

**The Art Institute of California – Orange County**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**October 1, 2011**

**INTRODUCTION**

The Art Institute of California – Orange County (the “Institute”) is providing the following information to all of its employees and students as part of the Institute’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Greg Marick, The Art Institute of California – Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, (714) 830-0200.

**I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Institute’s Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy through the campus email system or during the new employee orientation process. The report is distributed to all students through the campus email system, and is accessible on the campus website or in the Student Affairs office (Building C, Suite 204).

**REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone’s responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident.

Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs, Steve Rickard. Reports are kept in a secure location in the office of the Dean of Student Affairs, located in Building C, Suite 204. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around the Institute facilities to the Dean of Student Affairs, Steve Rickard, either in person or by calling (714) 830-0270. If the Dean of Student Affairs is not available, you may contact Campus Security at (714) 580-6097; or Becky Nieto, Director of Human Resources, at (714) 830-0255; and the Santa Ana Police Department by dialing 911 or (714) 245-8665.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial the Director of Residential Life & Housing, Amanda Zamora, at (714) 830-0205 or (714) 493-7633, or dial 911 to report a crime or emergency requiring an immediate response.

All criminal activity is documented by the completion of an Incident Report and is reported to campus security personnel, local police agencies, and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Santa Ana Police by dialing 911 and then notify campus security personnel and the Dean of Student Affairs.

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs, Steve Rickard. Reports are kept in a secure location in the office of the Dean of Student Affairs, located in Building C, Suite 204. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by Steve Rickard, Dean of Student Affairs.

## **SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of the Institute that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Institute policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to have their valid photo identification card in their possession at all times while on campus and must be prepared to present it upon request. Visitors must sign in at the front desk and should be escorted by a staff or faculty person at all times.

## **ACCESS TO ACADEMIC BUILDINGS**

The front receptionist desk is located in the art gallery on the first floor of Building A at 3601 West Sunflower Avenue. It is staffed Monday through Thursday from 8:00 a.m. until 8:00 p.m., Friday from 8:00 a.m. until 5:00 p.m., and on Saturday from 9:00 a.m. until 5:00 p.m. A security officer is on duty Monday through Friday from 4:30 a.m. until 12:30 a.m. and on Saturday from 6:30 a.m. until 11:00 p.m. During the quarter breaks, the security guard is on duty Monday through Friday from 7:00 a.m. until 9:00 p.m. and on Saturday from 8:00 a.m. until 6:00 p.m. After hours, the building is protected with locked security doors and devices including cameras, and proper procedures are followed to ensure limited access to secured areas. The front doors will be locked at 10:00 p.m. weekdays Monday through Friday and at 8:00 p.m. on Saturday. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons will be questioned and asked to leave the campus. All students, faculty, staff and graduates in the building must have their photo identification card in their possession at all times and must be prepared to present it upon request. All visitors are asked to check in at the reception desk and should be escorted by a staff or faculty person at all times. Any person without the proper photo identification card in their possession will not be allowed to remain in the building.

## **SCHOOL-SPONSORED HOUSING**

School-sponsored housing facilities are located within a gated apartment community with exterior lighting illuminating the grounds and parking lots. The complex is provided with courtesy patrol service by a local company. The Costa Mesa Police Department can be reached by dialing (714) 754-5367. In the event of a crime in progress, dial 911. While The Art Institute of California – Orange County owns none of the school-sponsored housing facilities, students are required to follow all security requirements issued by the facility in which they are living. Students living in school-sponsored housing must also follow the guidelines and rules established in the Housing Handbook. These rules are reviewed with all new housing students during the mandatory housing orientation each quarter.

## **CAMPUS LAW ENFORCEMENTS**

Persons employed as security personnel on the main campus at 3601 West Sunflower Avenue are instructed in security, security problems, specific school rules and regulations and the proper

procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to Greg Marick, President, who can be reached at (714) 830-0200.

Unarmed security personnel at the school building are there at the discretion of the school's administration and are available to assist students, faculty and staff of the Institute. Someone is on duty during all hours the building is occupied. Security personnel are responsible for ensuring that persons entering the building are employees, students, their families or invited guests. They are authorized to request photo identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. Security personnel have the authority to evict unauthorized persons from the campus premises and will notify local law enforcement authorities of all actual or suspected criminal activities, including trespassing. Security personnel do not have the authority to arrest individuals. Students are required to carry their Art Institute photo identification card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Steve Rickard, Dean of Student Affairs, if any illegal activity occurs.

It is the policy of The Art Institute of California – Orange County to promptly, accurately and completely document all criminal activity with the Costa Mesa Police Department, Santa Ana Police Department and Orange County Sheriff as deemed appropriate. Security staff will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident.

Student residents at school-sponsored housing should contact the Director of Residential Life & Housing or the Resident Assistants, who reside at the complex should an emergency arise. The Director of Residential Life & Housing and Resident Assistants, who are employees of The Art Institute, are trained in emergency procedures and school regulations. They will then contact local law enforcement authorities if necessary.

### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Art Institute of California – Orange County is located in the city of Santa Ana within Orange County. All school-sponsored housing is located in the city of Costa Mesa. The Institute maintains a close working relationship with the Costa Mesa and Santa Ana Police departments with periodic contact initiated by the Institute personnel to ensure that the Institute is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community via the following means: email, letters, posters in campus common areas, notices placed in faculty and staff mailboxes, announcements read in class, etc. Each apartment in school-sponsored housing will also be notified. While campus security personnel will notify local law enforcement agencies of any reportable incidents, the school does not presently have any agreements, such as written memoranda of understanding, for the investigation of alleged criminal offenses with said law enforcement agencies.

