

T H E  
**LOS ANGELES**®  
F I L M   S C H O O L

## 2019 Campus Safety & Security Handbook



6363 Sunset Blvd | Hollywood, CA | 90028 | 323.860.0789 | [www.lafilm.edu](http://www.lafilm.edu)

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## **Section 1**

THE  
**LOS ANGELES**®  
FILM SCHOOL

**CAMPUS SAFETY POLICIES**





## **1. CAMPUS SAFETY**

Education requires a safe environment for success. The Los Angeles Film School (LAFS) is strongly committed to crime prevention and the safety of our campus community members. Your cooperation is essential to minimize criminal activity and create a safer community for all. Like other institutions, colleges and universities are not without occasional crimes. You are an important member of the LAFS community of students, faculty and staff. This means that you must obey federal, state and local laws as well as the rules and regulations of LAFS. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at LAFS.

A well-informed campus community helps create a safety conscious public. LAFS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses.

### **1.1 The Campus Security Authority**

To help ensure the safety of the school community, LAFS has designated Campus Security Authority Personnel (CSA). The CSA is an individual the school designates as the point of contact in the event of an emergency, incident or crime. Students, faculty and staff should report criminal offenses and incidents to the CSA. These individuals also serve as a primary point of contact in the event of an emergency, incident or crime. Employees and security services personnel who handle tasks like patrolling or monitoring access also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

Designated Campus Security Authorities:

Director of Facilities & Security: Brian Mitchell 323.769.6868  
Campus Security Supervisor: Cameron Gideon 323.769.8793  
Title IX Coordinator & Director of Administrative Services: Dana Franklin 323.769.6827  
Chief Academic Officer: Jenna Langer 323.960.3840

### **1.2 Private Security Services Communication with Campus Security Authorities**

In addition to the LAFS Security Team, Allied Universal Security (via third party contracted guard services) is utilized on-campus where there is not already a LAFS Security Officer presence. These state-licensed personnel are required to report all incidents and crime information to the appropriate Campus Security Authority and/or the LAFS Campus Safety Team (CST) per the Jeanne Clery Act. All information is reviewed by the Campus Safety Team for reporting purposes.

While Allied Universal Security personnel and Local Campus employees cannot make arrests, LAFS does work closely with federal, state, and local law enforcement agencies to aid in the arrest of individuals committing crimes against the school and its members.

The number of assigned Allied Universal Security personnel on campus may vary depending on the needs of the campus community and local crime trends. Each Allied Universal Security officer meets that state's basic training requirements for uniformed security personnel. Authorized personnel may carry a guard license, guard certificate, security officer registration, or state-issued guard card.

### **1.3 Training of Allied Universal Security Personnel**

Training of Allied Universal Security personnel covers the following:

- Legal restrictions on arrest, search and seizure, and use of force.
- Report writing basics.
- Workplace violence recognition, response, and prevention.
- Jeanne Clery Act.
- Personal appearance, attitude and conduct that meet both security industry standards and those of the LAFS campus.

LAFS works with Allied Universal Security to provide additional support posts on campus at each building. These individuals serve as a point of contact in the event of an emergency, incident or crime. The CSA advises them of this and partners with each individual to maintain an active working relationship.

During the annual safety events, the CSA will communicate to all students and staff that in addition to the LAFS Security Team, Allied Universal Security personnel can also assist.

#### **1.4 Annual Review of the Campus Safety Program & Policies**

The Los Angeles Film School will conduct an annual review of our Campus Safety Program and Policies, as well as Clery-related obligations, including the Annual Security Report (ASR) to ensure continuing compliance with the Jeanne Clery Act requirements.

### **2. REPORTING ANNUAL CRIME STATISTICS**

LAFS provides notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

#### **2.1 Notifying the Campus Community**

Every year, LAFS community members receive a notice of the Campus Crime Statistics Report electronically. The notice always discloses that these annual crime statistics are part of LAFS' Annual Security Report; that it is available on our website at <http://www.lafilm.edu/campus-safety>; and states how community members may request a paper copy of the report.

#### **2.2 Procedure for Gathering and Disclosing of LAFS' Annual Crime Statistics**

A police report must be filed for loss or destruction of LAFS property. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property. The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

### **3. SAFETY AWARENESS & CRIME PREVENTION**

LAFS takes safety awareness and crime prevention measures very seriously.

#### **3.1 Crime Prevention Measures**

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the LAFS community - more safe and secure:

- Roll up windows and lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as laptops.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks and laptops with your name or some other traceable identification.
- Never bring any kind of weapon onto school property.

#### **3.2 Timely Warning Notifications to the Campus Community**

The LAFS Campus Safety Team (CST) releases a Timely Warning Notification (TWN) to alert the campus community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious crime or a pattern of crimes or threats may put anyone in the campus community at risk. The CST is responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. TWNs are posted in visible, accessible areas where such threats occur. LAFS may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community. It is important to note that the CST is not required to issue a TWN for every crime reported but must, at a minimum, follow Clery Act guidelines. When making their decision, the CST may consult with local law enforcement. Whether the CST issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

- **The nature of the crime.** TWNs should focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual assault, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CST should consider law enforcement

efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.

- **Community safety and awareness.** When issuing a TWN, the CST must include information about the crime that triggered it, excluding victim information. The CST must balance the need to include information about the crime while also protecting the confidentiality of the victim to the maximum extent possible. The CST may, in appropriate situations, include personally identifiable information in a TWN. Although personally identifiable information is generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), such information may be released in an emergency. The TWN also assists in providing information that promotes safety and aids in the prevention of similar crimes.

Faculty and staff may contact the Director of Facilities & Security regarding security concerns at 323.769.6868. However, in the event of an emergency, faculty and staff should call 9-1-1 first.

### **3.3 Safety and Access to LAFS Facilities**

During all hours of operation, the LAFS facility is secured by locks on entranceways that require a proximity security card to disengage locks as well as elevators locks, which require proximity security card to engage elevator operation. In addition, the building lobby is manned and monitored by security services personnel. Students, faculty, and staff are issued a proximity card for access through security doors. During business hours, visitors to LAFS facilities will be admitted only through the main entrances.

It is essential that all students, faculty, and staff strive to keep LAFS' facilities secure from unwelcome intruders. Never loan your proximity card to anyone. Never admit anyone into LAFS' facilities who does not have a proximity card for any reason. Should an individual approach you with a request to admit him/her into LAFS' facilities with your proximity card, report the incident to security services personnel immediately.

### **3.4 Campus Maintenance**

The CST ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CST must notify the appropriate facilities manager and request prompt attention to the problem. LAFS facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety.

### **3.5 Safety Programs**

LAFS sponsors at least one safety event and one sexual assault awareness event annually. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. The annual safety event varies by campus and may include CPR, AED (automated external defibrillator), Crime Prevention Programs, Self-Defense and Protection, and Local Police, Sheriff or Fire Department demonstrations.

### **3.6 Informing New Staff of Safety Reporting Procedures**

In addition to coordinating these safety events, LAFS makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CST.

### **3.7 Emergency Evacuation Planning**

The CST conducts at least one emergency evacuation drill per year at each building on campus. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor. LAFS also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat. Facilities Emergency Plans may be found in Addendum B here.

Regularly scheduled drills, exercises, and appropriate follow-through activities, are designed for the assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures are publicized and each test includes a description of the exercise, the date, time, and whether it was announced or unannounced. The Emergency Mass Notification (EMN) system is used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

### **3.8 Emergency Evacuation Assistance**

Individuals who require assistance during an emergency must disclose this need to their manager (staff) or the Disability Services Coordinator (DSC) (students) at 323.960.3830. In conjunction with the CST, the DSC develops a personal emergency plan that includes specific notification and evacuation procedures for appropriate students, faculty or staff in the event of an emergency.

#### **4. REPORTING CRIMINAL ACTIVITIES**

In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police. You may report criminal activity to the CSA anonymously or request confidentiality. The CSA will coordinate with the local police department and private security services personnel when compiling the Annual Crime Statistics Report.

##### **4.1 Reporting Emergency Criminal Activities**

In emergencies, **dial 9-1-1 first**.

9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency-response numbers to reach public emergency response agencies. After calling 9-1-1, report emergency incidents and crimes to a CSA so s/he may also respond.

The Los Angeles Police Department provides the following means for reporting criminal activities:

##### **TEXT-A-TIP**

To provide anonymous tips, text CRIMES (274637) on your cell phone and begin the message with the letters LAPD.

You may submit an anonymous tip anytime, anywhere, 24 hours a day, 7 days a week, by phone 800-222-TIPS (800-222-8477)

##### **ANONYMOUS WEB TIPS**

Battered Women Hotline  
310-392-8381

Child Abuse  
800-540-4000

Narcotics Hotline  
800-662-BUST (2878)

Narcotic Drug Abuse  
800-252-6465

Rape Hotline  
626-793-3385

Runaway Hotline  
800-551-1300

Suicide Hotline  
877-727-4747

Terrorist Threats  
1-877-A-THREAT (284-7328)

##### **4.2 Reporting Criminal Activity to the Campus Security Authority**

The CSA has the official capacity to receive all reports relating to crime at LAFS. The identity of the CSA is listed in Section I and be accessed on line at <http://www.lafilm.edu/campus-safety>.

##### **4.3 Anonymous and Confidential Reporting of Crimes**

LAFS encourages students, faculty and staff to report any suspicious or criminal activities that occur on campus. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary.

## 5. REPORTABLE OFFENSES

### 5.1 Reportable Offenses

The *Clery Act* requires institutions to disclose four (4) general categories of crime statistics:

- **Criminal Offenses**—Criminal Homicide, including: Murder and Non-Negligent Manslaughter; Negligent Manslaughter; Sex Offenses including: a) Forcible, and b) Non-forcible; Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.\*
- **VAWA Offenses** – Any incidents of Domestic Violence, Dating Violence and Stalking. For Clery Act reporting purposes Sexual Assault is included in the Criminal Offenses category but also constitutes a VAWA offense; and
- **Arrests and Referrals for Disciplinary Action for Weapons** - Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

\*Bias is an expressed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin. Hate crimes are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*.

### 5.2 Crime Definitions

Per the *Clery Act*, institutions must classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*. For the categories of Domestic Violence, Dating Violence and Stalking, institutions must use the definitions provided by the Violence Against Women Act (VAWA) of 1994.

### 5.3 Reportable Locations and Their Definitions

The Clery Act includes the following locations in the annual Campus Crime Survey.

**“Clery Geography:”** For the purposes of collecting statistics on crimes for submission to the Department and inclusion in an institution's annual security report, Clery geography includes:

- Buildings and property that are part of the institution's campus
- The institution's noncampus buildings and property
- Public property within or immediately adjacent to and accessible from the campus

For the purposes of maintaining the crime log required, Clery geography also includes, in addition to the locations above, areas within the patrol jurisdiction of the campus police or the campus security department.

- **“On Campus:”** Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **“Non-Campus:”** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **“Public Property:”** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The Department of Education includes the following reporting location, if indicated:

- **“Local Crime Statistics:”** *Applicable statistics reported by local and state law enforcement not already included in the Los Angeles Film School's Annual Security Report.*

### 5.4 Unfounded Crimes

The Los Angeles Film School will disclose the total number of “unfounded” crimes in its Annual Security Report. On rare occasions, LAFS may remove a reported crime from its crime statistics. This may only be done when a sworn or commissioned law enforcement personnel has fully investigated the reported crime and, based on the results of this full investigation and evidence, had made a formal determination that the crime report is false or baseless and has been determined unfounded.



## **6. COOPERATION WITH LAW ENFORCEMENT AGENCIES**

LAFS values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, the Campus Security Team (CST) maintains working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location. Although LAFS does not contract with local police and law enforcement agencies for security, it contacts the appropriate authorities for annual crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

## **7. NO WEAPONS ON CAMPUS**

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. Taser) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for school purposes. Exceptions may be made for students and faculty members who are law enforcement officers required to carry a weapon at all times, even off-duty and in plain clothes. Students and faculty members who are law enforcement officers in plain clothes must contact the Campus Security Authority (CSA) prior to bringing a weapon on campus for further instructions.

### **7.1 Students**

Student requests must include a written verification letter from an authorized supervisor regarding the requirement to carry the weapon, even off-duty and in plain clothes, to the CSA. Verification letters must be provided on department letterhead, signed by an authorized supervisor or agent of the department, and must confirm that the student is in fact a law enforcement officer whose job requires carrying a weapon while off-duty and in plain clothes. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon at all times, the student may instead secure the weapon in his or her vehicle while on campus.

