & Security Office at **(310-665-6965)**. **DO NOT** evacuate unless directed to do so by Safety and Security Department or Police. Evacuating before an evacuation route has been ordered may place more people in danger than not evacuating at all.

If evacuation is called, quickly exit, taking your personal belongings. By doing so, search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion. Always expect at least a one-hour before re-entry into the building will be allowed. Never re-enter a building until the **“ALL-CLEAR”** signal is given. Keep streets, fire lanes, hydrants, and walkways clear for emergency crews.



# VIOLENT OR CRIMINAL BEHAVIOR

Assist in making the campus safe by being alert to suspicious situations and reporting them as outlined below.

## EMERGENCY ACTION

### PROTECT YOURSELF FIRST

### CALL "911"

### PROVIDE YOUR NAME AND LOCATION TO THE DISPATCHER AND TELL THE DISPATCHER THAT THE INCIDENT IS IN PROGRESS.

The Otis Security desk is located on the First Floor of Ahmanson Hall and is staffed 24 hours a day all year long for your assistance and protection.

### HOW TO REPORT:

If the crime occurred on Otis College Campus, either academic or residential, then you must contact the Otis College Campus Safety Office to report the crime at 310-665-6965. If you contact the Los Angeles Police Department by calling "911", you must also contact the Operations Manager Office (ext. **2609/310-846-2609**) and Campus Safety & Security Desk (ext. 6965/310-665-6965).

### REPORTING CRIMES IN PROGRESS

**DO NOT** take any unnecessary chances.

If you are a victim or are involved in any on-campus violation of the law, such as assault, robbery, theft, unwanted sexual behavior, etc., call the Campus Safety & Security Office (**310-665-6965**) asap and provide the following information:

- Nature of the incident. **MAKE SURE** the dispatcher understands the incident is **IN PROGRESS!**
- Campus location of the incident.
- A description of the involved suspect(s).
- A description of any involved weapons(s).
- A description of the involved property.
- Your name, current location, and contact phone number
- Any injuries, including how many and the extent of injury (if known).

### REPORTING CRIMES NOT IN PROGRESS

Although it seems futile, all crime(s) should be reported. Police can identify suspects with physical evidence at the scene or by comparing the method(s) of operation (MO), the crime committed in the area, and the habits of known criminals. In addition, Police may trace past crimes to the criminal.

Be prepared to provide the following information to the investigating officer:

- Time when the incident occurred
- If it was a property crime; what was taken or damaged, including an accurate description with serial numbers and approximate value(s) or item(s), and
- The name(and/or) descriptions of suspects or witnesses.

# HAZARDOUS MATERIAL SPILL/MATERIAL

## EMERGENCY ACTION

CALL OTIS FACILITIES (ext. 6872/310-665-6872) OR OPERATIONS MANAGER'S OFFICE (310-846-2609) AND/OR SECURITY AND SAFETY DESK (310-665-6965).

SECURE THE AREA AROUND THE SPILL/RELEASE

ASSIST THE INJURED

IF NECESSARY, EVACUATE THE AREA

For spills, leaks, and incidents (when a fire is not involved), staff and faculty may take the following steps:

- Any spill or release of the hazardous chemical(s) is to be immediately reported to Otis Facilities management (**310-665-6872**) and/or Safety and Security Department Desk (310-665-6965).
- When reporting the incident, please provide the following information:
  - » Your name, location, and phone number
  - » Time and type of incident
  - » Name and quantity of the material
  - » Possible hazards to persons or the environment
- The staff or faculty should vacate the affected area(s) and seal it off to prevent further contamination of others until the arrival of the **"HAZARDOUS MATERIALS RESPONSE TEAM"** and/or Otis Facilities Management and/or Safety and Security Department.
- Anyone contaminated by the spill **MUST** wash off the contamination (wash the affected area for a minimum of 15 minutes) and avoid contact with others.
- No effort to contain or clean up spills or releases should be made unless you have been trained.
- If it is a large release, contaminates more than one room, has toxic or flammable vapors, or may cause an immediate threat to human life, activate the fire alarm for evacuation or start the selective evacuation.
- Quickly and quietly walk to the nearest exit or follow the instructions given by emergency personnel.  
**DO NOT PANIC!**
- Assist the handicapped in exiting the building! Remember that the elevators are reserved for the use of the handicapped person(s). In cases of fire, do not use the elevators!
- Once outside, move to a safe area designated by emergency personnel.