### **CURRENT CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Art Institute of California – Orange County has campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication, which shall include procedures to: (1) immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving

the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency; (2) publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and (3) test emergency response and evacuation procedures on an annual basis. The Institute utilizes an emergency notification system, called “Ai Emergency Alert,” to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. The “Ai Emergency Alert” system, as well as campus evacuation procedures, are promoted to new students at New Student Orientation, to new staff at New Employee Orientation, and to the general campus population through posters in all the classrooms. In addition, the Emergency Notification and Evacuation Plan is publicized on an annual basis through the campus email system, and is accessible on the campus website or in the Student Affairs office (Building C, Suite 204). The emergency response and evacuation procedures are tested on an annual basis to ensure their effective delivery.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All current employees and students receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report on an annual basis. All new Institute employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as for the safety of others. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students in school-sponsored housing are given the names and phone numbers of the Director of Residential Life & Housing and Resident Assistants, who live on the housing premises, in case of an emergency. The Director of Residential Life & Housing and Resident Assistants discuss first aid and safety at housing orientation meetings. The Student Support & Disability Coordinator at the Institute will notify persons they are counseling of the procedure for reporting crimes. Victims or witnesses to a crime may report the incident on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Confidential reporting can be accomplished by meeting with the Dean of Student Affairs. Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institute also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials and/or local experts in the field at least one time per year. Topics for these informational programs may include personal safety & self-defense, living in a city, crime prevention, and neighborhood watch programs. Crime prevention presentations may include the topics of sexual assault, domestic violence, workplace violence and hate crimes. All students, staff and faculty are invited to attend these presentations. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event the Institute, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms and notices in the student newsletter. Incidents occurring at the Institute student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review the Institute's *Student Handbook* where sections discussing Crime Awareness and Campus Security and the Student Conduct Policy can be found. Employees are requested to review the Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

### **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, the Institute does not have any off-campus student organizations.

### **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Institute students, staff and faculty annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Institute also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

### **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape and other sex offenses are presented by the Student Affairs department at least once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim and what to do if you are attacked. Brochures on sexual assault issues are available in Student Affairs, located in Building C, Suite 204. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the Dean of Student Affairs, the Executive Committee or other Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

1. Go to a safe place following the attack.
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. Make sure you are evaluated for the risk of pregnancy and venereal disease.  
(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
5. Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (714) 957-2737. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and

in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, the Institute will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Institute housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

- Rape Crisis Hotline/Sexual Assault Assistance Program  
(714) 957-2737 (Northwest Orange County) or (949) 831-9110 (South Orange County)  
1821 East Dyer Road, Suite 200, Santa Ana, CA 92705
- National Sexual Assault Hotline  
(800) 656-4673 or [www.rainn.org](http://www.rainn.org) (24 hour assistance)

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the Institute published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. The law requires the California Department of Justice to produce monthly a CD-ROM or other electronic medium containing information on serious and high-risk sex offenders. Access to the CD-ROM is mandated to be available for public viewing at all Sheriff's Departments, at Police Departments in cities with a population of 200,000 or more, and through the California Department of Justice. Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 may be obtained from the Orange County Sheriff's Department website at:

<http://www.ocsd.org/Investigations/SonarMegansLaw.asp>

Additional information pertaining to registered sex offenders may be accessed at the following local Sheriff and Police Department stations:

Orange County Sheriff's Headquarters  
550 North Flower, 2<sup>nd</sup> Floor (Building 40)  
Santa Ana, CA 92702  
(714) 647-7040 or (714) 647-7000 (24 hour number)  
Available Monday through Friday from 8:00 a.m. until 4:00 p.m.

Anaheim Police Department  
425 South Harbor Blvd.  
Anaheim, CA 92805  
(714) 765-1563 or (714) 765-3800 (24 hour number)  
Available Tuesday through Thursday from 8:00 a.m. until 4:00 p.m. (Appointment required)

Costa Mesa Police Department  
99 Fair Drive  
Costa Mesa, CA 92626  
(714) 754-5079  
Available Tuesday through Friday from 7:00 a.m. until 4:00 p.m. (Appointment required)

Santa Ana Police Department  
60 Civic Center Plaza  
Santa Ana, CA 92701  
(714) 245-8300  
Available Monday through Friday from 9:00 a.m. until 4:00 p.m. (Appointment required)

A recent California law, Assembly Bill 488, sponsored by the Attorney General, provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll number. The law was given final passage by the California Legislature on August 24, 2004 and signed by the Governor on September 24, 2004. Information about Megan's Law and registered sex offenders can be accessed via the California Attorney General's web page at: <http://meganslaw.ca.gov>

To view the CD-ROM at your local Sheriff or Police Department it will be necessary to provide valid identification. The CD-ROM will be available for viewing on desktop computers, so it is recommended that you bring along a pen and notepad to take notes. You may also contact the California Department of Justice at 1-900-463-0400. For a flat rate of \$10.00 you can receive information about two registered sex offenders.

### **MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES**

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs, Steve Rickard. If the Dean of Student Affairs is not available, you may contact Campus Security at (714) 580-6097; or Becky Nieto, Director of Human Resources, at (714) 830-0255; and the Santa Ana Police Department by dialing 911 or (714) 245-8300. It is the policy of The Art Institute of California – Orange County that the Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Dean of Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered. The Dean of Student Affairs will check student's

class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of California – Orange County can identify, through the filling out of the *Biographical Data Sheet* during New Student Orientation or updating their personal profile on the student portal, and designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Dean of Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Dean of Student Affairs not be able to locate a person reported missing within twenty-four (24) hours of the report, the Dean of Student Affairs would then notify your designated ‘missing person’ emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student’s general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Dean of Student Affairs will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

### **FIRE EVACUATION POLICY**

**College Policy on Reporting of Fires:** Any member of the community who becomes aware of any active or past fire must notify the Director of Residential Life & Housing or the Dean of Student Affairs immediately. Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Residential Life & Housing personnel. No occupant will enter a building until clearance is given by fire and/or Residential Life & Housing personnel.

### **Prohibited Items in School Sponsored Housing:**

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames

- open heating coils
- hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

**Community Responsibilities**

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Residential Life & Housing and/or Department of Student Affairs or other fire officials during a drill or an actual alarm. In 2010, there were zero fire drills performed.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Residential Life & Housing or Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Department of Residential Life & Housing.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

**What should I do if I discover a fire?**

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911, the Housing On-call cell phone number at (714) 493-7633, or Campus Security at (714) 580-6097.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Department of Residential Life & Housing or Department of Student Affairs Officials and the City of Costa Mesa or City of Santa Ana Fire Department personnel.