### **7.2 Faculty**

A faculty member who is an active duty law enforcement officer and requests to carry a weapon on campus must submit a written request to the CSA stating his or her name, place of work and the agency's information. The CSA will contact the agency for verification and document the findings. A faculty member who is an inactive law enforcement officer and requests to carry his or her weapon on campus will be denied. The CSA will notify the faculty member once the request to carry weapons on campus has been approved or denied.

## **8. POLICIES & PROGRAMS CONCERNING ALCOHOL & OTHER DRUGS**

### **8.1 Zero-Tolerance policy**

LAFS has adopted a "Zero-Tolerance" policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. LAFS has established specific courses of action regarding alcohol and drug abuse, which include:

- Each year, all students, faculty and staff receive notification, to include the location, of the Annual Security Report and Campus Safety Policies that include alcohol and drug prevention information.
- Students, faculty and staff are encouraged to report instances of abuse:
  - Students can report to student advisors or a Campus Security Authority (CSA).
  - Employees can report issues to their immediate supervisors or Human Resources.
- LAFS supports alcohol and drug abuse prevention programs.
- Alcohol related advertising or promotions are not permitted on campus.
- The Student Development Department maintains a list of local treatment facilities.
- Employee benefits offer resources to assist with alcohol and drug addiction related issues.
- The school conducts a biennial review of its program to:
  - Determine its effectiveness and implement changes to the program if they needed.
  - Ensure that its disciplinary sanctions are consistent and enforced.

### **8.2 Alcohol and Other Drugs Prevention and Counseling Services**

The school provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

### **Student Resources**

Students are encouraged to seek information and help regarding substance abuse through the Student Advising department. Student Advisors will assist students with developing a plan of action that might involve referral to other resources as needed. To protect students' privacy, information obtained regarding a student during participation in any related program is treated as confidential. Students can contact Student Advising by calling (323) 960-3830.

**Employee Resources** LAFS provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. This service provides referral services and treatment sessions as needed. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services. Information about the EAP may be obtained from the Human Resources Department or online at <https://hrhq.plansource.com>.

### National Resources

We encourage anyone dealing with substance abuse issues (not just our employees and students) to also contact national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. Support is always available with confidentiality and discretion. One need only ask.

- **Al-Anon Family Groups** (888)4AL-ANON (425-2666) <http://www.al-anon.alateen.org/>
- **Alcoholics Anonymous** <http://www.aa.org/>
- **American Council on Alcoholism** (800)527-5344 <http://www.aca-usa.com/>
- **Cocaine Anonymous** <https://ca.org/>
- **Narcotics Anonymous** <http://www.na.org/>
- **National Council on Alcoholism and Drug Dependence, Inc.** (800)NCA- Call (622-2255) <https://ncadd.org/>
- **National Institute on Alcohol Abuse and Alcoholism** <http://niaaa.nih.gov/>
- **National Institute on Drug Abuse** (800)662-HELP (662-4357) <https://www.drugabuse.gov/>
- **The Substance Abuse and Mental Health Services Administration's (SAMHSA) Substance Abuse Treatment Facility Locator** <https://findtreatment.samhsa.gov/locator>

### 8.3 Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects. Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

#### Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
	High-Low	High-Low	
Chloral Hydrate/Other Depressants	Moderate	Moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol
Barbiturates	High-Mod	High-Mod	
Benzodiazepines	Low	Low	
Methaqualone, Glutehimide	High	High	
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite

LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil Tetrahydrocannabis	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can cause unconsciousness, hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trembling

#### 8.4 Standards of Conduct

LAFS' Student Code of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the school. LAFS enforces a "Zero Tolerance" policy regarding underage drinking. If any individual is apprehended for violating any alcohol or other drug related law while at a LAFS location or activity, LAFS will fully cooperate with federal and state law enforcement agencies.

#### 8.5 Sanctions LAFS Will Impose for Alcohol or Other Drugs Violations

LAFS abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the LAFS community found consuming or selling alcohol and other drugs on school property is subject to disciplinary action up to and including dismissal from the school, depending on the seriousness of the situation.

#### 8.6 Federal Laws and Legal Sanctions

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a fine, probation, or lengthy imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs, to include life imprisonment and fines in excess of \$1,000,000. Here are some examples of Federal Drug Trafficking Penalties (<http://www.justice.gov/dea/agency/penalties.htm>):

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. <b>2 or More Prior</b>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

			<b>Offenses:</b> Life imprisonment.
<b>DRUG/SCHEDULE</b>	<b>QUANTITY</b>	<b>PENALTIES</b>	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual	
Flunitrazepam (Schedule IV)	1 gm or more		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual	
Flunitrazepam (Schedule IV)	30 to 999 mgs		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.	
Flunitrazepam (Schedule IV)	Less than 30 mgs		

#### FEDERAL DRUG TRAFFICKING PENALTIES – Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

## 9. SEXUAL VIOLENCE AND SEXUAL HARASSMENT POLICIES, PROCEDURES AND RESOURCES, TITLE IX, VAWA & CLERY ACT

It is the policy of LAFS to provide a work and study environment free of sexual harassment. All students, faculty, and staff should be aware that LAFS strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken.

### 9.1 EDUCATION AND TRAINING

LAFS is part of a national effort to provide education, prevention, and response to the issues of sexual assault, intimate partner violence, and stalking. Addressing these issues is a part of the school's commitment to providing students with a healthy and safe learning environment. A key component of this safe learning environment is an atmosphere free of violence, coercion, and fear. As part of this effort, all members of the LAFS' community — students, staff and faculty — are required to complete an online sexual violence prevention and intervention training program. This policy is intended to address the LAFS programs to prevent dating violence, domestic violence, sexual assault and stalking prevention. Information regarding the online training program may be found in Addendum A.

Topics covered in the programs include:

- Definitions of different forms of sexual violence
- Social norms, including the attitudes and beliefs that can normalize violence
- Responding to sexual violence using methods that acknowledge the impact of violence and trauma on survivors' lives
- Local resources, including confidential support for survivors of sexual violence and appropriate services for those accused of sexual violence
- Rights and options about reporting sexual violence

Students: All incoming students are required to take the education and training program within the first six weeks of their program.

Faculty and Supervisors: Faculty and supervisors are required to complete two hours of sexual harassment prevention training every two years, and new faculty and supervisors are required to take training within the first six weeks of hire.

Staff who are not supervisors: All new employees must receive training within the first six weeks of hire.

## **9.2 REPORTING, INVESTIGATION AND DISCIPLINARY PROCEDURES**

The Los Angeles Film School values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, will not be tolerated and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the school will proceed once it is made aware of any such report. For faculty and staff members who believe they are the victim of sexual misconduct, please follow the policies in the Employee Policy Manual.

### **Preliminary Issues & Definitions**

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

What is "Sexual Misconduct"? Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; nonconsensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.
- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work



or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

What is "Relationship Violence"? Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy.
- Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

Who are "Complainants" and "Respondents"?

The Los Angeles Film School is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

### **Defining Consent**

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent. Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease. Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

### **Title IX Coordinator**

The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

The Title IX Coordinator for the school is:

Dana Franklin  
6353 Sunset Blvd.  
Hollywood, CA 90028  
(323) 769-6827 (dfranklin@lafilm.edu)

### **Reporting & Confidentiality**

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately. Upon receiving a report, the institution will provide the reporting party with a written explanation of the reporting party's rights and option when they report that they have been a victim. LAFS maintain a listing of resources available to students and employees for available counseling, health, mental health and other important services for victims. Such resource listings are available through the Title IX Coordinator, the Student Development Department and are provided as part of the training plan summarized in Addendum A hereof. Different employees on campus have different abilities to maintain confidentiality:

Employees and contractors are required to report all the details of an incident to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Chief Academic Officer, Student Advisors, Security Staff (including contract security personnel), all full-time and part-time Faculty, and Human Resources.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community. The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement, Hollywood Community Police Station at (213) 972-2971. Below are the steps involved in making a police report.

- Contact the police department in the city where the crime occurred. Talk to a police officer as soon as possible after the crime took place so your memory of the incident and individuals involved is fresh.
- Know that you can file a police report at the police station or ask for an officer to come to your home. Answer the police officer's questions as accurately and thoroughly as possible. Be prepared to give your contact information in case police have follow-up questions
- Receive a case number for your police report. Refer to the number when you want an update on your case and if you'd like a copy of the police report.
- Understand that there is no fee to file a police report. However, there may be a fee to get a copy of the police report.

Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

## **Response Procedure**

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Chief Academic Officer or Student Advisors. If a report is made verbally, the School will request a written statement by the student. Upon receipt of a report, the School will generally proceed as described below.

1. **Investigation Commencement:** The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60-day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.
2. **Initial Response:** Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Obligated accommodations include the ability to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.
3. **Interim Intervention:** Pending a final determination, the Title IX Coordinator will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, academic modifications, and may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.
4. **Decision to Proceed to Investigation:** If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E). If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community. If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant. If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.
5. **Investigation Procedure:** The Title IX Coordinator does not function as advocates for either Complainants or Respondents. The Title IX Coordinator can, however, identify advocacy and support resources for either Complainants or Respondents. The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence. The Investigation will generally be conducted by the Title IX Coordinator if the Respondent is a student. If the Respondent is a faculty or staff member, Human Resources will also participate in the investigation. The Title IX Coordinator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The Title IX Coordinator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.
6. **Determinations**
  - For cases where the Respondent is a student: The Title IX Coordinator (or designee) will present all evidence to a Determination Panel. The Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases. The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.
  - For cases where the Respondent is a Faculty or Staff Member: Human Resources will present all evidence to a Determination Panel. The Determination Panel shall be comprised of three individuals, who have no relation to the Complainant or Respondent. The Determination Panel will

weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

7. **Standard of Proof:** In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Determination Panel will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

8. **Potential Sanctions:** If a violation of policy has been found, the Title IX Coordinator or the Determination Panel will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

9. **Outcome Notifications:** Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

10. **Appeals:** If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Chief Academic Officer of the school within 15 days of notification of the outcome. Decisions that are not appealed are final. An appeal may be made based only on one or more of the following reasons:

- New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
- The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the President is allowed to make all logical inferences in benefit of the non-appealing party.
- Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Chief Academic Officer, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit. The Chief Academic Officer will endeavor to make a determination of the appeal within 15 business days of receipt. Both parties will be notified in writing if the original decision is overturned. The Vice President's decision is final.

### **9.3 Sexual Offender Registration**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexual Violent Offender Act. The federal law requires state law enforcement agencies to provide local educational institutions with a list of registered sex offenders who have indicated they are enrolled, employed or carrying on a vocation at local educational institutions.

LAFS is required to inform the campus community of all registered sex offenders enrolled or employed by LAFS and has a policy that a list of any registered sex offenders enrolled at or employed by LAFS will be made available for inspection through Student Development.

In addition, a database of all registered sex offenders in California can be accessed at The Megan's Law California website located at <http://meganslaw.ca.gov/>.

The CSCPA further amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

## 10. EMERGENCY NOTIFICATION PROCEDURES

LAFS maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services. An **emergency** is defined as a situation that poses an immediate threat to the health or safety of someone in the LAFS community or that significantly disrupts LAFS programs and activities.

Under the Clery Act, every institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of the students or employees. The following are examples of significant emergencies and dangerous situations, that upon confirmation, would trigger an immediate emergency notification from the Campus Safety Team (CST):

- Fire
- Flood
- Viral or bacterial outbreak and other serious illness
- Extreme weather conditions
- Earthquake
- Gas leak
- Civil unrest or rioting
- Bomb threat, armed intruder, terrorist incident, explosion
- Nearby chemical or hazardous water spill

The Emergency Mass Notification (EMN) process includes emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation on campus, these processes enable LAFS to contact or send notices, alerts or warnings “without delay” to students, faculty and staff, including those students enrolled at LAFS and receiving Title IV funds.

### 10.1 Policy

Review of emergency events and the related issuance of EMNs is the responsibility of the LAFS Campus Safety Team (CST). These notices and warnings are issued when the CST confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the LAFS campus community. One such method of emergency communication is the Timely Warning Notification (TWN) discussed in Section III.

