



Living Arts Institute @ School of Communication Arts Emergency Preparedness Plan

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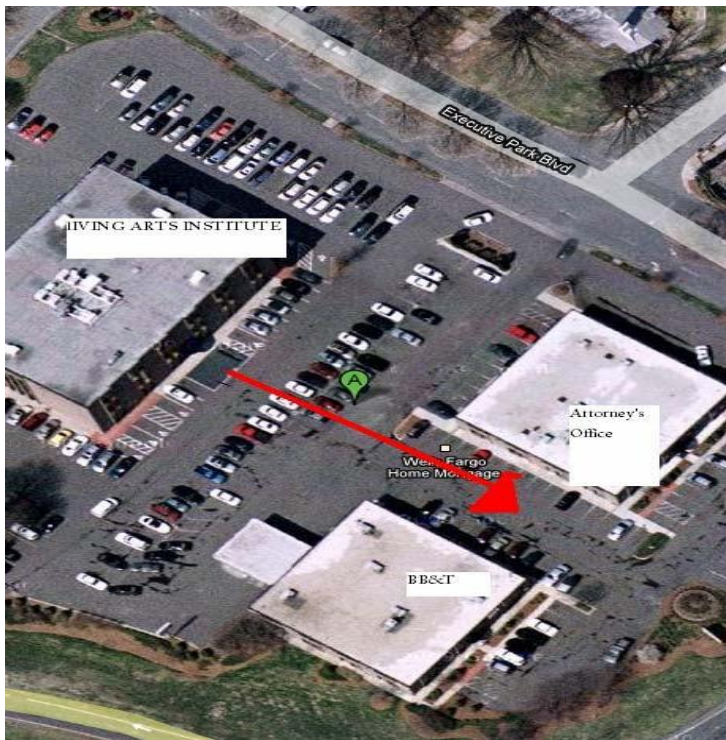
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PURPOSE

The safety and security of students, faculty and staff at the Living Arts Institute is a top priority. The purpose of this plan is to provide our students and personnel with a quick reference guide to use in the event of an emergency. All students and personnel should familiarize themselves with this manual, as it contains the recommended procedures to be followed during specific types of emergencies. While the manual does include procedures that are designed to deal with a number of crises that could occur, it does not cover every condition that might develop.

The priorities for emergency response are life safety, property protection and preservation of academic programs.

EVACUATION PROCEDURES AND RALLY POINTS



For the protection of all occupants in a building, it is important that everyone is informed of and understands what to do in the event of an emergency requiring the evacuation of a building. A copy of the emergency evacuation plan is posted in each classroom and office.

The following evacuation procedures should be discussed with students in classes at the beginning of the quarter:

- Remain silent when evacuating the building. Important instructions can not be heard if people are talking.
- Occupants should clear the building immediately through the nearest exit and report to a predetermined area. Take personal belongings with you.
- Relocate as far from the building as possible. Do not block access for emergency vehicles.

Do not return to the building until told that it is safe to do so by emergency personnel

- 1. Evacuate to the nearest Rally Point.**
- 2. Exit the building Calmly, Quietly and Quickly.**
- 3. Be sure you have been accounted for by a staff or faculty member.**
- 4. A Senior Staff member will be the last to exit the building.**

MEDICAL EMERGENCY

If a medical emergency exists:

- Assess the condition of the victim. Do not leave the victim or attempt to move an injured person.
- Call 911 if the emergency requires priority response and calmly explain the situation. Do not hang up the phone until told to do so by the 911 operator.
- Keep the victim calm and reassured that help is on the way.
- If trained, perform CPR on the victim if they are not breathing and do not have a pulse.
- Fill out an Accident Report form and turn in to In Assistant Campus Director's absence, Director of Education should be notified. In the DOE's absence, the Medical Program Coordinator should be notified.

Living Arts Institute

Accident Report Form

This form is to be filled out by the injured person or a witness to the accident.
Completed forms are to be turned in to the Assistant Campus Director.