**SCHOOL SPONSORED HOUSING FIRE SAFETY AND SPRINKLER SYSTEMS**

Below is a listing of housing fire safety systems:

**The Art Institute of California – Orange County Residential Fire Systems**

| Building            | Smoke Detectors | Heat Detectors | Carbon Monoxide Detectors | Sprinkler System |
|---------------------|-----------------|----------------|---------------------------|------------------|
| TheCape Apartments* | X               | n/a            | n/a                       | n/a              |

\*All apartment buildings and units and The Cape Apartments contain the same fire safety features.

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of California – Orange County prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the President and/or the Dean of Student Affairs quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institute concerning the occurrence on the Institute's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institute's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.





## **EMERGENCY NOTIFICATION AND EVACUATION PLAN**

**(Crisis Management Plan and Procedures)**

*Updated September 2011*

**Campus Security: 714.580.6097**

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## **Overview**

In the event of a crisis situation, an organization needs to be prepared to provide a swift and appropriate response. In the absence of a well-thought plan, a campus emergency can erupt into a catastrophic mess. Communication lines aren't clear, rumors fly, panic ensues, trust for management erodes and the organization's reputation can be irreversibly damaged.

This emergency notification and evacuation policy provides the guidelines to direct the campus community during emergency or crisis situations occurring at The Art Institute of California – Orange County. By following this policy, campus leadership can ensure that incidents will be handled in an immediate, efficient, consistent, sensitive, and professional manner. This policy will be reviewed annually and revised as needed by the Dean of Student Affairs, with input from the Crisis Management Team.

A crisis can happen in a split second and in most cases needs an immediate, clear, calm response. In those crucial moments, students, staff, and faculty need to be prepared. They need to know the protocol and need to feel empowered to provide an immediate and appropriate response. This policy documents the procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

## **Definition**

For the purpose of this plan, an emergency or crisis situation is defined as any incident occurring on The Art Institute of California-Orange County campus, at a school-sponsored event, or involves students, faculty or staff and jeopardizes the safety and security of The Art Institute community. Example situations may include: bomb threat, campus or student housing crime, sexual assault, violence on campus, death, food poisoning, fire, earthquake, power outage, or any situation that poses a threat to life, property or reputation.

While most people view a crisis situation as something that can't be foreseen, the contrary is more often the case. In many situations there are warning signs, such as, student or employee relations, operational procedures, student/teacher conflict, etc. The campus community needs to be informed of emergency procedures, be trained to anticipate and identify campus emergencies, and subsequently, to be prepared to react appropriately in the midst of an emergency situation. This document will communicate campus procedures in response to a crisis situation.

## **Crisis Management Team**

In any crisis situation, it will be imperative for the appropriate persons to be notified immediately to set the plan in motion and provide an appropriate and swift response. If a student, staff, or faculty member believes that they are the only person or one of the first persons who knows about or witnessed an incident, they must immediately notify campus security, and then a member of the Crisis Management Team (CMT).

The crisis team represents the school's department heads. This team will be responsible for assessing the situation/damage, organizing a response team and developing a response and communications plan.

**Crisis Management Team:**

**Campus Security: 714.580.6097**

1. Greg Marick, President
2. Steve Rickard, Dean of Student Affairs
3. Alan Price, Dean of Academic Affairs
4. Rebecca Nieto, Director of Human Resources
5. Dennis LuPresto, Campus Technology Manager
6. Robin Main, Executive Assistant to the President

#### **Additional Emergency Staff As Needed:**

7. Vita Gebauers, Registrar
8. Laura Pinkham, Student Support & Disability Services Coordinator
9. Amanda Zamora, Director of Residential Life & Housing
10. Carl Henry, Director of Administration & Finance
11. Jenny Gonzalez, Director of Career Services
12. Harry Ramos, Senior Director of Admissions
13. Abdi Arguello, Facilities Manager
14. Academic Directors
15. Campus Security

#### **General Guidelines, Dos/Don'ts**

Any student, staff or faculty member who witnesses or knows of a crisis situation should first contact and inform a member of the CMT in order of the chain of command outlined in this document and then wait for further direction. All rules have exceptions and considerations. Here are a few basics to follow:

- **Call 911 in matters of life and death** or if you're uncertain about the severity of a situation. When in doubt, it is the school's policy to err on the side of caution.
- In the event that the police, fire department or other civil authority is dispatched to the school, a member of **CMT will act as contact (typically the Dean of Student Affairs)**. If you call 911, immediately debrief a CMT member of the situation.
- In the event that violence occurs on campus, faculty and staff should try to diffuse the situation if possible, however, **no one should put themselves in harm's way**. Immediately notify (or in the event that you cannot leave the situation, dispatch someone to notify) a member of the crisis team.
- In the interest of communicating clear, timely and consistent messages to the public, The Art Institute has a policy of only communicating to the media through specified communications channels. At The Art Institute of California - Orange County, the **President is the designated liaison to the media**. While it is important to communicate with our public as soon as possible, The Art Institute will be prudent and thoughtful before it begins disclosing premature and hasty information. Keep in mind that the media is unrelenting when trying to report a "hot" story and will try to get information from anyone they can who might be in the know--including staff and students. Many minor situations have escalated to major issues because the "spokesperson" was not properly equipped to handle the media. A staffer would be ill-advised to talk to the media either proactively or reactively, and the Art Institute discourages you from doing so. These are tasks best left to the company's trained communicators. In the event that you are contacted by the media, direct them to contact the President. The following is a suggested statement to use:

- “In order for you to receive the most current information, please allow me to forward you to the President, Greg Marick, who handles all media inquiries. His number is 714.830.0200 or email at gmarick@aii.edu.”
- Furthermore, the President will determine the appropriate communication and course for disseminating information to all audiences—students, staff, families and the public. Please look to the President to prepare letters, statements and conduct communications briefings.
- **Use your judgment, be responsible and act professionally.** Try not to panic. Panic will cloud your judgment and will alarm others. Remain calm. Think about how your reactions will be perceived by others. Follow the directions outlined in this manual.
- The Dean of Student Affairs **logs all incidents and emergency situations** that occur on campus or at school-sponsored activities. Always contact the Dean of Student Affairs following any crisis situation, to file an incident report.