### 10.2 Reporting Issues to the Campus Safety Team

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the Campus Security Authority (CSA) are those posing a serious or continuous health or safety threat to the school community such as dangerous or otherwise high-risk situations on the LAFS campus.

- LAFS students should contact any member of the CSA. Individual CSA contact information can be found in Section I of this document.
- Other contacts include the security desk(s) or Security Team members, where available.
- Students, staff and faculty on campus may contact the Director of Facilities & Security directly at 323.769.6868 or via email at [securityoffice@lafilm.edu](mailto:securityoffice@lafilm.edu).

Security personnel must immediately report any issues they receive to the CST for immediate review. The CST maintains a record of all EMNs.

### 10.3 Notifications and Warnings

As soon as the CST receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- Confirm that there is a significant emergency or dangerous situation;
- Determine which campus community segments should receive notifications; and
- Initiate the EMN system.

The CST is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the campus community,
- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of CST, warrant an EMN.



Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the campus community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
  - evacuation,
  - lockdown or shelter in place,
- safety suggestions,
- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues,
- resources such as telephone numbers, website and other sources for information regarding the incident, additional details and directives to preserve safety and security, maps or other useful attachments.

The CST will use their discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the LAFS community. The CST will make these determinations based on the nature of the issue, instructions from public safety officials, considering whether its release could compromise efforts to contain the emergency or the safety of the community.

All warnings, notifications and related communications must be approved by the CST. For the duration of the emergency, follow-up information will be provided to the LAFS community as warranted. At the conclusion of an incident and when authorized by CST, an "all clear" message will be sent to all recipients of previous alert messages. The CST will be responsible for maintaining copies and tracking all EMNs.

#### **10.4 Notification Methods**

The CST may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by the CST:

- **Technology alerts**
  - Text messaging
  - Recorded messages to phones or similar devices
  - E-mail notifications
- **Visual alerts**
  - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the LAFS community
  - Posting on entry doors, bulletin boards, or other accessible areas affected by the situation
- **Person to person directives**
  - Door-to-door notifications
  - Direct phone calls
  - Phone trees

#### **10.5 Maintenance of Emergency Contact Information**

Students, faculty and staff are responsible for having current and accurate information on file with LAFS to ensure they receive notifications from the EMN. Note that LAFS does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed or garbled data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification. Persons with disabilities and their managers, faculty or Disability Services Coordinator are responsible for working together to ensure that a person nearby is assigned to provide assistance.

The IMT Team is responsible for maintaining the EMN system, including software updates as needed and on a regular basis.

#### **Related Links**

U.S. Department of Homeland Security (<http://www.dhs.gov>)

National Weather Service (<http://www.nws.noaa.gov>)

American Red Cross (<http://www.redcross.org>)

Federal Emergency Management Agency (<http://www.fema.gov>)

## **11. MONITORING AND ENFORCEMENT**

If any individual does not comply with this policy or if LAFS determines that any actions were inappropriate or inconsistent with the law, or any LAFS policy, standard, or guideline, LAFS may take action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides. If LAFS determines individuals are or have been engaged in criminal activity, LAFS may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

### **Citations**

Higher Education and Opportunity Act of 2008-Public Law 110-315  
Right to Know and Campus Security Act-20 U.S.C. § 1092(f) et seq  
34 C.F.R. §668.46

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.*

## Section 2

Dear Student,

Standing up and looking out for one another's safety is a core value we all share as members of **The Los Angeles Film School**. One way in which we commit to this value is by making sure that we intervene when we observe anyone whose safety is being threatened, who is being harassed or is in danger of sexual assault or violence. We hold ourselves to a high standard by never being silent and never being passive bystanders.

What does it mean to be an active bystander who intervenes in the time of need? Where do I find help if necessary? How do I intervene without taking on risks?

These are the questions you will get an answer to in the **online training module** provided by our training partner **Get Inclusive**.

### **How To Start?**

Look out for Invitation Email from **Get Inclusive** and click on the link in there. You should be receiving it in the next few hours. For technical support, please contact [support@getinclusive.com](mailto:support@getinclusive.com)

### **Please Note:**

- 1) Please use your official LAFS campus email address ("\*\*\*\*\*@lafilm.edu) for the course so we can keep track of completions.
- 2) All responses to quizzes and questionnaires in the course are 100% confidential.
- 3) **You are required to complete the online self-paced module on bystander intervention by June 4, 2017.**
- 4) We will be notified of your completion.

Thank you for your participation and cooperation.

**Dana Franklin** | *Director of Education Administration* | **Education**  
**The Los Angeles Film School** | 6363 Sunset Blvd, Hollywood, CA 90028  
T 323.769.6827 | X 6827 | W [lafilm.edu](http://lafilm.edu)

Example of email delivered to newly enrolled students and newly hired staff for participation in and completion of sexual violence training.



## Lessons and Activities - ~20-30min

### 1 **The Basics**

- ✓ **Definitions** - Developing a Shared Language
- ✓ **College/University's Statement**

### 2 **Title IX Mandatory Reporter Training**

Optional add-on for faculty and staff, additional 20-30 min

- ✓ Title IX and the Office of Civil Rights
- ✓ Dear Colleague Letter
- ✓ Sexual Harassment
- ✓ Sexual Violence
- ✓ Consent & Signs of Sexual Violence
- ✓ Reporting Sexual Harassment or Sexual Violence
- ✓ The Clery Act & Reporting

### 3 **Primary Prevention & Bystander Intervention**

**Introduction:** Sexual Assault Prevention Requires Participation from the Entire Campus Community

- ✓ **Reading:** What is Primary Prevention and Bystander Intervention?
- ✓ **Self-reflection Activity:** My Responsibility as a Bystander
- ✓ **Reading:** Reasons why Bystanders do/don't choose to Get Involved
- ✓ **Self-reflection Activity:** What would You Do?
- ✓ **Reading:** Variables Impacting Bystander Choice

### 4 **Behaviors and Norms**

- ✓ **Reading:** Behaviors and Norms
- ✓ **Quiz Activity:** Match Scenarios to Continuum of Behaviors

### 5 **From Awareness to Empathy**

- ✓ **Reading:** From Awareness to Empathy
- ✓ **Self-reflection Activity:** Building Empathy
- ✓ **Reading:** Warning Signs of Sexual Assault and Violence

### 6 **Practicing what to look for and What to do**

- ✓ **Reading:** The Relationship between Sexual Assault and Drug/ Alcohol Use
- ✓ **Self-reflection Activity:** Strategies to protect yourself and others when alcohol and drugs are being consumed
- ✓ **Self-reflection Activity:** Warning Signs
- ✓ **Reading:** Examples of Interventions
- ✓ **Self-reflection Activity:** Practicing Intervention (staff/faculty and student-specific activity)
- ✓ **Reading:** Safety
- ✓ **Summary**

### 7 **Strategies for Risk Reduction**

- ✓ Risk Reduction
- ✓ Additional Resources

## Objectives

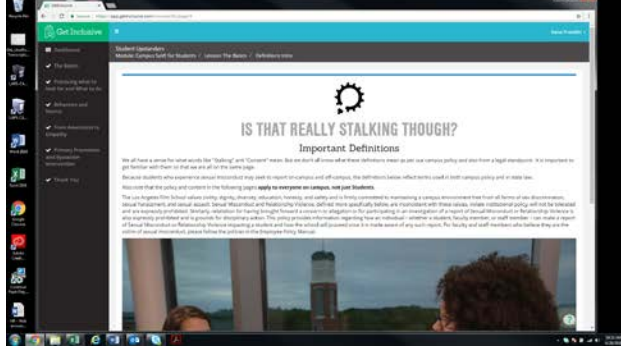
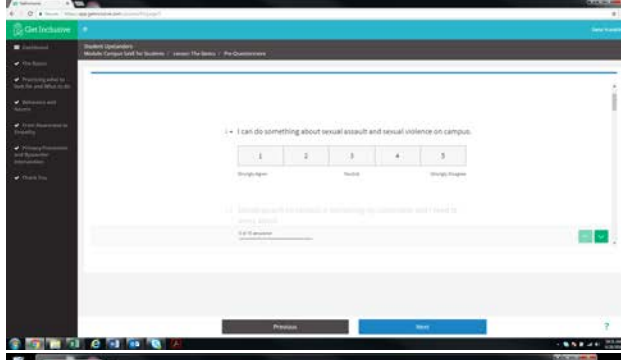
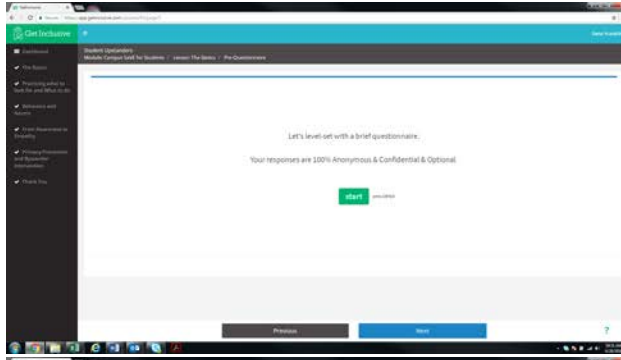
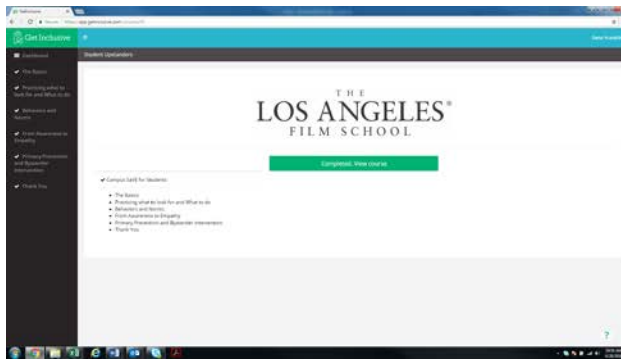
- ✓ Develop a **shared language** around terms related to domestic violence, dating violence, sexual assault, stalking, and consent.
- ✓ Become familiar with the **college/university's statement** prohibiting domestic violence, dating violence, sexual assault, and stalking.
- ✓ Understand requirements to be in **compliance with Title IX** as well as **responsibilities** for mandated reporters (included with Title IX add-on)
- ✓ Consider the value and benefits of **engaging all campus members as allies** in sexual assault prevention by increasing knowledge and skills around **bystander intervention and risk reduction**.
- ✓ Recognize appropriate and inappropriate **behaviors** along the continuum of sexual behaviors.
- ✓ Increase **empathy for victims of sexual assault** resulting in a heightened sense of responsibility for playing a role in decreasing sexual violence on campus.
- ✓ Become **aware of the warning signs** of sexually abusive and violent behavior including the role of drugs and alcohol.