**DO NOT RETURN TO AN EVACUATED BUILDING UNLESS THE "ALL-CLEAR" signal is given by Otis Facilities, Security, or the Hazardous Materials Response Team, or Fire Department."**

# ELEVATOR EMERGENCY

## EMERGENCY ACTION

### REMAIN CALM

Pull the Elevator Alarm for Activation

Pick up or Dial the Elevator Phone. It Dials to the Elevator Company. Provide the following information:

- Name and Address of Otis Building
- Which Elevator
- Which Floor It Stopped
- How many people are in the Elevator, and if there are any injuries? Keep everyone calm in the Elevator.

If you are near the elevator and hear the elevator alarm:

- IMMEDIATELY contact the Safety and Security Department Desk (ext. 6965/310-665-6965). Advise them of the situation.
- Notify Facilities Management (ext. 6872/310-665-6872).
- Before you hang up, ensure Facilities Management and/or Safety and Security Department have all the necessary information! They will coordinate the rescue operations.
- If you can hear the people in the elevator, assure them that no danger exists. Elevators have mechanical safety breaks that operate in all situations, even during power failure.
- Try to keep the occupants calm and tell them that help is on the way.

The LA Fire Department, EMTs, or Paramedics will provide medical assistance, if necessary.

**THE ACTIVATION OF BUILDING FIRE ALARMS MAY CAUSE BUILDING ELEVATORS TO STOP AT THE NEAREST FLOOR OR RECALL TO THE FIRST FLOOR AND LOCK THE DOORS OPEN. NEVER USE ANY ELEVATOR TO EVACUATE BUILDING(S).**

# UTILITY FAILURE

## EMERGENCY ACTION

**CALL FACILITIES MANAGEMENT @ EXT. 6872/310-665-6872**

**CALL OTIS SECURITY DESK @ EXT. 6965/310-665-6965**

### EVACUATE IF NECESSARY

If a major utility outage occurs during regular working hours (8:30 am to 5:00 pm, Monday through Friday), call Facilities Management immediately at ext. **6872/310-665-6872**.

If there is a potential danger to the building occupants, or if the utility failure occurs after hours, on the weekend, or on holiday, notify Safety and Security Department at ext. **6965/310-665-6965**.

Otis Facilities Management Staff and/or Safety and Security Department will check all buildings in the event of a power failure. Do not evacuate a building unless directed to do so by Safety and Security Department, Otis Facilities Management, or L.A.P.D., Do not return to an evacuated building unless the **"ALL-CLEAR"** signal is given.

### ELECTRICAL/LIGHT FAILURE

At present, most buildings are equipped with emergency lighting. If the light fails to operate or there is insufficient light to evacuate safely, it is advisable to have a flashlight nearby for emergencies. If it appears that only your building is without power, call Otis Facilities Management and/or Safety and Security Department.

### ELEVATOR FAILURE

If you are trapped in an elevator, call the elevator company using the emergency phone in the elevator. Activate the emergency alarm on the control panel. Stay calm and encourage others to do the same; help is on the way.

### PLUMBING FAILURE/FLOODING/WATER LEAK

1. Cease using all electrical equipment.
2. Notify Otis Facilities Management at ext. 6870/310-665-6872 and/or Safety and Security Department at ext. 6965/310-665-6965.
3. Evacuate the immediate area to prevent injuries.

### NATURAL GAS LEAK

1. Cease all operations.
2. Evacuate the area immediately.
3. Notify Otis Facilities Management at ext. 6872/310-665-6872 and/or Safety and Security Department at ext. 6965/310-665-6965.

**DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT! ELECTRICAL ARCING COULD TRIGGER AN EXPLOSION.**

# UTILITY FAILURE (cont'd)

## VENTILATION PROBLEMS

1. If smoke or odor comes from the ventilation system, immediately call Otis Facilities Management at ext. 6872/310-665-6872, and/or Safety and Security Department at ext. 6965/310-665-6965.
2. If necessary, cease all operations and vacate the area.