### **Crisis/Emergency Steps**

**1) For medical emergencies, call 911**

**2) Contact Campus Security: 714.580.6097**

**3) Try to contain/manage the situation.**

- Dispatch someone to get you the help you need.  
*Daytime:* Campus Security, Academic Affairs, Student Affairs, Administration Suite or receptionist for help.  
*Evening:* Campus Security.

**4) Once situation is over, document the incident with written notes as soon as possible.**

**5) Report all incidents to Campus Security (714.580.6097) or the Dean of Student Affairs (714.830.0270) within 24 hours.**

### **Building Addresses & Main Phone Numbers**

Building A – 3601 W. Sunflower Avenue, Santa Ana, CA 92704

Building B – 3501 W. Sunflower Avenue, Santa Ana, CA 92704

Building C – 3511 W. Sunflower Avenue, Santa Ana, CA 92704

### **Main Numbers**

The Art Institute of California - Orange County: 714.830.0200

### **Emergency Notification**

At The Art Institute of California – Orange County, we take pride in providing an environment and atmosphere conducive to the creative process, and your safety is a top priority. The campus crisis management team will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

## **Ai Emergency Alert Notification System**

The Art Institute of California – Orange County has an emergency notification system that will deliver critical information to students, staff, and faculty in the event of a natural disaster or other urgent situation. The Ai My Campus Alert emergency notification system is a mass notification system that allows The Art Institute of California – Orange County students, faculty and staff to receive instant information in case of emergency or school closure via email, text message and/or voicemails. All students, faculty and staff are encouraged to subscribe to the My Campus Alert system. Some examples of situations where the school would use the My Campus Alert system include:

- In the event of a natural disaster.
- Any situation that would require a school-wide evacuation or facilities closure.
- Suspicious or potentially harmful on-site incident where students, faculty and staff would need to know whether it was best to remain in the building or evacuate.

*NOTE: This service is for emergencies only. You will ONLY be notified in the event of a crisis or emergency situation. If you have any questions about the process or how the My Campus Alert system will be used, please contact Steve Rickard, Dean of Student Affairs, at [srickard@aio.edu](mailto:srickard@aio.edu) or 714.830.0270.*

## **How to Sign Up for Ai's My Campus Alert**

### *Sign-on Instructions*

- Log in to student portal ([myaicampus.com](http://myaicampus.com))
- Go to the Student Support page (top navigation, far right), and update your student profile information
- Click the **Update Emergency Notification** button at bottom of screen
- When new screen pops up, make the desired updates to your contact information according to your preferences. When finished, click on the **Update Emergency Notification** button
- Log off system.

## **Process for Notifying Campus Community of Emergency**

This is the process the crisis management team will follow in identifying and verifying a campus emergency:

- Confirm there is a significant emergency or dangerous situation.
- Determine the appropriate segment(s) of the campus community to receive a notification.
- Determine the content of the notification.
- Initiate the notification system.

## **Emergency Resources**

|                                                                       |                                   |                                                  |                              |
|-----------------------------------------------------------------------|-----------------------------------|--------------------------------------------------|------------------------------|
| Urgent Medical Care                                                   | U.S. Healthworks                  | 3100 W. Warner Ave.<br>Santa Ana, 92704          | 714.546.6101                 |
| Local Hospital                                                        | Fountain Valley Regional Hospital | 17100 Euclid Street<br>Fountain Valley,<br>92708 | 714-966-7200                 |
| Animal Control                                                        |                                   |                                                  | 714.245.8792                 |
| Fire Dispatch (non-emergency)                                         |                                   |                                                  | 714.542.2315                 |
| Hazardous Waste Disposal                                              |                                   |                                                  | 714.834.6752                 |
| Parking Control (private property)                                    |                                   |                                                  | 714.667.2780                 |
| Poison Center                                                         |                                   |                                                  | 800.876.4766                 |
| Santa Ana Police Front Desk<br>Dispatch (report crimes)               |                                   |                                                  | 714.245.8601<br>714.834.4211 |
| Southern California Edison (emergency, i.e. power outage, lines down) |                                   |                                                  | 800.611.1911                 |
| Southern California Gas Company (emergency shutoff)                   |                                   |                                                  | 800.427.2200                 |
| Traffic Safety                                                        |                                   |                                                  | 714.245.8200                 |

## Emergency Medical Response

(EMT Personnel Needed)

- It is essential to remain calm.
- Check the scene for safety and eliminate any unsafe conditions. If necessary, deputize another employee to assist you.
- Check the injured person and assess if emergency medical response is necessary. Use your best judgment and those staff members around you – if there's doubt, call 911.
  - Is there severe bleeding?
  - Is the person unconscious? Is there a head injury?
  - Is the person having trouble breathing?
  - Is the person turning colors?
- If the answer is yes, to any of these, call 911 immediately. A staff or faculty member, designated by the CMT, should stay with the injured person at all times. When calling 911, you will need the following information:
  - Exact location of injured person.
  - Name and age of injured person.
  - Nature of the emergency (what happened?)
  - Condition of the injured person.
  - **DO NOT HANG UP UNTIL THE 911 DISPATCHER HANGS UP.**
  - Ask the student or employee if there is a person they would like to have notified.
  - All people (including students) have the right to refuse paramedic or hospital treatment.
  - After the incident, please contact the Student Affairs Department to complete an incident report. If the injured party is an employee, also notify Human Resources.