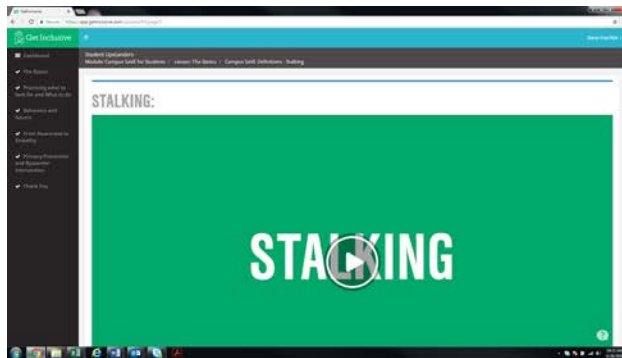
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▶ Participants have the option of watching a brief (1-3 minute video) for reading passages







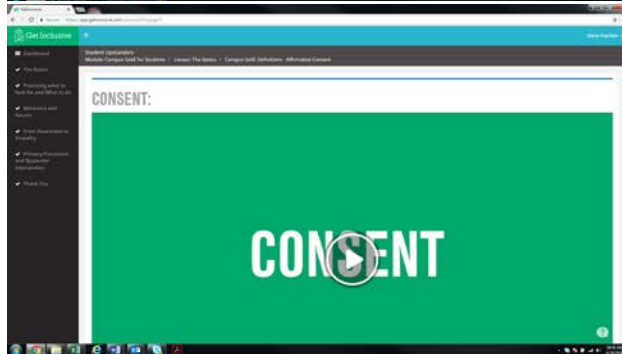
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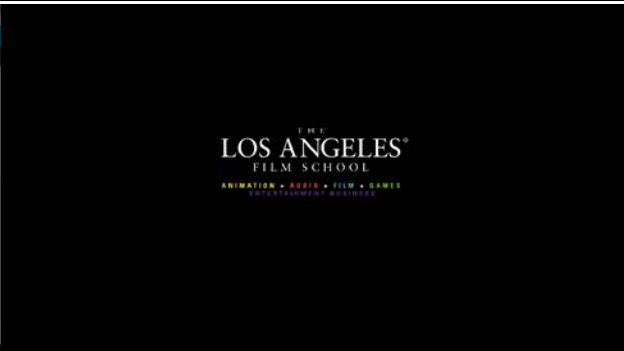
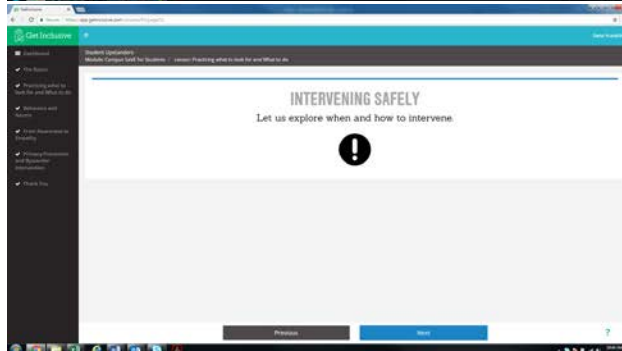
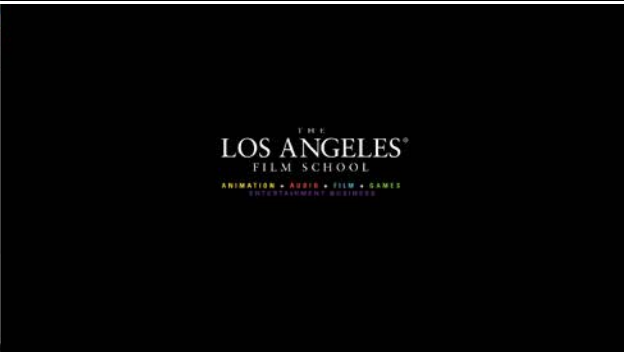
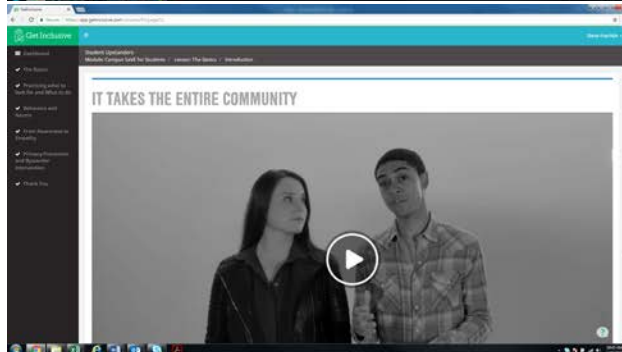
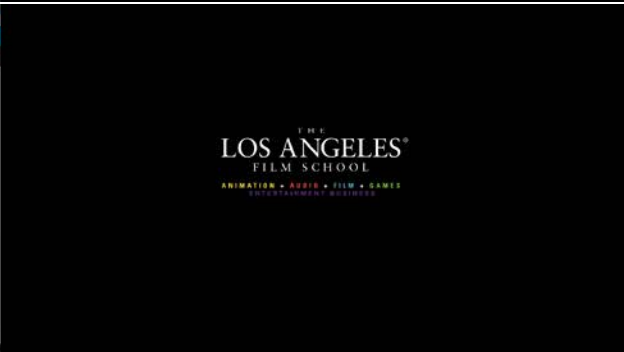
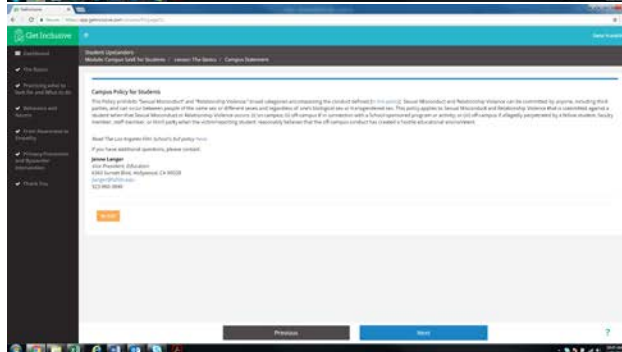
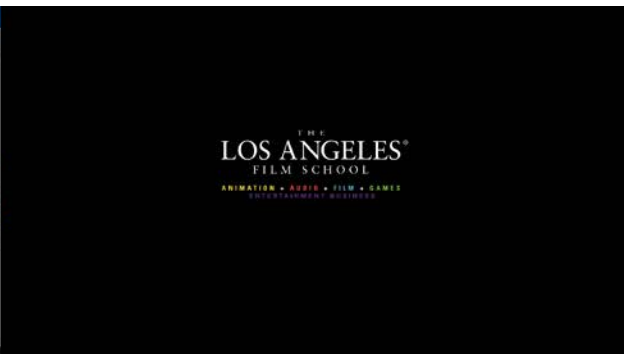
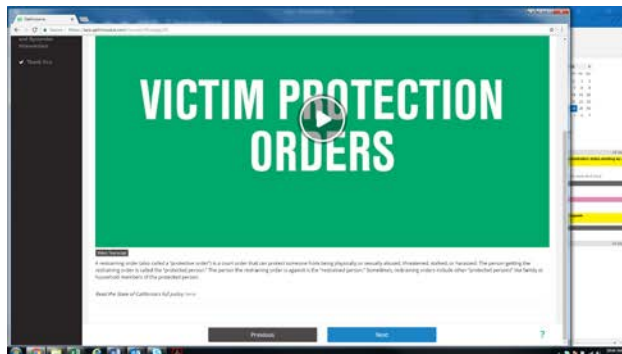
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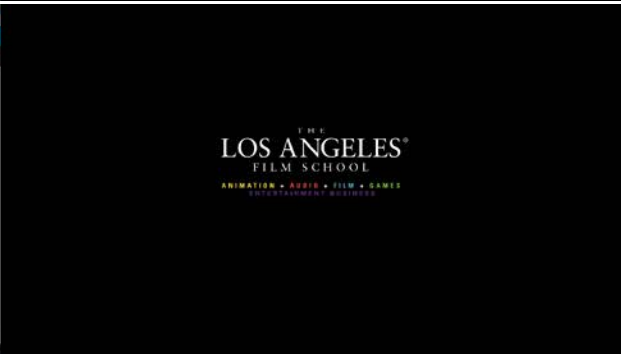
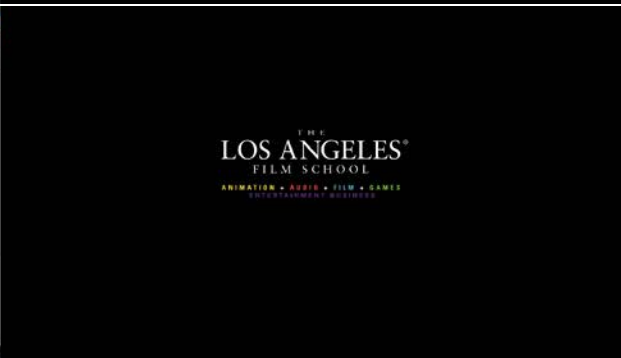


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## Section 3

*FIRE DEPARTMENT REQUIRED*

# ***Building Emergency Plan***

*Occupant Instruction Booklet*

---

**FOR:**

***Los Angeles Film School  
Building 1  
6363 Sunset Boulevard  
Los Angeles, CA 90028***

---

**DEVELOPED BY**

***UNIVERSAL SAFETY USA, LLC***

5850 West Third Street #E  
Los Angeles, CA 90036  
(800) 768-5291  
[www.universalsafetyusa.com](http://www.universalsafetyusa.com)

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## ***Introduction***

---

The main purpose of the Building Emergency Plan is to save lives. Always remember that the plan is written for a real fire situation, not a fire drill.

Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for actually doing in an emergency. The Building Emergency Plan brings a standard of accountability.

Emergency preparedness is maximized with frequent training and fire drills, as required annually by fire code. (Reference: Los Angeles Fire Code, Section 57.409.8.6 & 57.409.9).

THIS MANUAL AND ITS CONTENTS SHALL REMAIN THE PROPERTY OF THE BUILDING.

## ***Emergency Telephone Numbers***

---

**Fire Department:** "911" or 800-688-8000

**Paramedic Ambulance:** "911" or 800-688-8000

**Police Department:** "911" or 213-928-8206

## ***Building Contacts***

---

**Building Manager/Fire Safety Director**  
Brian Mitchell 323-769-6868

**Assistant Fire Safety Director**  
Dave Dailey 323-860-0789

## ***Emergency Assistance Center***

---

**Lobby/Security** 323-464-3692

# ***Evacuation Policy***

---

## ***Overview***

### ***Webster's Dictionary Definition***

---

**Evacuation:**

To withdraw from a place in an organized way, especially for protection.

### ***Fire Evacuation Policy of the Los Angeles Fire Department***

---

The standard fire evacuation policy of the Los Angeles Fire Department is the fire floor, two floors above and two floors below totaling in five floors, as well as total building evacuation which is the standard practiced here.

### ***Earthquake Policy of the Los Angeles Fire Department***

---

When an earthquake strikes, duck, cover and hold. The common hallway could be a place to take shelter if furnished areas pose danger. Consider remaining where you are in anticipation of aftershocks. If there is extensive damage or if fire ensues, then follow the fire evacuation plan.

### ***Emergency Assistance Center Location***

---

The Emergency Assistance Center is located in the Lobby.

## Evacuation Plan

---

All floors will be alerted by fire alarm whoop and strobe light when evacuation is necessary. There is no public address system.

Fire Safety Director will initiate the School Messenger Alert System for all locations. The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.

Fire stairwells will be taken to evacuate outside.

Floor Wardens and instructors wearing orange vests will oversee evacuation of the visitor, student and employee population, and will take roll call at the assembly point located north on Ivar Avenue and on Selma Avenue. Persons that require evacuation assistance will be guided by teachers and when necessary, will be instructed to take shelter in the fire stairwell and await fire department assistance.

It is likely the perimeter will be closed by city officials and individuals may not be able to retrieve vehicles until officials announce "ALL CLEAR".

The Los Angeles Film School does not have authority over city officials once command has been assumed.

**NOTE:**

*\*While it is usually advisable to go downward in a building during an alarm, there are times when it may become necessary to go to an upper floor or to the roof. This should only be done if lower floors are untenable due to heat and/or smoke, or if directed by the fire department.*

## Fire Drill Assembly Area



### LEGEND

<b>FSD</b>	Fire Safety Director	<b>RCM</b>	Roll Call Monitor
<b>AFSD</b>	Assistant Fire Safety Director	<b>PA</b>	Parking Attendant
<b>CSM</b>	Campus Security Manager	<b>CP</b>	Communications Post
<b>SO</b>	Security Officer	<b>---</b>	Evacuation Route

### NOTE:

This location may be too close in the event of a fire. The recommended distance is 300 feet away.

## Specific Fire Procedures

---

### If You Discover Fire or Smoke

1. Safety of Life:

Alert everyone in immediate danger and confine the fire by closing doors.

2. Pull the fire alarm box located next to the exit stairwell.

3. Call “911”. (If safe, also notify the building at 323-464-3692. When calling “911” if there is a busy signal, call 1-800-688-8000.)

4. If you are trained, consider fighting the fire (fighting a fire is optional). The “buddy system” is recommended. Portable extinguishers are provided in common hallways.

5. Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.

### Give the pertinent information to the Fire Department. Do not hang up until they have the facts:

**Building Name:** Los Angeles Film School

---

**Building Address:** 6363 Sunset Boulevard

---

**Nearest Cross Street:** Ivar Avenue

---

**Floor/Suite/Room Number:**

---

**Nature of emergency:**

---

**Your call back telephone number:**

---



### ***If you Hear or See a Fire Alarm***

---

- Remain calm.
- Before opening a door, check it for heat. DO NOT open a hot door.
- As you leave, remember to close the door behind you. Do not lock the door.
- Never return for personal belongings.
- Do not attempt to run through heavy smoke or flames. Follow Defend in Place procedures if you are trapped.
- Do not use the elevators. Use the safest stairway.
- Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.