**DO NOT RETURN TO AN EVACUATED AREA UNLESS THE “ALL CLEAR” SIGNAL IS GIVEN.**

# MEDICAL/FIRST AID EMERGENCIES

## EMERGENCY ACTION

### CALL “911”

### DO NOT MOVE THE VICTIM UNLESS SAFETY DICTATES

#### IF TRAINED:

- Apply First Aid
- Use pressure to stop bleeding
- Use CPR if there is no pulse or no breathing

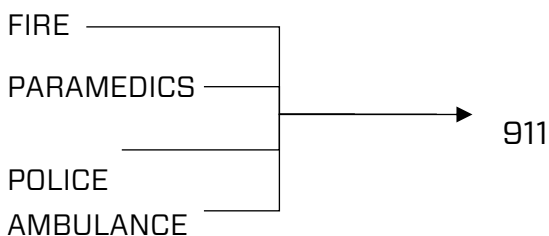
During a medical emergency, good communication is as important as first-aid rendered. The information is passed from the caller to the EMTs or Safety and Security Department Personnel, and each step in the communication process is vital for the victim. When calling the Paramedic **[911]** or Safety and Security Department [ext. 6965/310-665-6965]. Be prepared to give the following information:

- Description of the victim, i.e., bleeding, breathing, ill
- Your name
- Location and extension number of victims

**IMPORTANT:** Deciding whom to call during an emergency is your decision. If the situation is serious, immediately call “911”, then Safety and Security Department at ext. 6965/ 310-665- 6965.

Operations Manager – ext. 2609(310-846-2609)

Safety and Security Department – ext. 6965 (310-665-6965)



DURING REGULAR BUSINESS HOURS (8:45 am to 4:00 pm) CALL: STUDENT HEALTH CENTER (310) 846-5738

#### AFTER BUSINESS HOURS/ ON WEEKENDS, CALL NEARBY MEDICAL:

**HOSPITALS:** Marina Del Rey Hospital MEDICAL – Phone (310) 823-8911

**CLINIC:** CONCENTRA MEDICAL CLINIC – Phone (310) 215-1600

### FIRST AID

First aid has three (3) objectives:

1. To save life
2. To prevent worsening injury(ies) or condition(s)
3. To relieve anxiety, pain, and discomfort

First-aid measures are taken until the arrival of HELP or professional assistance. **\*\*\*WHAT TO DO IF YOU ARE ALONE? \*\*\*** The most important thing to remember in dealing with medical emergencies is that quick and proper actions are extremely important.

Call Safety and Security Department at ext. 6965 / (310) 665-6965 or dial “911”. If “911” is called it is important that Safety and Security Department is also notified so they may direct emergency vehicles and support groups.

State that medical aid is needed and provide the following information:

- Address where aid is needed [**9045 Lincoln Blvd. Los Angeles**]
- Location of the injured person, i.e., building name, floor, room number, or area.
- Type of injury or problem
- The individual’s present condition
- The events leading to the emergency
- Medical history and name of the injured person’s doctor, if known
- The phone number you are calling from

The person making the call should stay on the phone with the dispatcher and answer any questions, possibly regarding the condition(s) of the injured person(s), so information can be radioed to responding units.

#### **SEVERE WOUNDS AND BLEEDING**

- Using a clean cloth or hand, apply direct pressure on the wound
- Elevate body parts. (**DO NOT** elevate a body part with broken bone(s)! (the first two (2) directions will stop 80% - 90% of bleeding wounds).
- Apply pressure to the pressure point closest to the injury. (Arm wounds: brachia! Artery/leg wounds: femoral artery)
- Add more cloth if blood soaks through

**CAUTION: TO PREVENT TRANSMISSION OF DISEASES, WEAR GLOVES AND PROTECTIVE EYEWEAR.**

#### **BROKEN BONES**

**DO NOT** move the victim unless he/she is in immediate danger of further injury.

Check for:

- Breathing – give mouth-to-mouth resuscitation if needed
- Bleeding – apply direct pressure to the wound
- Shock – Keep the victim calm and warm

**Call for help!**

**DO NOT** try to push broken bone(s)

**DO NOT** try to straighten or move a suspected fractured limb

**DO NOT** allow the victim(s) to walk around

**DO NOT** move the victim of a suspected back injury unless of an extreme danger.

## **BURNS: [THERMAL & CHEMICAL]**

- Immerse burned area in cool water
- Flush the chemical burn with cool water
- Cover burns with dry, clean, non-sticky bandage or cloth
- Keep victim(s) warm and comfortable

## **CHOKING**

- If the victim(s) is coughing or speaking, DO NOT interfere. Encourage the victim to keep coughing
- If the victim(s) CAN NOT COUGH, SPEAK, OR BREATHE, GIVE ABDOMINAL THRUSTS.

## **DROWNING**

- Get the victim(s) immediately out of the water.
- Turn the victim(s) face downward. Allow a few seconds for the water to drain from the lungs.
- If the victim(s) coughs/sputters and starts breathing without assistance, he/she will rid self of the remaining water. You need someone to call Safety and Security Department (ext. 6965 or (310) 665-6965). Stay with the victim to make sure recovery continues. However, if a victim is not breathing after a few seconds for the water to drain from the lungs, turn the victim over on his/her back and start mouth-to-mouth resuscitation.
- If someone else is around, have them get help. Leave the victim only long enough to either get someone else to call for help or for you to get to a phone and call Safety and Security Department (ext. 6965/310-665-6965) or "911".

## **DRUG OVERDOSE/ ALCOHOL POISONING**

- Call immediately for help
- Check the victim(s) breathing and pulse. If breathing stops or is weak, perform mouth-to-mouth resuscitation.

**CAUTION:** Revived victims of alcohol poisoning can be violent both toward themselves and others.  
**BE CAREFUL!**

While waiting for help:

- Watch breathing
- Cover the victim for warmth with a blanket
- Do not throw water in the victim(s) face
- Do not give liquor or stimulants
- Lie victim(s) on their side to prevent vomiting and choking

**REMEMBER:** Alcohol, in combination with other drugs, can be deadly.

## **ELECTRIC SHOCK**

- Do not touch the person who has been in contact with the electrical current until the electricity has been turned off. This must be done at the plug, circuit breaker, or fuse box.
- If the victim(s) is in contact with a wire or a downed power line, use a dry stick to move it away.
- Check for breathing – if victim(s) stops breathing or is weak, immediately start mouth-to-mouth resuscitation.
- Call for help. While waiting for help to arrive:
  - » Keep the victim(s) warm (cover with a blanket or coat).
  - » Give the victim(s) nothing to eat or drink until he/she has seen a doctor.
  - » Give the victim(s) assurance that help is on the way.



## **FAINTING, UNCONSCIOUSNESS, AND SHOCK**

- Keep the victim still
- Keep the injured area immobile

**CAUTION:** for suspected head, neck, or back injuries, keep the victim still. Treat for shock and keep warm.

## **HEAD INJURIES**

- If there is bleeding from an ear, it may mean a skull fracture
- When you suspect an existing skull fracture, special care must be taken to stop any scalp bleeding.
- Heavy bleeding from the scalp occurs even when injury(ies) are not serious.
- Do not press too hard. Be extremely careful when applying pressure over the wound so bone chips from a possible fracture will not be pressed into the brain.
- Do not bend the victim(s) neck as it may be fractured.
- Call for help. Let a professional medical person [paramedic, EMT, doctor, or nurse] clean the wound and if necessary, stitch it.

## **HEART ATTACK**

- If the victim is conscious, he/she may be more comfortable sitting up.
- If unconscious, place the victim down on his/her back.
- If trained, give resuscitation or CPR as necessary
- Keep the victim comfortable until help arrives.

## **INTERNAL BLEEDING**

- If the victim(s) are coughing or vomiting up blood or “coffee ground” material, they may have internal bleeding.
- Have the victim(s) lie flat on their back and breathe deeply.
- Call for help. Do not let the victim(s) take any medication until a professional medical person approves.
- Treat for shock.