## Basic First Aid Procedures

Key staff and faculty members are trained in first aid, as well as CPR and fire extinguisher use. Student Affairs retains a list of trained employees. The following are basic first aid procedures:

- Be calm
- Assess the injury

- If the student is able to go with you, take the student to the nearest first aid station and administer the necessary assistance. (Wear latex gloves for all first aid care.)
- If the student is unable to go with you, have another employee retrieve the first aid kit. Administer the necessary assistance. (Wear latex gloves for all first aid care)
- Someone should stay with the injured person at all times and pay attention to any changes in their condition.
- If the student needs to go to the hospital or go home, Student Affairs can assist in arranging transportation, if necessary.
- After the incident, please contact Student Affairs to complete an incident report.

### **Identified First Aid Stations**

Each of these offices has a basic first aid kit:

- Employee Lounge, 2<sup>nd</sup> Floor Building A
- Employee Lounge, 1<sup>st</sup> Floor, Building B
- Student Affairs Office, 2<sup>nd</sup> Floor, Building C
- Culinary Arts Kitchens, 2<sup>nd</sup> Floor, Building A
- Industrial Design Lab, 2<sup>nd</sup> Floor, Building C

In Building A there is a defibrillator located on the wall in the hallway adjacent to Classroom 264 on the second floor.

Note that blood spill/hazmat kits are located in the employee lounge. Kits should be utilized only by trained staff. Notify Security staff or the Dean of Student Affairs before using a kit.

### **Notifying Family Members**

A member of the CMT should be informed prior to contacting family members of a student or employee. In most cases, the student or employee can indicate who should be notified. In cases where a student cannot provide that information, the academic file in the Registrar's Office contains emergency contact information. Human Resources can provide emergency contact information for faculty and staff. Student Affairs or Human Resources will notify the necessary family members.

In the event of a serious or life threatening injury, illness, or death, the student's or employee's family should be notified immediately by the Dean of Student Affairs, Human Resources Director or another member of the Executive Committee. If time permits, Student Affairs should be contacted immediately to aid with notifying the family.

### **Emergency Evacuation**

- Stop work immediately. Grab your essential belongings/valuables (purse, wallet, keys) but do not take time to pack up work supplies or work in progress.
- Leave your area and if you are the last person in a room or office, close and lock the door behind you.
- Do not run. Walk in an orderly manner.
- Instructors are to accompany their class throughout the emergency. Instructors should advise students to secure their valuables and close and then lock the classroom door after last student has exited the classroom.

- All evacuees should use the floor exit closest to the room you are located at the time of the emergency. Fire Monitors (noted with bright green vests) will be on hand to direct. Follow directions for exiting your area. Exit building using nearest stairwell only.
- Individuals with physical challenges that inhibit them from using the stairs are to wait at the top of the stairways for authorized emergency personnel to assist them. A staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately head a minimum of 100 feet from the building. Our gathering location is the parking lot on the east side of building A. (Adjacent to the student lounge).
- Key staff members serve as Fire Monitors for their respective floors/areas and will conduct a thorough sweep of the building to ensure all persons have evacuated.
- Do not re-enter the building until emergency personnel provide authorization (all-clear).
- Emergency exit signs are posted. Each area of the building will have designated persons (Fire Monitors) to check that all offices, classrooms and restrooms are evacuated.
- If CMT decides to evacuate the building, first determine if it is safe to use the fire alarm. In the case of a bomb threat, the fire alarm could activate the bomb. Key personnel will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.
- The President will develop a public statement, if necessary.
- An Incident Report Form will be prepared and filed by the Dean of Student Affairs.

## **Emergency Contingency Plan/Relocation**

### **Short-Term ( 0-48 hours):**

- If there are injuries, immediately have injured parties transported to local hospitals via ambulance or other emergency vehicles. Enlist the help of first-aid trained employees on-site. The Dean of Student Affairs will maintain a list of students and employees transported from the site by emergency personnel.
- Establish an Information Center on site where information can be gathered and dispersed.
- If it's determined that a temporary location/command center is necessary, the CMT will work with the property management to establish a temporary location with close proximity to the school. The Dean of Student Affairs and President maintain emergency contact information with property management.
- In the event that the school phone system is inoperable, the school fax machines are all regular, outside phone lines.
- Under the direction of the President, the information center will be staffed by department managers. If additional support is needed, employee volunteers will be used.
- Create and distribute an information sheet with instructions to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until further instructions are received, check in with the information center, go home, etc.) Use bullhorns when necessary.
- Depending on the condition of the building (determined by fire or other authorities), set up a "Retrieval Unit" which would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with The Art Institute of California - Orange County employees.
- Make phones available, if possible, to enable all evacuees to call home/family.
- The police or fire department may close down access to the building to anyone except emergency personnel. In this event, the President or Dean of Student Affairs will arrange

additional security to maintain watch over the damaged building and protect any salvageable property.

- The CMT will communicate with local authorities to ensure that evacuation routes away from the school are safe and passable.

### **If the emergency is such that evacuees cannot get home:**

- If the Emergency Services (fire and police) responded to the crisis, they may provide resources for emergency needs.
- Student Affairs and Human Resources will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, school-sponsored housing, community spaces and local hotel and motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.
- For those evacuees who cannot get home, have them report to the Information Center. Require them to give their names, student or employee ID number, home address and phone number, mobile number, emergency contact information and record where they will be staying. This information may be used to account for the whereabouts of all evacuees.
- The Dean of Student Affairs should check for safety: gas, water, sewage leaks, downed electric lines and shorts, turn off appropriate utilities, check for building damage and potential safety problems during after shocks.
- Wear protective shoes.
- Clean up dangerous spills.
- Listen to the radio for instructions from public safety agencies.
- Don't use the telephones except for emergency use.
- The President will prepare statements to provide information to parents and families on relocation sites for students and reassure them that everything is under control.

### **After the Crisis (48+ Hours)**

- Establish programs that help ease emotional distress and communicate these services through email, hotline and voicemail.
- Continue public service related programs for two weeks following the event.
- Provide counseling services for those student who may have lost a friend or a significant other and/or utilize bereavement services arranged by Student Affairs. For faculty and staff, counseling is provided by the Employee Assistance Program through Human Resources.
- The President and Dean of Student Affairs will hold a school meeting as soon as possible to share accurate information, get suggestions, reassure everyone and provide the next steps.