Name _____ Student Employee Visitor

Date of Occurrence ____/____/____ Time of Occurrence ____AM ____PM

Room or area in which the accident occurred _____

DESCRIPTION OF INJURY

Apparent Nature of Injury

- | | | |
|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Abrasion | <input type="checkbox"/> Contusion | <input type="checkbox"/> Puncture |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Cut | <input type="checkbox"/> Scald |
| <input type="checkbox"/> Asphyxiation | <input type="checkbox"/> Itch | <input type="checkbox"/> Scratch |
| <input type="checkbox"/> Bite | <input type="checkbox"/> Fracture | <input type="checkbox"/> Shock |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Laceration | <input type="checkbox"/> Sprain |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Poisoning | <input type="checkbox"/> Other |

Part of Body Injured

- | | | |
|----------------------------------|---------------------------------|--|
| <input type="checkbox"/> Abdomen | <input type="checkbox"/> Elbow | <input type="checkbox"/> Head |
| <input type="checkbox"/> Ankle | <input type="checkbox"/> Eye | <input type="checkbox"/> Knee |
| <input type="checkbox"/> Arm | <input type="checkbox"/> Face | <input type="checkbox"/> Leg |
| <input type="checkbox"/> Back | <input type="checkbox"/> Finger | <input type="checkbox"/> Mh |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Foot | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ear | <input type="checkbox"/> Hand | |

Explain Other _____

Explain Other _____

Describe medical attention received and by whom _____

DESCRIPTION OF ACCIDENT

Did accident occur during class time? YES NO If yes, what class?

Student's/ Employee's description of accident (specify in detail) _____

Student's/Employee's Signature _____ Date ____/____/____

Witness' description of accident (specify in detail) _____

Witness' Signature _____ Date ____/____/____

BLOOD AND BODY FLUID EXPOSURE

All blood or body fluids should be treated as potentially infectious. When cleaning up blood and body fluids:

- Wear disposable gloves and absorb fluids with disposable towels.
- Clean area of all visible fluids with soap and water. Also use appropriate disinfectant on contaminated surfaces.
- Double bag all items saturated with blood and properly dispose of materials.

If you come in contact with blood or bodily fluid:

- If contact is made with skin, immediately wash the area with soap and warm water.
- If contact is made with eyes, immediately flush eyes with water.
- Notify the appropriate person.
 - Students – Notify your instructor.
 - Faculty and Staff – Notify Assistant Campus Director and the Medical Program Coordinator. In Assistant Campus Director's absence, Director of Education should be notified.
 - See OSHA Guidelines

FIRE

Small fire procedures:

- Avoid personal injuries and excessive risks.
- Alert people in the immediate area and activate the alarm.
- Smother the fire or use the nearest fire extinguisher. Fire extinguishers are located in all corridors.

Operating a fire extinguisher:

- Pull the pin
- Aim the extinguisher at the base of the fire
- Squeeze the lever
- Sweep from side to side

Large fire procedures:

- Pull the fire alarm if you witness a fire and the fire alarm is not activated.
- Drop to the floor and crawl on your knees to safety if you find yourself in a smoke-filled area. The freshest air will be near the floor.
- Evacuate the building immediately following the emergency evacuation plan.
- Call 911 and give the location of the fire.
- Instructors will take roll of students after being evacuated and supervise in designated area until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency personnel.

EXPLOSION

If an explosion occurs:

- Immediately take shelter under your desk or other object which will provide protection.
- As soon as safely possible, call 911 and give the location of the incident.
- If evacuation is necessary, follow the emergency evacuation plan.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency personnel.

If you are trapped in debris:

- Avoid unnecessary movement so that you do not create dust.
- Cover your mouth and nose with anything you have and try to breath through the material.
- Try to signal to rescuers. Shout as a last resort as this can cause a person to inhale dangerous amounts of dust.

BOMB THREATS

A large percentage of bomb threats are hoaxes, but all must be handled seriously. Normally a bomb threat call will not be directed to an individual but rather to the person who first answers the call. It is imperative that all personnel are fully aware of how to handle a bomb threat call.