## ***Defend in Place if the Door is Hot***

---

### **If the door is hot, do not open it. Take action:**

1. Close as many doors as possible between you and the fire.
2. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Call "911". (If safe, also notify the building at 323-464-3692. When calling "911" if there is a busy signal, call 1-800-688-8000.)
  - a. Tell them you cannot get out.
  - b. Provide the address and suite number. (6363 Sunset Boulevard)
  - c. Provide the nearest cross street: Ivar Avenue.
  - d. Give them the phone number that you are calling from. The Fire Department may need to call you back.
4. If you decide to relocate, advise the Fire Department.

### ***Elevator Fire Operations***

*If you are in an elevator when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*

## ***Stairwell Information***

---

**Stair #1** is located on the southeast corner of the building and serves L through 9, including roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. At the lobby level stair #1 exits directly to the front of the building at on Sunset Blvd. Stair #1 has the DWP Vault access. It is one level below the street. This stairwell is equipped with fire sprinklers.

**Stair #2** is located on the northeast corner of the building and serves L through 2. Stair #2 also serves the parking garage at levels P1, P2A, 2, P2B, and P3. These parking doors are locked restricting reentry into the building from the parking garage. Stair #2 exits out the east side of the building into a corridor which leads to Sunset Blvd. There is a gate which restricts reentry into the corridor, from Sunset Blvd. This stairwell is equipped with fire sprinklers.

**Stair #3** is located on the north side of the building and includes a corridor across the north side of floor 3 which continues down the west side of the parking garage. Stair #3 serves parking levels P1, P2A, P2B, and P3, continuing into the building to floors 4 through 9. There is no roof access. The doors are unlocked permitting reentry on floors 3, 5, and 9. All parking level doors are unlocked permitting reentry into the garage from the stairwell. At P1 stair #3 exits both directly onto Ivar Avenue and into the parking garage. This stairwell is equipped with fire sprinklers.

**Stair #4** is located in the central core of the building and serves L through 2. Stair #4 is locked restricting reentry into the stairwell from the lobby. At the lobby level stair #4 exits directly into the lobby. This stairwell is equipped with fire sprinklers.

## ***Movie Theater Exits***

---

### **Three exits are provided from the Theater:**

1. Rear/North Exit – provides access to the Theater Lobby.
2. Front/East Exit – provides access to perimeter walkway.
3. Front/West Exit – provides access to the front of the building.

## ***Stair I.D. Signs & Floor Evacuation Signs***

---

Fire codes mandate that stair signs be provided at every stairwell inside the landing area. These specify the stair and floor number as well as the upper and lower termination points. Evacuation signs are required at all building entrances, all elevator lobbies and on the wall next to every stairwell. These display a “You Are Here” icon, the fire alarm and fire extinguisher locations, and two fire exit stairwells.

## ***Stairwell Use***

---

- Hold on to the handrail and move downward single file.
- Allow others to enter the stair at each floor landing.
- Take caution at the street exit point as debris may be falling.
- People in need of evacuation assistance will be helped by trained monitors to reach the stairwell where they will take shelter and wait for fire department rescue.

# Earthquake Procedures

---

## ***Before an Earthquake***

---

### **Assess Your Own Work Area:**

- **WINDOWS/GLASS** – If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- **HEAVY OBJECTS** – If your workstation is near a temporary wall or partition, make sure they are securely anchored.
- **LOOSE OBJECTS** – If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

## ***During an Earthquake***

---

- **REMAIN CALM** – Do not panic, and do not attempt to go outside. Protect yourself.
- **ACT QUICKLY** – Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves, hanging objects.
- **DUCK** – Duck or drop down to the floor.
- **COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

If you are in an elevator during an earthquake or when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run briefly and open at a pre-determined floor where passengers will be able to exit. If an elevator should stop, do not panic. There is ample air supply inside the elevator car and the elevator will not fall.

### **NOTE:**

*Doorways may be unsafe.*

## ***After an Earthquake***

---

- Call “911” if assistance is needed. When calling “911” if there is a busy signal, call 1-800-688-8000.
- Evacuate the building when instructed to do so, or if there is evidence of fire, smoke, or structural failure.
- Avoid the elevators.\*
- If you are outside, move away from buildings, falling objects, and power lines.
- Be prepared for aftershocks. If you are outside, do not return to the building until a qualified official has given the okay.
- Check for injuries and administer first aid, if you are qualified.

### ***Elevator Earthquake Operations***

*\*If you are in an elevator during an earthquake, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*

## Medical Emergency

---

### Notifications

---

- Call “911”. (Notify the building at 323-464-3692. When calling “911” if there is a busy signal, call 1-800-688-8000.

**Give the pertinent information to the Paramedics. Do not hang up until they have the facts:**

**Building Name:** Los Angeles Film School

**Building Address:** 6363 Sunset Boulevard

**Nearest Cross street:** Ivar Avenue

**Floor/Suite/Room Number:**

**Nature of emergency:**

**Person's name and location:**

**Your call back telephone number:**

### Actions

---

- Do not move the person.
- If you are a qualified first responder trained in first aid or CPR, provide assistance if allowed by the individual in need of assistance.
- Gather as much information as you can about the person and their condition, such as symptoms, chief complaints, and any medications they have taken.
- Select a person and instruct them to proceed to the elevator lobby on the floor to meet and direct the paramedics to the person who needs assistance.



## ***Bomb Threat***

---

If there is a bomb threat the building will be evacuated, however, the assembly location will change based on the directive from the police.

### **If you receive a call, follow these steps:**

Attract the attention of a person in your area. Have them call the police. Dial "911" or 213-928-8206. Give the following information:

- Request the call on your line be traced and for Police Department response.
- Get as much information as possible from the caller about the bomb's location, type and time of detonation.
- Ask about the bomb's appearance and who is placing it.
- Listen for background noises or distinguishing voice characteristics that might aid Police.
- Notify the building at 323-464-3692.
- Never touch a suspicious object.
- Evacuate. If safe, meet at the Lobby Emergency Assistance Center and complete the Bomb Threat Report Form on the next page.

## Bomb Threat Report Form

---

**Questions to ask:**

**WHEN** is the bomb going to explode?

---

**WHERE** is the bomb?

---

**WHAT** kind of bomb is it?

---

**DESCRIPTION** (What does it look like?)

---

**WHY** was the bomb placed?

---

**Check off:**

☐ male      ☐ female      Age: \_\_\_\_\_

*Voice*

☐ loud      ☐ soft      ☐ intoxicated

Describe: \_\_\_\_\_  
\_\_\_\_\_

*Background noise*

<input type="checkbox"/> office machines	<input type="checkbox"/> factory machines
<input type="checkbox"/> trains	<input type="checkbox"/> animals
<input type="checkbox"/> street traffic	<input type="checkbox"/> airplanes
<input type="checkbox"/> music	<input type="checkbox"/> party atmosphere

**Your Name:**

---

**Telephone Number:**

---

***If safe, immediately give this completed form to the Fire Safety Director or Police in the Lobby.***

## **Active Shooter**

---

Call “911” and Security at 323-464-3692 if possible – provide details (number of shooters, description of appearance, attire).

If you cannot speak, leave the line open to enable the officer to listen.

### **Run**

---

- Know where the two nearest exits are located in any facility you visit.
- If you are in an office or unit, stay there and secure the door.
- If you are in a hallway, relocate into a room and secure the door.
- Visitors will follow directions of leadership.
- Assemble at the designated point for roll call.

### **Hide**

---

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.

### **Fight back if lives are in imminent danger**

---

- Overtake the shooter – there is strength in numbers.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.

## ***Power Outage***

---

When a power outage occurs the Building will advise occupants of the situation and duration, if known. If necessary, the campus may be closed. Telephone landlines may be operable. Emergency egress lights will illuminate for a pre-determined duration (ranging between 90 minutes and eight hours). It may take up to 10 seconds for the building's emergency power to transfer to the safety systems. Flashlights are recommended.

## ***Key FOB Access***

---

Key FOB access points are not connected to emergency power. They will be unresponsive and building access points as well as elevators should be monitored while the emergency generator is in use.

## **Fire Drills**

---

Fire drills are required annually under Los Angeles Fire Code 57.409.9 (409.9.1–9.6).

Drills are held annually and a pre-drill meeting for Floor Wardens is conducted prior to the event.

Occupants exit using the stairs and line up according to floor number along Ivar Avenue and Selma Avenue. Floor Wardens and Assistants are issued orange ID vests and bull horns to communicate instructions to Occupants.

Individuals using walking assistive devices such as canes, wheelchairs, walkers, shall be trained by the Building's certified Fire Safety Director or certified Floor Warden, before the drill. They are permitted to take shelter inside the stairwell on the landing for the duration of the exercise and then return to their original location if they are not able to descend the stairs.

## ***Portable Fire Extinguisher Operations***

---

Do you have a fire extinguisher that's suited to the fire at hand? Is it charged and in good working condition? Do you know how to use it? Answering yes to all these questions can mean the difference between minor fire damage and disaster. Take the right steps and you may be able to at least contain a small fire until fire fighters arrive.

To pick the right extinguisher for your area, you must first know how fires are classified. Applying the wrong extinguishing agent can spread the fire or endanger your life.

### ***Underwriters Laboratories (UL) Classifies three kinds of fires***

---

#### **Class A**

Fires involving common solid combustibles: Wood, paper, fabric, rubber, and plastics. Water quenches such blazes through cooling action. Other agents work by interfering with combustion.

#### **Class B**

Fires fueled by the vapor-air mixture that forms above flammable liquids such as grease, oil, gasoline, tar, paints, and cleaning solvents. To put out the flames, you must interfere with combustion or cut off the oxygen supply.

#### **Class C**

Fires sparked by electricity but feed on class A or B materials. This type of fire requires a nonconductive extinguishing agent to put out the flames.

### ***What Puts Out Each Type of Fire?***

---

Dry chemical, carbon dioxide (CO<sub>2</sub>), and halon are the three agents most commonly found in household and automotive extinguishers.

Dry chemical extinguishers. These units have been proven effective over the course of many years. Two types are suitable for home use. Ammonium phosphate, universally regarded as the best multipurpose extinguishing agent, bears an ABC rating, meaning it puts out all three classes of fire. Sodium bicarbonate (common baking soda) in combination with flowing and drying agents bears a BC rating and is more effective for extinguishing class B fires.

The drawback of dry chemical extinguishers is the mess they leave behind. All use pressurized gas to expel the powdery agent, covering everything in their path with a nonflammable coating. The residue can be easily vacuumed and wiped from washable kitchen surfaces, but it's harder to remove from carpeting and upholstery, and may ruin electronic equipment. Of the two dry chemical mixtures, ammonium phosphate is the more corrosive and tends to harden on heated surfaces. The other two types of extinguishing agents are gaseous. Carbon dioxide (CO<sub>2</sub>) extinguishers use carbon dioxide gas pressurized to a liquid state which is utterly clean, environmentally safe, and nonconductive. It extinguishes class B and C fires by cutting off oxygen and smothering them. But there are disadvantages to using CO<sub>2</sub> instead of halon. Canisters for CO<sub>2</sub> require much heavier casing, for one thing; a CO<sub>2</sub> extinguisher weighs half again as much as a same-size halon unit. And, CO<sub>2</sub> is about half as effective as halon for extinguishing class B fires. It also has a shorter "throwing distance" than halon; you have to be closer to a fire to fight it with CO<sub>2</sub>. Salespeople may try to dissuade you from buying CO<sub>2</sub> by warning of the dangers of oxygen depletion, as well as of thermal shock to electronic equipment. Usually, neither problem is serious with the quantities of CO<sub>2</sub> used by the layman in fighting fires. Flames are far more likely to damage your equipment than thermal shock. CO<sub>2</sub> is extremely cold, so be careful not to touch the end of the extinguisher's hose, or get in the way of the gas cloud.

Halon extinguishers. Halon, developed in the 1970s to protect computers, was soon adopted for protecting airplanes and, ultimately, homes. The heaviest of the gaseous agents, halon chemically interrupts combustion to extinguish class B and C fires. It's especially effective for putting out fires in cramped, enclosed spaces, such as car or boat engines. Larger units (9-pound capacity and over) contain enough halon to earn a rating (though a low one) for class A fires as well. (Halon puts out these fires by cutting off air supply.) If a smaller halon extinguisher is used on a class A fire, the flames may be temporarily stifled, but the blaze is likely to rekindle when the halon disperses. Most of these extinguishers use halon 1211 as the extinguishing agent and nitrogen as the expellant; "blended" units use halon 1301 as the expellant. Although some manufacturers claim blended units are more effective, independent testing has failed to prove this claim. Also, blended units may not operate properly in extreme temperatures. Halon can be harmful if inhaled; however, quantities contained in portable extinguishers don't usually pose a health risk. The gas is most dangerous for infants, elderly people, and those with respiratory problems. Halon becomes more dangerous under heated conditions; evacuate the fire area as soon as possible. Halon extinguishers have another very serious drawback. Scientific evidence has linked halon, along with chlorofluorocarbons (CFCs), to the destruction of the earth's ozone layer.