### **School Closing**

*Scenario: Extreme environmental conditions, loss of water or electricity for an extended time, gas line break.*

- The decision to close the school is made by the President and the Dean of Student Affairs with counsel by the CMT.

- The President will prepare and issue a statement for the media, the outgoing employee and school voicemail, as well as the communication for the employee/student phone tree.
- Information will be communicated to staff and faculty via the emergency phone tree, including language to use on outgoing voicemail messages. The President will initiate the phone tree. Information will also be sent via email.
- Staff members will need to change their outgoing voicemail to communicate the school closing.
- Faculty will contact their students using their class roster.
- The President will notify local media to disseminate the information.
- The Campus Technology Manager will have the outgoing school phone message communicate the school closing.
- The Campus Technology Manager will monitor the phone voicemail and communicate any messages to the appropriate CMT member.

## **Earthquake**

- Identify if persons in your area are injured. Assess the severity of the injuries. Report or dispatch someone to report to the CMT.
- Determine if there is structural damage to the area you are located in and report to the CMT.
- Members of the CMT will assemble in the administrative suite and conduct a swift assessment of the situation—injuries and facility condition.
- Follow first-aid procedures to handle injuries.
- If damage to the facility is extensive, the CMT will order the evacuation of the facility.
- Assemble building occupants in North Parking area (outside the student lounge) or another secure location. Instruct occupants not to attempt to leave area until surrounding area damage is known.
- The CMT will contact emergency authorities and document community directives. Determine if the evacuees are able to get home – roads are passable, identify areas of damage and evacuation locations.
- The President will report facility damage and condition to building management.
- Follow relocation and evacuation procedures.

## **Fire**

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- Fire extinguishers are located throughout the facility (in hallways near classrooms).
- Call 911 and then campus security at 714.560.6097. Give your name, building, location, telephone number and location of the fire. Security will notify the CMT.
- The CMT will immediately sound the building fire alarm (if it's not already activated). Evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- The Fire Monitors will sweep their posts for all building occupants.
- If time permits, collect valuables and close and lock office doors before leaving. Walk, do not run, to the nearest stairway exit. Follow Emergency Evacuation Plan.

- When the fire alarm sounds, do not use elevators. An elevator may become inoperative and you may be trapped.
- Notify Fire Monitors (wearing bright green vests) or fire fighters on the scene if you suspect someone may be trapped inside the building.
- CMT ensures that aid is provided to all individuals needing assistance in descending the stairs.

## **Bomb Threat**

- Do not put the caller on hold.
- Treat all threats seriously. Follow the “Questions To Ask” form from the FBI Bomb Data Center.
- Do not delay reporting this incident directly to a CMT member. Wait for instructions from the CMT. We do not want to cause undo panic, therefore, do not discuss the incident with anyone else unless directed by the CMT.
- The CMT will call 911.
- The CMT will order the evacuation of the building, if necessary.
- Do not activate fire alarm for building evacuation as it may activate a bomb. The CMT will go to classrooms and offices and notify people to evacuate.

## **Bomb Threat Questions to Ask FBI Bomb Data Center (*Keep near phones*)**

### **Questions:**

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

### **Threat Language**

- Well spoken (educated)  
 Incoherent  
 Foul  
 Taped  
 Message read by threat maker  
 Irrational

### **Caller's Voice**

- |                                  |                                          |
|----------------------------------|------------------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Nasal   | <input type="checkbox"/> Laughter        |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Crying          |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Lisp    | <input type="checkbox"/> Normal          |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Raspy   | <input type="checkbox"/> Distinct        |

\_\_\_\_\_ Rapid  
\_\_\_\_\_ Deep  
\_\_\_\_\_ Soft  
\_\_\_\_\_ Ragged  
\_\_\_\_\_ Loud

\_\_\_\_\_ Accent  
\_\_\_\_\_ Slurred  
\_\_\_\_\_ Familiar  
\_\_\_\_\_ Whispered

Who did he/she sound like? \_\_\_\_\_

### Background Sounds

\_\_\_\_\_ Street noises  
\_\_\_\_\_ Factory machinery  
\_\_\_\_\_ Dishware  
\_\_\_\_\_ Animal noises  
\_\_\_\_\_ Voices  
\_\_\_\_\_ Clear  
\_\_\_\_\_ PA System

\_\_\_\_\_ Static  
\_\_\_\_\_ Music  
\_\_\_\_\_ Local  
\_\_\_\_\_ House noises  
\_\_\_\_\_ Long distance  
\_\_\_\_\_ Motor  
\_\_\_\_\_ Office machinery

Other comments: \_\_\_\_\_

### Write the exact wording of the threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on your best guess, fill in the following information about the caller.

Gender \_\_\_\_\_  
Race/ethnicity \_\_\_\_\_  
Age: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_  
Time: \_\_\_\_\_  
Date: \_\_\_\_\_  
Caller ID number displayed: \_\_\_\_\_

### Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Report call immediately to a member of the CMT, who will then call 911.**

### Suspicious Package

- If you spot a suspicious object, package, etc. report it to Security Personnel or a member the CMT. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address and may be delivered or discovered in an unconventional way.

- Evacuate area- Security Personnel will block off the immediate area around the package.
- Security Personnel will contact police/fire for assistance from bomb squad
- Wait for trained police squad to examine and dispose of suspicious package.

## **Biohazards**

*Scenario: Employee or student is exposed to blood, vomit or other potentially infectious substances.*

Universal precautions will be observed by all Art Institute employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Contact Security Personnel or the Dean of Student Affairs for clean-up of any blood and/or body substance spills. Spills are to be promptly cleaned by gloved personnel using a bleach solution.
- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately, or as soon as feasible, after contact and followed by a 10 second hand wash. Gloves are located in all first aid kits.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- The Dean of Student Affairs will arrange to dispose of the contaminated gauze, gloves and clean-up materials contained in a plastic bag and to secure/isolate the bag. The materials will be disposed directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call the Dean of Student Affairs for removal and disposal of "sharp container". Hypodermic needles should be handled carefully using tongs and gloved hands. Maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.
- An Incident Report Form should be completed with Student Affairs.