## **POISONING**

- If a child or adult is suspected of swallowing any substance that might be poisonous, assume the worst. “TAKE ACTION”!
- Call for help. Call “911” for the Paramedics AND Safety and Security Department at ext. 6965 (or 310-665-6965) or Emergency Phone located at elevators on each floor). Have suspected items, substances, or containers available for responding emergency units.
- If the victim is unconscious:
  - Make sure the victim is breathing. If not, tilt the head back and perform mouth-to-mouth resuscitation.
- Do not give anything by mouth.
- Do not attempt to stimulate the victim.
- If the victim is vomiting:
- Roll the victim over on his/her left side to prevent choking.
- Keep the victim calm and warm.

## **MOUTH-TO-MOUTH RESUSCITATION**

- Place the victim on his/her side and remove foreign matter from the mouth with your finger.
- Place the victim on his/ her back.

- Tilt victim(s) head back to open the airway.
- Close victim(s) nostrils with your fingers.
- Inhale and close your mouth.
- Exhale until victim(s) chest expands.
- Repeat every five [5] seconds.
- Continue until help arrives.
- If a problem exists, check the victim(s) for air-way obstruction(s).

## **SEIZURES**

During the seizure:

- Let the seizure run its course.
- Help the victim lie down to avoid injury.
- Move items away from the victim that might cause injury.
- Loosen restrictive clothing.
- Do not try to restrain the victim, AND DO NOT PUT ANYTHING IN THEIR MOUTH!
- Have someone immediately call Safety and Security Department (ext. 6965/310-665-6965) or dial "911

After the seizure:

- Check to see if the victim(s) is breathing. If he/ she is not, give mouth-to-mouth resuscitation.
- Check to see if the victim(s) is wearing a medical emergency alert or similar communication of medical emergency requirements.
- Check to see if the victim(s) has any burns around the mouth; this might indicate poison.
- Stay with the victim as he/she may be conscious but not talkative when the intense movement stops.
- Send for help as soon as possible.

# SUICIDE AND ATTEMPT SUICIDE RESPONSE

- Call the Safety and Security Department immediately.
- Give your name, location, and description of the person in crisis.
- Describe the type of action the person in crisis has taken or may take.
- If the person is talking about suicide, try to keep the person in one location until the Safety and Security Department arrives on the scene.
- If the person has overdosed, try to keep this person awake.
- If the person has a weapon, stay away from this person, and warn others to do the same.
- If this person is contemplating jumping from a building, keep a safe distance and let the person know that help is on the way.
- Try to warn those below to keep the area clear of foot traffic.
- If a person is successful, the area will be treated as a crime scene, and those in the area will be asked to cooperate as witnesses.
- If you believe another subject was involved with the person's suicide or attempt, inform the Safety and Security Department immediately.

NOTE: **"Suicide by Cop"** is another common form of suicide that one may try to utilize. "Suicide by cop" is a colloquial term used to describe an incident in which a suicidal individual consciously engages in life-threatening behavior(s) to the degree that it compels a police officer to respond with deadly force.

## GUIDELINES FOR DEALING WITH POTENTIAL SUICIDE:

- Call the Safety and Security Department immediately.
- Don't try to minimize the situation by telling the person how well off he/she is compared to others.
- Don't argue with the person.
- Don't be judgmental or moralizing about the situation.
- Don't deal with the person alone.
- Don't leave the person alone.
- Ensure the person has no access to harmful objects or substances.

## WARNING SIGNS OF SUICIDE:

- Ideation (thinking, talking, or wishing about suicide).
- Substance use or abuse (increased use or change in substance).
- Purposelessness (no sense of purpose or belonging).
- Anger.
- Trapped (feeling like there is no way out).
- Withdrawal (from family, friends, work, school, activities, & hobbies).
- Anxiety (restlessness, irritability, & agitation)
- Recklessness (high risk-taking behavior)
- Mood disturbance (dramatic changes in mood)

## ADDITIONAL WARNING SIGNS OF SUICIDE:

- Talking about suicide.
- Looking for ways to die (internet searches on how to commit suicide, looking for guns, pills, etc.).