***Have a multi-purpose portable Fire Extinguisher in your area!***



## **Fire Extinguisher Discharge Time**

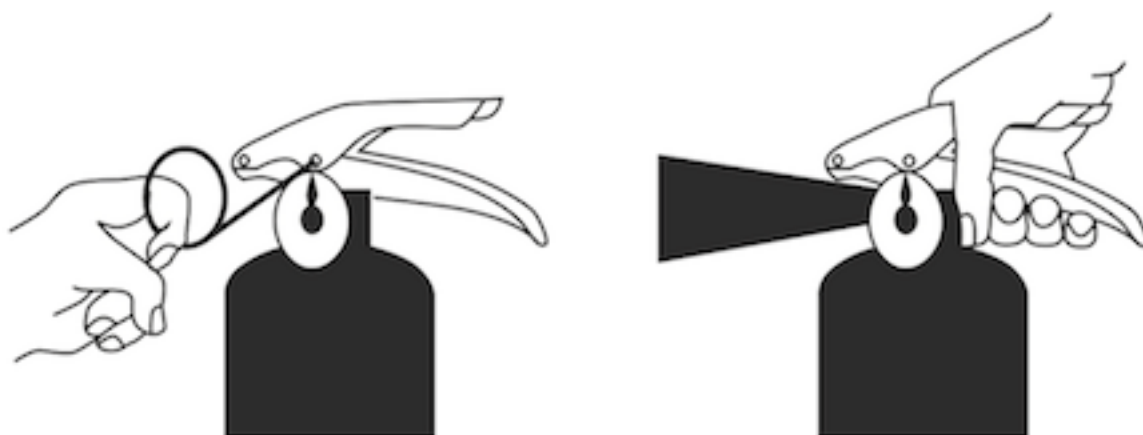
---

### **And Effective Range**

- The stream from WATER-TYPE EXTINGUISHERS will reach 30–40 feet (see Diagram #1). The contents can be discharged in 60 seconds. The stream from a fire-hose line will reach 40 feet. Water supply is unlimited.
- “ABC” DRY CHEMICAL EXTINGUISHERS have an effective range of approximately 10–15 feet (see Diagram #2). The contents can be discharged in 8–25 seconds.
- CARBON DIOXIDE EXTINGUISHERS have an effective range of 3–8 feet (see Diagram #3). The contents can be discharged in 8–10 seconds.

### **Extinguisher Basic Operation - P. A. S. S.**

---



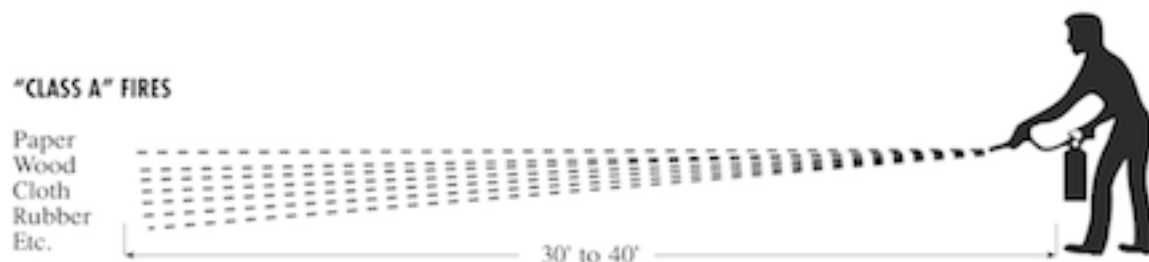
- P – PULL the safety pin (usually a twist–pull action).
- A – AIM the nozzle at the base of the fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP slowly from side to side – watch for reflash (re-kindling).

#### **NOTE:**

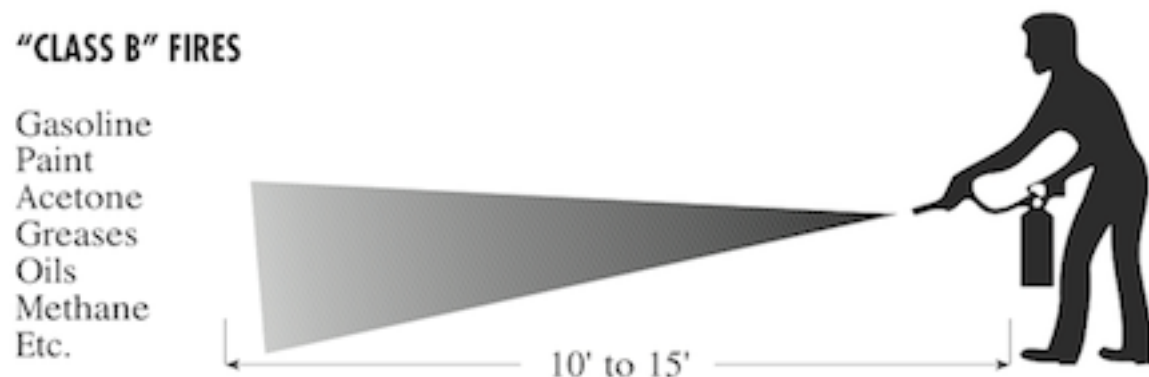
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

## Extinguisher Discharge Diagrams

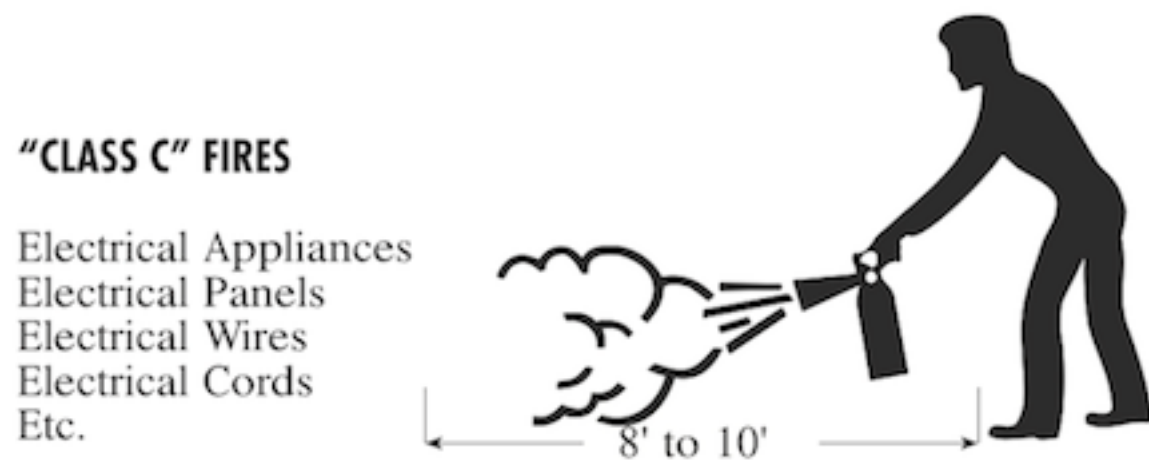
### DIAGRAM #1 – WATER TYPE



### DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)



### DIAGRAM #3 – CARBON DIOXIDE (CO2)



## People Who May Need Evacuation Assistance Form

---

### To be voluntarily completed

Per Los Angeles Fire Code, Section 57.409.8.5, individuals may voluntarily self-identify their need for evacuation assistance during an emergency or fire drill. Please describe the type of aide required, the number of people needed and two places of refuge or rescue to safely remove you from the building. Consult with the Building Fire Safety Director to establish your plan. This information will be given to the fire department.

**Name:**

**Condition:**

**Inclusive dates:**

**Telephone number:**

**Primary rescue location:**

**Secondary rescue location:**

**Number of Assistance Monitors Needed:**

**List Equipment (assistive mobility devices that you possess on a regular basis):**

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During an emergency evacuation, anyone who cannot walk down the stairs without assistance will remain inside the safest stairwell, on the stair landing, with the assistance monitors, until the Fire Department arrives to rescue them.

**Assistance monitors shall only remain as long as it is safe to do so.**

**The individual shall call 911 to notify the fire department of their location.**

## Receipt & Acknowledgement

---

### *of the Building Emergency Plan*

On an annual basis, all occupants of high-rise buildings are to be trained on the emergency plan of the building.

Please acknowledge your receipt and review of the written emergency plan by signing and returning this form to the Building management office annually, per Los Angeles Fire Code 409.8.6.

### Occupant's Statement:

*"I have received and read the Building Emergency Plan/Occupant Instructions Booklet."*

**Name of Department:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Floor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please check any safety certifications you may have:**

☐ EMT    ☐ CPR    ☐ First Aid    ☐ CERT    ☐ FEMA ICS-100

**Other:** \_\_\_\_\_

## Section 4

*FIRE DEPARTMENT REQUIRED*

# ***Building Emergency Plan***

*Occupant Instruction Booklet*

---

***FOR:***

***Los Angeles Film School  
Building 2  
6353-6357 Sunset Boulevard  
Los Angeles, CA 90028***

---

***DEVELOPED BY***

***UNIVERSAL SAFETY USA, LLC***

5850 West Third Street #E  
Los Angeles, CA 90036  
(800) 768-5291  
[www.universalsafetyusa.com](http://www.universalsafetyusa.com)

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## ***Introduction***

---

The main purpose of the Building Emergency Plan is to save lives. Always remember that the plan is written for a real fire situation, not a fire drill.

Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for actually doing in an emergency. The Building Emergency Plan brings a standard of accountability.

Emergency preparedness is maximized with frequent training and fire drills, as required annually by fire code. (Reference: Los Angeles Fire Code, Section 57.409.8.6 & 57.409.9).

THIS MANUAL AND ITS CONTENTS SHALL REMAIN THE PROPERTY OF THE BUILDING.



## ***Emergency Telephone Numbers***

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**Fire Department:** "911" or 800-688-8000

**Paramedic Ambulance:** "911" or 800-688-8000

**Police Department:** "911" or 213-928-8206

## ***Building Contacts***

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**Fire Safety Director** **Brian Mitchell**  
323-769-6868

**Assistant Fire Safety Director** **Dave Dailey**  
323-860-0789

## ***Emergency Assistance Center***

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**Lobby/Security** 323-464-3692

# **Evacuation Policy**

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## **Overview**

### **Webster's Dictionary Definition**

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#### **Evacuation:**

To withdraw from a place in an organized way, especially for protection.

### **Fire Evacuation Policy of the Los Angeles Fire Department**

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The standard fire evacuation policy of the Los Angeles Fire Department is the fire floor, two floors above and two floors below totaling in five floors, as well as total building evacuation which is the standard practiced here.

### **Earthquake Policy of the Los Angeles Fire Department**

---

When an earthquake strikes, duck, cover and hold. The common hallway could be a place to take shelter if furnished areas pose danger. Consider remaining where you are in anticipation of aftershocks. If there is extensive damage or if fire ensues, then follow the fire evacuation plan.

### **Emergency Assistance Center Location**

---

The Emergency Assistance Center is located in the Lobby.

## ***Evacuation Plan***

---

All floors will be alerted by fire alarm whoop and strobe light when evacuation is necessary. There is no public address system.

Fire Safety Director will initiate the School Messenger Alert System for all locations. The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.

Fire stairwells will be taken to evacuate outside.

Floor Wardens and instructors wearing yellow vests will oversee evacuation of the visitor, student and employee population and will take roll call at the assembly point located at Morningside Court and Selma Avenue. Persons that require evacuation assistance will be guided by teachers and when necessary, will be instructed to take shelter in the fire stairwell and await fire department assistance.

It is likely the perimeter will be closed by city officials and you may not be able to retrieve vehicles until officials announce "ALL CLEAR".

The Los Angeles Film School does not have authority over city officials once command has been assumed.

## Fire Drill Assembly Area



LEGEND			
<b>FSD</b>	Fire Safety Director	<b>RCM</b>	Roll Call Monitor
<b>AFSD</b>	Assistant Fire Safety Director	<b>PA</b>	Parking Attendant
<b>CSM</b>	Campus Security Manager	<b>CP</b>	Communications Post
<b>SO</b>	Security Officer	----	Evacuation Route

### NOTE:

This location may be too close in a fire. The recommended distance is 300 feet away.