If a bomb threat is received:

- Do not use a cell phone or radio as they could activate the bomb.
- Remain calm and keep the caller on the phone for as long as possible. Try to get answers to the following questions:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What does the bomb look like?
 - What will cause the bomb to explode?
 - Did you place the bomb?
 - Why is the building being bombed?
 - What is your name?
 - What is your address and phone number?
- Try to determine the following by listening carefully:
 - What is the approximate age and gender of the caller?
 - Did the caller have any noticeable voice characteristics?
 - Were there any noticeable background noises?
- Immediately call 911.
- Do not touch suspicious objects.
- If an evacuation of the building is ordered, follow the emergency evacuation plan and take the information from the call outside to the police.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency personnel.

BOMB DISCOVERY

If a bomb is discovered:

- Do not use a cell phone or radio as they could activate the bomb.
- Do not attempt to move or manipulate the object.
- Evacuate the building following the emergency evacuation plan.
- Call 911.
- Instructors will take roll of students after being evacuated and supervise in designated areas until otherwise instructed.
- Do not return to the evacuated building unless told to do so by emergency personnel.

VIOLENT OR CRIMINAL BEHAVIOR

If you witness violent or criminal behavior:

- If the disruption occurs in the classroom, the instructor should try to diffuse the behavior. If the person continues the disruptive behavior, the instructor may ask that person to leave class immediately.
- Call 911 if necessary.
- As soon as safely possible, document and report criminal behavior. This documentation is to be turned in to Assistant Campus Director, and should include the date, time, location, description of criminal behavior, and name of person involved or name of person providing information on the criminal behavior.

PERSON WITH A WEAPON

The use or possession of firearms or other instruments commonly used to inflict bodily harm is prohibited at the Living Arts Institute.

If you observe or become aware that a person on the school grounds is in possession of a weapon:

- Do not approach the violator.
- Move to a safe location.
- If the violence is threatening or placing others in fear or bodily harm, immediately call 911.
- Notify the appropriate person.
 - Students – Notify your instructor.
 - Faculty and Staff – Notify Assistant Campus Director. In Assistant Campus Director's absence, Director of Education should be notified. In the DOE's absence, the Medical Program Coordinator should be notified.
- Document the circumstances that made you aware of the existence of the weapon including the violator's location.

If a shooting has occurred:

- Call 911.
- If you are wounded or are with someone who is wounded, police officers will bypass you to search for and stop the shooter. Rescue teams will follow shortly to aid you and others.
- Stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is and/or have the shooter's description, tell the police.
- If it is possible to escape the area and avoid danger, do so by the nearest exit. Keep your arms above your head and listen for instructions that may be given by police officers.

SEVERE WEATHER

- Weather “Watch” – Weather conditions are favorable to develop during the next 24-36 hours. No severe weather currently exists within the County. Therefore, no action other than preparation is required.
- Weather “Warning” – Weather conditions have produced severe weather within the County. Actions should be taken to protect lives and property.
- Tornado/Hurricane/High Winds
 - Stay inside and away from doors, windows and heavy equipment.
- Earthquake
 - Stay inside and away from doors, windows and heavy equipment.
 - Seek shelter under a desk or other sturdy object. If an object is not available, brace yourself in a doorway.
- School Closings and Cancellations
 - The school will provide timely updates on school closings and delays due to inclement weather through the following outlets:
 - Television – WGHP 8 (FOX), WXII 12 (NBC) & WFMY 2 (CBS)
 - School of Communication Arts’ webpage – Information will be posted to the home page (www.living-arts-institute.com).

EMERGENCY NOTIFICATION

When criminal activity or other situations at the Living Arts Institute appear to pose a threat to the safety of our community, we will get appropriate information out to students, faculty and staff as quickly as possible.

Website:

- The school website is the best place to go for up-to-date information on the nature of the emergency and the school's response to the situation. All emergency information will be posted to the home page of the Living Arts website (www.living-arts-institute.com).
- Our Website Manager has the ability to update our website from outside of the school facilities, and therefore the website can be kept up to date if an emergency is to occur.

Media:

- Unless otherwise indicated by the Campus Director, she is the only authorized spokesperson that shall meet or talk with the media.