- Preoccupation with death.
- Loss of interest in things one cares about.
- Visiting or calling people one cares about.
- Making arrangements; setting one's affairs in order.
- Giving things away, such as prized possessions.

**Remember** that the person who is in distress is asking for help from you in the only way possible for him/her at the time. You are not betraying the person by providing this help. It is best to have the person hospitalize himself/herself if necessary. It is important to know that the person can only be hospitalized in two ways:

- a) by choice or
- b) by police if he/she is dangerous to himself/herself or others.

# EXPLOSION OR SIMILAR INCIDENT

- Immediately take cover under tables, desks, or other objects that give protection from broken glass or debris.
- After the effects of the explosion have subsided, call the Safety and Security Department immediately.
- Give your name; describe the location and nature of the emergency.
- Evacuate the immediate area of the explosion by quickly walking to the nearest exit, alerting people as you go.
- Be aware of structural damage. Stay away from glass doors and windows.
- Do not touch or move any suspicious object.
- Assist others, especially the injured and disabled, in evacuating the building.
- Once outside, move to a clear area at least 300 feet away or to the closest parking lot from the affected building.
- Keep the walkways clear for emergency vehicles.
- To the best of your ability, and without re-entering the building, assist Safety and Security Department and emergency personnel in their attempt to determine that everyone has evacuated safely.
- **Do not return to a building until told to do so.**

# SEVERE WINDS

- Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.
- At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down. Close windows.
- The best protection in severe winds is in permanent buildings. As a result, steps will be taken to ensure the safety of students/personnel within buildings rather than to evacuate.
- Time permitting, students in temporary structures will be moved to a permanent structure.
- Immediately after the cessation of severe winds, Facilities Management & Planning and Safety and Security Department will inspect the campus for damage and safety hazards.

# FLOODING

NOTE: Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

## IF A WATER LEAK OCCURS:

- Call the Campus Safety and Security Desk immediately at ext. 6965/310-665-6965.
- Advise the dispatcher of the location and severity of the leak.
- Indicate whether valuables, art collections, or books are involved or in imminent danger.
- If electrical appliances or electrical outlets are near the leak, use extreme caution.
- If there is any possible danger, evacuate the area. If evacuation is not possible, find a higher ground.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to assist, as directed, in protecting college and personal property that is in jeopardy.
- Take only the steps needed to avoid or reduce immediate water damage. Cover large objects with plastic sheeting and carefully move small or light objects out of the emergency area.

**OTIS COLLEGE OF ART & DESIGN**  
**PROCLAMATION OF EMERGENCY**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ As a result  
of \_\_\_\_\_

Occurring on \_\_\_\_\_ at Otis College of Art and  
Design, Conditions of extreme peril to the safety of the College personnel and property now exist. These  
conditions cannot be fully responded to with available resources. Under the authority of the California  
Administrative Code, I, as \_\_\_\_\_ (Job title) of the College, hereby  
proclaim this campus closed. All non-essential personnel are required to evacuate the campus as soon as  
possible.

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Print Name



**OTIS COLLEGE OF ART & DESIGN**  
**PROCLAMATION OF EMERGENCY**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ As a result  
of \_\_\_\_\_ Occurring  
on \_\_\_\_\_ at Otis College of Art and Design

Conditions of extreme peril to the safety of college personnel and property now exist. These conditions cannot be fully responded to with available college resources. Under the authority of the California Administrative Code, I, as \_\_\_\_\_ (Job title) of the College, hereby proclaim an emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

It is further proclaimed and directed that during these emergency conditions, the powers, functions, and duties of the emergency organization of this College shall be those prescribed by the Emergency Plan.

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Print Name

# OTIS COLLEGE OF ART & DESIGN

## EMERGENCY EVACUATION MAP



OTIS  
COLLEGE  
OF  
ART  
AND  
DESIGN

EXIT

EXIT LOCATION



STAIRS



CROSSWALK



Primary Exit Route



EVACUATION ASSEMBLY AREA



GATE



BLUE EMERGENCY PHONE