## **Fights**

- In the event that a fight occurs in the school, a staff/faculty member should try to diffuse the situation if possible. Once the situation is under control, escort the students to the Student Affairs office.
- If the fight cannot be diffused, the staff/faculty member should immediately contact Campus Security or a member of the CMT and consider calling 911.

## **Suspect or Witness Crime**

*Scenario: theft, vandalism, drug use.*

- If an employee suspects students or employees are breaking the law, the employee should contact the Dean of Student Affairs, the Dean of Academic Affairs or appropriate member of school management/administration.

- If the crime is in progress and if no foreseeable danger is apparent, try to diffuse the situation.
- If possible apprehend the perpetrator(s) and bring them to Student Affairs, Security or the Administration office.
- If the crime is a violent crime, call **911 immediately** and notify Campus Security and a member of the CMT.
- An Incident Report Form must be completed with Student Affairs.

## **Violent Crime**

*Scenario: A violent incident occurs on campus, such as gunfire, stabbing or sexual assault.*

- Do not attempt to apprehend or interfere with the assailant(s).
- Call 911 immediately and notify Campus Security and a CMT member. In the event of a reported sexual assault, the CMT will assist the victim in reporting violations at their request.
- If possible, have someone stay with the victim(s) to provide emotional comfort and to monitor their condition. Enlist Student Affairs for assistance.
- Before the police arrive, the CMT will try to immediately isolate the incident or portion of the building and potentially evacuate the rest of the school.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police and the CMT authorize re-entry.
- The President will serve as lead contact for the authorities.
- The President or Dean of Student Affairs will act as a liaison with the authorities and will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, CMT, Academic and Department Managers.
- The President will provide a current copy of the floor plan of the building to the police, upon request.
- The CMT will assist the authorities in collecting all evidence and obtaining witness statements.
- The President will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- Student Affairs will be available to assist and provide counseling, emotional support and referral to local hospitals, crisis programs and sexual assault programs.
- The President will prepare statements and plan for disseminating information to all audiences—students, parents/families, staff/faculty, media and the public.
- An Incident Report Form must be completed with Student Affairs.

### **Once the immediate crisis is contained:**

- Student Affairs should be notified if the alleged perpetrator is a student and Human Resources should be notified if it's an employee for further investigation and disciplinary action.
- For those indirectly affected by the incident, dismissal may be appropriate and should occur after an official announcement is made regarding what happened.
- For those directly affected by the incident: groups consisting of no more than 20 people will be de-escalated by the CMT and given time to talk and express concerns or issues prior to dismissal. Student Affairs should be involved.
- Review security measures and make any necessary adjustments.
- The President will notify CS Legal Counsel of the situation for further guidance.

### **If injuries and/or death are involved:**

- Family members of all casualty victims are notified as soon as possible. The CMT will determine and coordinate this communication. Follow procedures under “Medical Emergency” and or “Death of a Student/Employee”.
- Faculty and staff are advised to identify and refer those students or employees at high risk for emotional disturbances to Student Affairs. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.

### **Long-term:**

- Periodic mandatory debriefing meetings with those directly affected by the incident by Student Affairs or an outside referral
- Continued identification of high-risk students and referrals to Student Affairs.
- Provide ongoing support for students and employees who will be giving testimony or depositions.
- Ongoing training on sexual assault awareness, prevention and procedures for staff, faculty, residence staff and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sexual offenses.

### **Weapons**

*Scenario: Student, employee or visitor has a weapon, such as a gun or knife, on campus.*

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation and proceed only with caution. Consider the safety of yourself and those in the area.

#### **Non-threatening situation: Possession of weapon is noted.**

- An individual aware of a weapon possession on campus should report the situation to Campus Security, Student Affairs or another CMT member.
- Student Affairs and the CMT will make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Campus Security.
- If the individual declines to remove the weapon from the premises, Campus Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Dean of Student Affairs, if a student, or by appropriate Human Resources, if an employee. If the visitor was visiting students or employees, their host will be subject to disciplinary review by Student Affairs or Human Resources.

#### **Threatening situations: A weapon is shown in a menacing manner on campus.**

- Do not attempt to apprehend or confront the person with the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.

- As soon as safely possible, call 911, contact Campus Security and the CMT. Provide them with your name, building address, location and information about the situation including type of weapon, physical description and mental state of person with weapon.

## **Death**

### **Employee**

- Person aware of employee's death immediately notifies the appropriate CMT member, who will inform Human Resources, the President and Dean of Student Affairs.
- The Director of Human Resources, with support from the Dean of Student Affairs, will immediately prepare a communication to faculty, staff and possibly students regarding the employee's death. The phone tree may be enacted or an impromptu staff meeting may be appropriate. Communications may also be distributed to the other Art Institutes and EDMC. Depending upon the circumstances, a public statement may also be prepared.
- If the deceased was a faculty member, the Academic Department Director attends each of their classes, to notify students of the instructor's death. Student Affairs should accompany the Academic Director on the classroom visits.
- Human Resources will collect the employee's personal belongings and make arrangements to return them to the family. Human Resources will also make arrangements to collect any school documents or property from the deceased employee's home.
- Human Resources notifies insurance plans and gathers information for the family on benefits, including life insurance, retirement plan beneficiary, and distribution process.
- The President, Human Resources Director and Dean of Student Affairs determine the appropriateness of a campus memorial service.
- Student Affairs is available for counseling staff and students.
- If the death is sudden, or the result of violence or suicide, group debriefings may be appropriate.

### **Student's Family Member**

- If a phone call with information about a student's family member's death, or impending death, is made to the school forward the call immediately to the Dean of Student Affairs. Do not forward the call to voicemail. Make sure that someone can take the call.
- Dean of Student Affairs will take information about the family member from the caller.
- Dean of Student Affairs will contact the student immediately and assist him/her with calling the appropriate person to get the information privately.
- Dean of Student Affairs will provide emotional assistance to the student as needed and may also assist the student with arrangements for getting them home etc.
- Student Affairs will notify the student's Academic Department Director who will notify the student's instructors.