Voicemail:

- If need be, a voicemail can be set up so that when people phone the School, a voicemail notifies them of any situation updates or information.

Decision to Issue Campus Timely Notification – Responsibility:

The decision to issue a Campus Timely Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole direction of the College's Director or alternate.

Decision Team:

College Director
Assistant Campus Director
Operations Director
Director of Education
Assistant Director of Education
Director of Student Services
Assistant Director of Student Services

Living Arts College/Institute will, without delay, and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (concerning emergency notifications, response, and evacuation procedures.)

DISSEMINATION OF EMERGENCY INFORMATION TO COMMUNITY AT LARGE

How Campus Timely Warning Notices are issued:

1. Campus Timely Notifications will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.
2. Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the College's Director or alternate.
3. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Living Arts Institute will use one or more of the following means:
 - electronic mail messages
 - text messaging to cell phones of those enrolled in the College's text message alert service (STOPit app)
 - Living Arts Dashboard – messages through the use of college's computer network system
 - College's website (www.living-arts-college.edu)
 - public announcements
 - public address system (mega phones, intercom system)
 - postings and signage in residence halls and other highly visible locations throughout campus including staff/faculty lounges
 - Other methods deemed necessary that may be used in the information dissemination process.

The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. Alerts may be issued for other crime classifications as deemed necessary.

Note: If a crime is reported directly to the local Police Department that could pose a serious or ongoing threat to the Living Arts community, a representative of the Police Department will notify Department of Safety as soon as practicable about the crime and will provide sufficient detail to allow the Department of Safety to assess the crime and determine if a Timely Warning Notice should be distributed to the Living Arts community. The local Police Department will assist the College in its response to a crime that affects the College community, as deemed appropriate.

IMMINENT THREAT OF VIOLENCE

A threat of violence may include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby schools, or significant law enforcement action in the adjacent neighborhoods.

If you observe or become aware that a person on the school grounds is in possession of a weapon one must do as follows:

1. Do not approach the violator.
2. Move to a safe location.
3. If the violence is threatening or placing others in fear or bodily harm, immediately call 911.
4. Notify the appropriate person:
 - A. Students are to notify their instructor if they are in class. If they are not in class they will notify a professional faculty or staff member. Faculty or staff members are to immediately notify the School Director; if unavailable, the Assistant Campus Director; if unavailable, the Operations Director or Director of Education.
 - B. If anyone other than the School Director is the initial senior staff member informed of the situation, this person will immediately contact the School Director.
5. Document the circumstances that made you aware of the existence of the weapon including the violator's location and if a shooting has occurred. (This information is imperative when calling 911.)
6. If you are wounded or are with someone who is wounded, police officers will bypass you to search for and stop the shooter. Rescue teams will follow shortly to aid you and others.
7. Stay calm and patient during this time and do not interfere with police operations. If you know where the shooter is and/or has the shooter's description, tell the police.
8. If it is possible to escape the area and avoid danger, do so by the nearest exit. Keep your arms above your head and listen for instructions that may be given by police officers.

EMERGENCY RESPONSE ANNUAL TEST

Annually, Living Arts conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year and include several College departments.

To ensure Living Arts' emergency plans remain current and actionable, the College will conduct an emergency management exercise once a year. These exercises may include:

- tabletop drills,
- fire drills,
- emergency operations center exercises or
- full-scale emergency response exercises.

The College conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, Living Arts will notify the community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures.

Living Arts Safety Color Coding System:

Code Amber: Applied to suspected unwelcomed visitor on campus. It indicates a theft or armed robbery in progress within the facility.

Code Black: Indicates impending severe weather.

Code Blue: Indicates a person needs immediate life-saving assistance.

Code Green: Indicates a hazardous material spill or leak.

Code Yellow: Indicates a bomb threat.

Code White: Indicates an armed or combative person using physical force within the school.

Code Purple: Indicates a campus-wide lock down. No students are allowed to leave classrooms and classrooms with doors are to be locked until further notice.

Code Red: Indicates a situation where evacuation is in order such as a fire.