## Specific Fire Procedures

---

**In case of fire, all floors will evacuate.**

### **If You Discover Fire or Smoke**

**1. Safety of Life:**

Alert everyone in immediate danger and confine the fire by closing doors.

**2. Pull the fire alarm box located next to the exit stairwell.**

**3. Call “911”. (If safe, also notify the building at 323-464-3692. When calling “911” if there is a busy signal, call 1-800-688-8000.**

**4. If you are trained, consider fighting the fire (fighting a fire is optional). The “buddy system” is recommended. Portable extinguishers are provided in common hallways.**

**5. Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.**

**Give the pertinent information to the Fire Department. Do not hang up until they have the facts:**

**Building Name:** Los Angeles Film School

**Building Address:** 6353-6357 Sunset Boulevard

**Nearest Cross Street:** Moningside Court

**Floor/Suite/Room Number:**

**Nature of emergency:**

**Your call back telephone number:**

### ***If you Hear or See a Fire Alarm***

---

- Remain calm.
- Before opening a door, check it for heat. DO NOT open a hot door.
- As you leave, remember to close the door behind you. Do not lock the door.
- Never return for personal belongings.
- Do not attempt to run through heavy smoke or flames. Follow Defend in Place procedures if you are trapped.
- Do not use the elevators. Use the safest stairway.
- Evacuate. Proceed to the nearest safe stairwell. Meet at the assembly area shown on the map in this booklet. DO NOT use the elevators.

## ***Defend in Place if the Door is Hot***

---

### **If the door is hot, do not open it. Take action:**

1. Close as many doors as possible between you and the fire.
2. If possible, wedge cloth material along the bottom of the door to keep smoke out.
3. Call "911". (If safe, also notify the building at 323-464-3692. When calling "911" if there is a busy signal, call 1-800-688-8000.
  - a. Tell them you cannot get out.
  - b. Provide the address and suite number. (6353-6357 Sunset Boulevard)
  - c. Provide the nearest cross street: Moningside Court.
  - d. Give them the phone number that you are calling from. The Fire Department may need to call you back.
4. If you decide to relocate, advise the Fire Department.

## **Elevator Fire Operations**

---

*If you are in an elevator when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*



## Stairwell Information

---

### Fire Exit Stairs

---

**Stair #1** is located on the southwest corner of the building and serves B through 6, including roof access. The doors are unlocked permitting reentry on all floors. At the lobby level stair #1 exits directly to the front of the building on Sunset Blvd. Stair #1 has the DWP Vault access. It is one level below the street. This stairwell is equipped with fire sprinklers.

**Stair #2** is located on the southeast corner of the building and serves L through 6. There is roof access in the form of a hatch with a wall ladder. There is no conventional stair access like in Stair #1. Stair #2 exits out the east side of the building onto Morningside Court. It also exits into the building at lobby level with FOB access. This stairwell is equipped with fire sprinklers.

**Stair #3** is located on the west side of the building. It is an access stair between the lobby level and the Mezzanine level classroom “MEZ CON”. There is no street egress from this stair. It only serves an internal purpose. This stair is equipped with fire sprinklers.

**Stair #4** This stairwell picks up on the opposite side of the “MEZ CON” classroom. It serves L through 2. Its corridor spans the width of the building. It exits onto Morningside Court, as well as back into the building at lobby level. It also connects to the Mail Room on the lobby level. This stairwell is equipped with fire sprinklers.

**Stair #5** is located on the west side of the building and serves L through 3. It provides parking access on 2 and 3. It terminates on the ground level to both Ivar Avenue and back into the building. These door sound alarm on exit. This stairwell is equipped with fire speinklers.

**Stair #6** is located near the northwest corner of the building and serves L through L – 3 (parking/loading). It provides access on 2 and 3. It terminates into the back parking lot nearest Selma with loading/parking gated access onto Morningside Court (no reentry). It also provides access back into the building.

**Stair #7** is located on the northwest side of the building. It is an access stair between the lobby level and direct egress to Ivar Avenue. This stair is equipped with fire sprinklers.

## ***Stair I.D. Signs & Floor Evacuation Signs***

---

Fire codes mandate that stair signs be provided at every stairwell inside the landing area. These specify the stair and floor number as well as the upper and lower termination points. Evacuation signs are required at all building entrances, all elevator lobbies and on the wall next to every stairwell. These display a “You Are Here” icon, the fire alarm and fire extinguisher locations and two fire exit stairwells.

## ***Stairwell Use***

---

- Hold on to the handrail and move downward single file.
- Allow others to enter the stair at each floor landing.
- Take caution at the street exit point as debris may be falling.
- People in need of evacuation assistance will be helped by trained monitors to reach the stairwell where they will take shelter and wait for fire department rescue.

# Earthquake Procedures

---

## Before an Earthquake

---

### Assess Your Own Work Area:

- **WINDOWS/GLASS** – If your workstation is near windows or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- **HEAVY OBJECTS** – If your workstation is near a temporary wall or partition, make sure they are securely anchored.
- **LOOSE OBJECTS** – If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

## During an Earthquake

---

- **REMAIN CALM** – Do not panic, and do not attempt to go outside. Protect yourself.
- **ACT QUICKLY** – Move away from windows, temporary walls or partitions, and freestanding objects such as files, cabinets, shelves, hanging objects.
- **DUCK** – Duck or drop down to the floor.
- **COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the shaking.

If you are in an elevator during an earthquake or when the alarm sounds, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run briefly and open at a pre-determined floor where passengers will be able to exit. If an elevator should stop, do not panic. There is ample air supply inside the elevator car and the elevator will not fall.

### **NOTE:**

*Doorways may be unsafe.*

## ***After an Earthquake***

---

- Call “911” if assistance is needed. When calling “911” if there is a busy signal, call 1-800-688-8000.
- Evacuate the building when instructed to do so, or if there is evidence of fire, smoke, or structural failure.
- Avoid elevators\*.
- If you are outside, move away from buildings, falling objects, and power lines.
- Be prepared for aftershocks. If you are outside, do not return to the building until a qualified official has given the okay.
- Check for injuries and administer first aid, if you are qualified.

### ***Elevator Earthquake Operations***

*\*If you are in an elevator during an earthquake, remain calm. The elevator safety feature will activate and the elevator will come to a stop briefly. Then the elevator will run and open at a pre-determined floor where passengers will be able to exit.*

## Medical Emergency

---

### Notifications

---

- Call “911”. (Notify the building at 323-464-3692. When calling “911” if there is a busy signal, call 1-800-688-8000.

**Give the pertinent information to the Paramedics. Do not hang up until they have the facts:**

<b>Building Name:</b>	<b>Los Angeles Film School</b>
<b>Building Address:</b>	<b>6353-6357 Sunset Boulevard</b>
<b>Nearest Cross street:</b>	<b>Moningside Court</b>
<b>Floor/Suite/Room Number:</b>	
<b>Nature of emergency:</b>	
<b>Person's name and location:</b>	
<b>Your call back telephone number:</b>	

### Actions

---

- Do not move the person.
- If you are a qualified first responder trained in first aid or CPR, provide assistance if allowed by the individual in need of assistance.
- Gather as much information as you can about the person and their condition, such as symptoms, chief complaints, and any medications they have taken.
- Select a person and instruct them to proceed to the elevator lobby on the floor to meet and direct the paramedics to the person who needs assistance.

## ***Bomb Threat***

---

If there is a bomb threat the building will be evacuated, however, the assembly location will change based on the directive from the police.

### **If you receive a call, follow these steps:**

Attract the attention of a person in your area. Have them call the police. Dial “911” or 213-928-8206. Give the following information:

- Request the call on your line be traced and for Police Department response.
- Get as much information as possible from the caller about the bomb's location, type and time of detonation.
- Ask about the bomb's appearance and who is placing it.
- Listen for background noises or distinguishing voice characteristics that might aid Police.
- Notify the Building at 323-464-3692.
- Never touch a suspicious object.
- Evacuate. If safe, meet at the Lobby Emergency Assistance Center and complete the Bomb Threat Report Form on the next page.

## Bomb Threat Report Form

---

**Questions to ask:**

**WHEN** is the bomb going to explode?

---

**WHERE** is the bomb?

---

**WHAT** kind of bomb is it?

---

**DESCRIPTION** (What does it look like?)

---

**WHY** was the bomb placed?

---

**Check off:**

☐ male      ☐ female      Age: \_\_\_\_\_

*Voice*

☐ loud      ☐ soft      ☐ intoxicated

Describe: \_\_\_\_\_  
\_\_\_\_\_

*Background noise*

<input type="checkbox"/> office machines	<input type="checkbox"/> factory machines
<input type="checkbox"/> trains	<input type="checkbox"/> animals
<input type="checkbox"/> street traffic	<input type="checkbox"/> airplanes
<input type="checkbox"/> music	<input type="checkbox"/> party atmosphere

**Your Name:**

---

**Telephone Number:**

---

***If safe, immediately give this completed form to the Fire Safety Director or Police in the Lobby.***

## **Active Shooter Response**

---

Call “911” and Security at 323-464-3692 if possible – provide details (number of shooters, description of appearance, attire).

If you cannot speak, leave the line open to enable the officer to listen.

### **Run**

---

- Know where the two nearest exits are located in any facility you visit.
- If you are in an office or unit, stay there and secure the door.
- If you are in a hallway, relocate into a room and secure the door.
- Visitors will follow directions of leadership.
- Assemble at the designated point for roll call.

### **Hide**

---

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.

### **Fight back if lives are in imminent danger**

---

- Overtake the shooter – there is strength in numbers.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.



## ***Power Outage***

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### ***Emergency Generator***

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There is no Emergency Generator in this building. The emergency lighting is connected to battery packs lasting 90-minutes.

### ***Key FOB Access***

---

Key FOB access points are not connected to emergency power. They will be unresponsive and building access points as well as elevators should be monitored while the emergency generator is in use.

## **Fire Drills**

---

Fire drills are held annually and a pre-drill meeting for Floor Wardens is conducted prior to the event.

Occupants exit using the stairs and line up according to floor number along Morningside Court by Selma Avenue. Floor Wardens and Assistants are issued orange ID vests and bullhorns to communicate instructions to Occupants.

Individuals using walking assistive devices such as canes, wheelchairs, walkers, shall be trained by the Building's certified Fire Safety Director or certified Floor Warden, before the drill. They are permitted to take shelter inside the stairwell on the landing for the duration of the exercise and then return to their original location if they are not able to descend the stairs.

## ***Portable Fire Extinguisher Operations***

---

Do you have a fire extinguisher that's suited to the fire at hand? Is it charged and in good working condition? Do you know how to use it? Answering yes to all these questions can mean the difference between minor fire damage and disaster. Take the right steps and you may be able to at least contain a small fire until fire fighters arrive.

To pick the right extinguisher for your area, you must first know how fires are classified. Applying the wrong extinguishing agent can spread the fire or endanger your life.

### ***Underwriters Laboratories (UL) Classifies three kinds of fires***

---

#### **Class A**

Fires involving common solid combustibles: Wood, paper, fabric, rubber, and plastics. Water quenches such blazes through cooling action. Other agents work by interfering with combustion.

#### **Class B**

Fires fueled by the vapor-air mixture that forms above flammable liquids such as grease, oil, gasoline, tar, paints, and cleaning solvents. To put out the flames, you must interfere with combustion or cut off the oxygen supply.

#### **Class C**

Fires sparked by electricity but feed on class A or B materials. This type of fire requires a nonconductive extinguishing agent to put out the flames.

### ***What Puts Out Each Type of Fire?***

---

Dry chemical, carbon dioxide (CO<sub>2</sub>), and halon are the three agents most commonly found in household and automotive extinguishers.

Dry chemical extinguishers. These units have been proven effective over the course of many years. Two types are suitable for home use. Ammonium phosphate, universally regarded as the best multipurpose extinguishing agent, bears an ABC rating, meaning it puts out all three classes of fire. Sodium bicarbonate (common baking soda) in combination with flowing and drying agents bears a BC rating and is more effective for extinguishing class B fires.