### **If a family member comes to the school to notify a student of the death of a family member.**

- Contact the Dean of Student Affairs to meet with the family member.
- Student Affairs will arrange for the notification to occur in a private office. Ask the family member if having Student Affairs present is desired. If so, Student Affairs should remain.

- Student Affairs will notify the appropriate Academic Department Director who will notify the student's instructors.

### **Death of a Student (On/Off Campus)**

- The Dean of Student Affairs will verify that the deceased student has been properly identified.
- Verify notification of family. Initial notification should impart only the essential information identifying the administrator by name and title and telephone number for further contact, the cause of death and the locality of the deceased student. The family should be asked to begin making arrangements for someone to come to the campus. The administrator should make a second contact with the family, shortly thereafter, to answer questions and learn of travel and other arrangements made by the family.
- The Dean of Student Affairs will notify the Dean and the President, who will determine if a public statement is necessary. If there is a student with an identical name, The Art Institute should notify the student and ask him/her to call his/her family so they will not be alarmed.
- Student Affairs will notify the student's Academic Director, Registrar, Student Financial Planning, Student Loan Advising, Accounting and Student Affairs.
- Academic Director will notify the student's instructors.
- Student Affairs will handle the collection and packing of all personal belongings including school projects. If necessary, The Art Institute of California - Orange County should cover the cost of shipment of the personal belongings, if taken from The Art Institute of California - Orange County or school-sponsored housing.
- Student Affairs will handle the paperwork and paper flow involved in notifying all campus officials to terminate mailings to the student's home address, officially withdrawing the deceased student from the institution, notifying the student's instructors arranging for appropriate refund of tuition and fees, etc.
- Student Affairs will serve as host to the family while on campus.
- The President and Dean of Student Affairs will consider the appropriateness of a campus-wide communication and memorial service.
- Student Affairs will explain (a) any local or state ordinances involving autopsies, death certificates, bank accounts or moving of the deceased, (b) institutional policies on tuition refunds (c) how memorial scholarships are established (d) what costs The Art Institute of California - Orange County will cover (e) institutional policy concerning posthumous degrees.
- For the off-campus resident, notification is generally handled by the family or friends. It would remain the responsibility of the Dean of Student Affairs to ascertain that such notification has taken place. If it has not, and an inquiry of emergency services personnel suggests it would be appropriate, the Dean of Student Affairs should notify the next of kin. The notification of on-campus offices for administrative purposes still rests with the Dean of Student Affairs. Depending on the proximity of the next of kin, it may be necessary to work through city police to contact the nearest police agency to the next of kin. Local police services can access the appropriate counseling services or clergy to support the next of kin.

### **Collection of Personal Property/Living Quarters:**

- When a person dies, survivors are not likely to be immediately concerned about the personal belongings and the living quarters of the deceased, but they should be given attention. The Art Institute should cooperate fully with the family, in an efficient and timely manner to handle the personal property of the student.
- If the student was a resident of school-sponsored housing, the Dean of Student Affairs and the Director of Residential Life & Housing will collect, store and safeguard personal belongings until such a time when the family can claim it. For example, if the family is unable to come to the campus to claim the property or if the property must be held by The Art Institute of California - Orange County pending investigation of unusual circumstances, The Art Institute may pay the shipping costs for the property. Student Affairs should establish whatever claims The Art Institute may have on the property in the living quarters or determine whatever housing obligations the student might have to The Art Institute.

#### **Follow-up:**

- For a reasonable period of time after the student's death, the Dean of Student Affairs should follow-up with the various school departments originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains notation of the student's death and that the student will not receive mail, notifications, and billings that are no longer appropriate until the matter is sufficiently resolved.

#### **Substance Abuse**

*Scenario: A student or another person is acting drunk, high or impaired while on school property, in housing or at a school-sponsored event.*

- In all cases, an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior. The person could be a diabetic or have another medical condition.
- If the nature of the impairment is unknown, the relevant CMT member should be contacted to determine the problem and to ensure the individual's well being.
- An employee or student who is impaired or appears under the influence of substances will not be permitted to stay in the building. They should be asked to leave by the department manager, Director of Human Resources or other member of the CMT.
- If the individual is cooperative but appears potentially dangerous to him/herself or others due to the impairment, contact a member of the CMT who will call someone (family, roommate, friend, etc.) to escort them home or call a taxi, if no one is available. If the individual is uncooperative, the CMT may contact the police.
- The Dean of Student Affairs will investigate and take disciplinary action if the incident involved a student. If an employee, Human Resources will take action.

#### **Long Term/Preventative:**

- Ongoing training for staff and faculty on and how to handle situations, consequences or infractions and The Art Institute's Drug-Free environment policy is available through Human Resources.
- Ongoing awareness programs about substance abuse issues are available through Student Affairs.

## **Elevator Breakdown**

*Scenario: The elevator has stopped operating and people are inside.*

- Individuals trapped inside the elevator should push the call button inside the elevator which immediately alerts Otis Elevator that there is a problem.
- Individuals who believe the elevator to be inoperable should immediately inform Security Personnel, a Facilities Key Operator or another CMT member.
- The Facilities Manager will contact service to manage repair of the elevator and will communicate with those inside the elevator on status and timing.
- Instruct those inside the elevator not to pry the doors open or otherwise attempt to crawl out of the elevator.

## **Test of Emergency Notification System and Evacuation Procedures**

The Art Institute of California – Orange County will conduct an annual test of the Ai Emergency Alert notification system. The Art Institute of California – Orange County will also conduct periodic drills to test the school's emergency evacuation procedure. Each test of the emergency notification system and emergency evacuation procedure will be documented with a description of the exercise, the date, time, and whether the test was announced or unannounced.

## **Questions Regarding the Emergency Notification and Evacuation Policy**

Questions regarding the Emergency Notification and Evacuation Policy can be directed to Steve Rickard, Dean of Student Affairs.