The drawback of dry chemical extinguishers is the mess they leave behind. All use pressurized gas to expel the powdery agent, covering everything in their path with a nonflammable coating. The residue can be easily vacuumed and wiped from washable kitchen surfaces, but it's harder to remove from carpeting and upholstery, and may ruin electronic equipment. Of the two dry chemical mixtures, ammonium phosphate is the more corrosive and tends to harden on heated surfaces. The other two types of extinguishing agents are gaseous. Carbon dioxide (CO<sub>2</sub>) extinguishers use carbon dioxide gas pressurized to a liquid state which is utterly clean, environmentally safe, and nonconductive. It extinguishes class B and C fires by cutting off oxygen and smothering them. But there are disadvantages to using CO<sub>2</sub> instead of halon. Canisters for CO<sub>2</sub> require much heavier casing, for one thing; a CO<sub>2</sub> extinguisher weighs half again as much as a same-size halon unit. And, CO<sub>2</sub> is about half as effective as halon for extinguishing class B fires. It also has a shorter "throwing distance" than halon; you have to be closer to a fire to fight it with CO<sub>2</sub>. Salespeople may try to dissuade you from buying CO<sub>2</sub> by warning of the dangers of oxygen depletion, as well as of thermal shock to electronic equipment. Usually, neither problem is serious with the quantities of CO<sub>2</sub> used by the layman in fighting fires. Flames are far more likely to damage your equipment than thermal shock. CO<sub>2</sub> is extremely cold, so be careful not to touch the end of the extinguisher's hose, or get in the way of the gas cloud.

Halon extinguishers. Halon, developed in the 1970s to protect computers, was soon adopted for protecting airplanes and, ultimately, homes. The heaviest of the gaseous agents, halon chemically interrupts combustion to extinguish class B and C fires. It's especially effective for putting out fires in cramped, enclosed spaces, such as car or boat engines. Larger units (9-pound capacity and over) contain enough halon to earn a rating (though a low one) for class A fires as well. (Halon puts out these fires by cutting off air supply.) If a smaller halon extinguisher is used on a class A fire, the flames may be temporarily stifled, but the blaze is likely to rekindle when the halon disperses. Most of these extinguishers use halon 1211 as the extinguishing agent and nitrogen as the expellant; "blended" units use halon 1301 as the expellant. Although some manufacturers claim blended units are more effective, independent testing has failed to prove this claim. Also, blended units may not operate properly in extreme temperatures. Halon can be harmful if inhaled; however, quantities contained in portable extinguishers don't usually pose a health risk. The gas is most dangerous for infants, elderly people, and those with respiratory problems. Halon becomes more dangerous under heated conditions; evacuate the fire area as soon as possible. Halon extinguishers have another very serious drawback. Scientific evidence has linked halon, along with chlorofluorocarbons (CFCs), to the destruction of the earth's ozone layer.

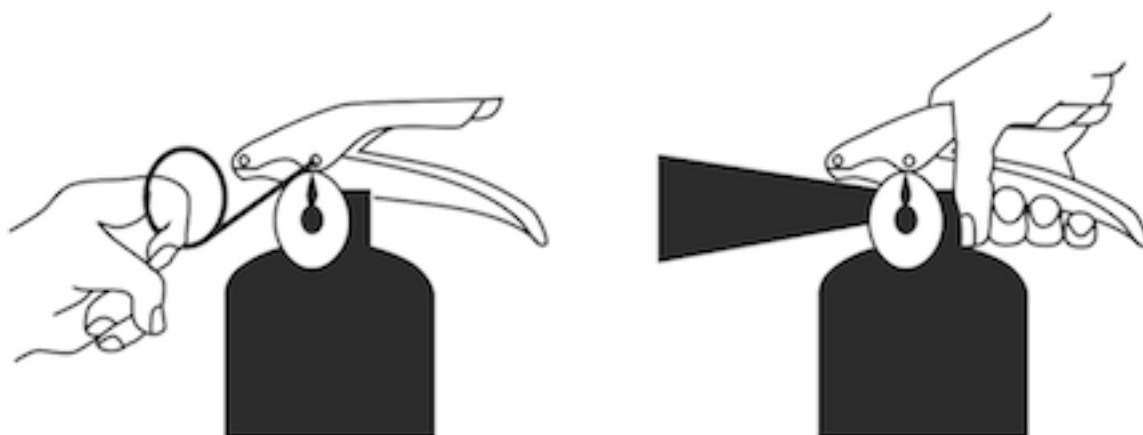
***Have a multi-purpose portable Fire Extinguisher in your area!***

## Fire Extinguisher Discharge Time

### And Effective Range

- The stream from WATER-TYPE EXTINGUISHERS will reach 30–40 feet (see Diagram #1). The contents can be discharged in 60 seconds. The stream from a fire-hose line will reach 40 feet. Water supply is unlimited.
- “ABC” DRY CHEMICAL EXTINGUISHERS have an effective range of approximately 10–15 feet (see Diagram #2). The contents can be discharged in 8–25 seconds.
- CARBON DIOXIDE EXTINGUISHERS have an effective range of 3–8 feet (see Diagram #3). The contents can be discharged in 8–10 seconds.

### Extinguisher Basic Operation - P. A. S. S.



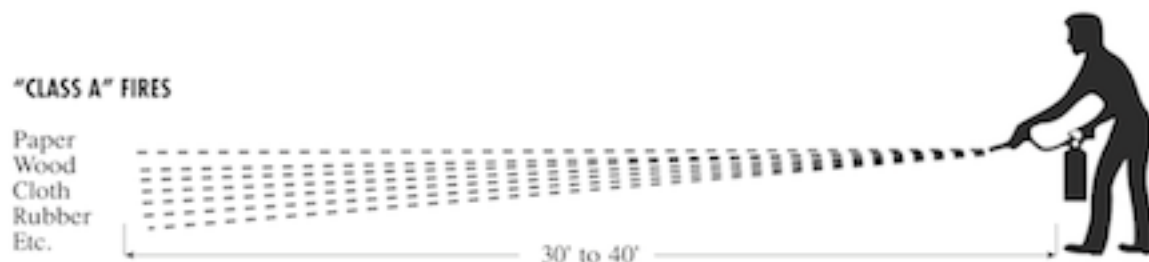
- P – PULL the safety pin (usually a twist–pull action).
- A – AIM the nozzle at the base of the fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP slowly from side to side – watch for reflash (re-kindling).

#### **NOTE:**

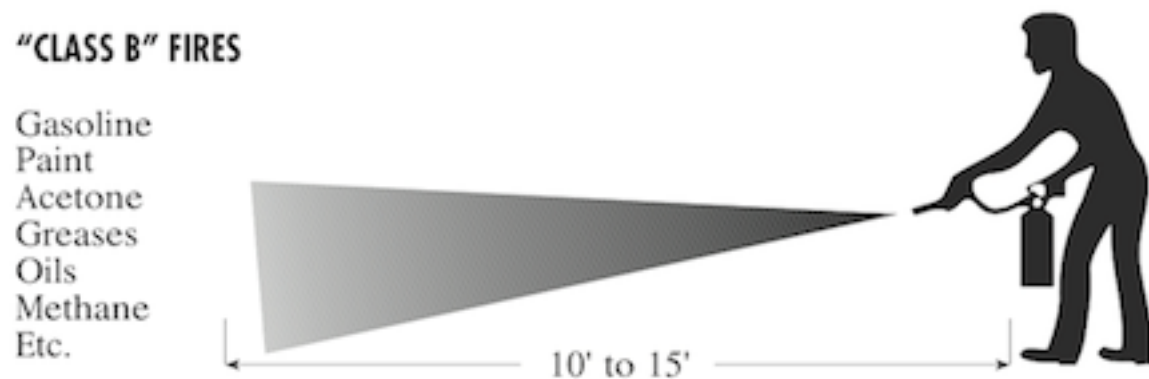
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

## Extinguisher Discharge Diagrams

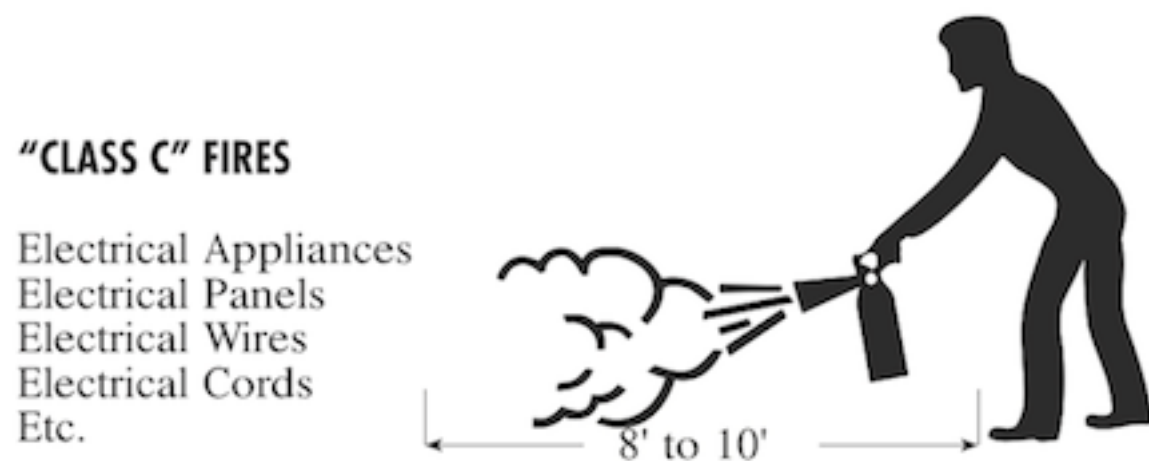
### DIAGRAM #1 – WATER TYPE



### DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)



### DIAGRAM #3 – CARBON DIOXIDE (CO2)



## People Who May Need Evacuation Assistance Form

---

### To be voluntarily completed

Per Los Angeles Fire Code, Section 57.409.8.5, individuals may voluntarily self-identify their need for evacuation assistance during an emergency or fire drill. Please describe the type of aide required, the number of people needed and two places of refuge or rescue to safely remove you from the building. Consult with the building's Fire Safety Director to establish your plan. This information will be given to the fire department.

**Name:**

---

**Condition:**

---

**Inclusive dates:**

---

**Telephone number:**

---

**Primary rescue location:**

---

**Secondary rescue location:**

---

**Number of Assistance Monitors Needed:**

---

**List Equipment (assistive mobility devices that you possess on a regular basis):**

---

---

---

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---

During an emergency evacuation, anyone who cannot walk down the stairs without assistance will remain inside the safest stairwell, on the stair landing, with the assistance monitors, until the Fire Department arrives to rescue them.

**Assistance monitors shall only remain as long as it is safe to do so.**

**The individual shall call 911 to notify the fire department of their location.**

## Receipt & Acknowledgement

---

### *of the Building Emergency Plan*

On an annual basis, all occupants of high-rise buildings are to be trained on the emergency plan of the building.

Please acknowledge your receipt and review of the written emergency plan by signing and returning this form to the building management office annually.

### **Occupant's Statement:**

*"I have received and read the Building Emergency Plan/Occupant Instructions Booklet."*

**Name of Business:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Floor /department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please check any safety certifications you may have:**

☐ EMT    ☐ CPR    ☐ First Aid    ☐ CERT    ☐ FEMA ICS-100

**Other:** \_\_\_\_\_



## Section 5

# ***Emergency Action Plan***

---

FOR:

***Los Angeles Recording School  
6690 W. Sunset Boulevard  
Los Angeles, CA 90028***

---

DEVELOPED BY:

***UNIVERSAL SAFETY USA, LLC***

5850 West Third Street #E 213  
Los Angeles, CA 90036  
(800) 768-5291  
[www.universalsafetyusa.com](http://www.universalsafetyusa.com)

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# ***SECTION 1:***

## ***Introduction***

# ***Introduction***

---

Universal Safety USA, LLC holds 2018 copyright to this manual. Reproduction for distribution to the occupancy of this property is authorized, however inclusion in an on-line training program developed by another entity is not permitted. To have updates incorporated into this manual, contact Universal Safety USA, LLC at (800) 768-5291.

The main purpose of the fire manual is to save lives. Always remember that the fire manual is written for the real fire situation, not the fire drill. Without a guide, training would be inconsistent and leave many in doubt as to what they are responsible for actually doing in an emergency. The manual brings a standard of accountability, as it is a legal document. Training may be performed by the certified Fire Safety Director of the building named in this manual, by a professional instructor, ideally holding a valid Certificate of Fitness, issued by the Fire Department.

A list of The People Who May Need Assistance (physically challenged people) shall be kept in the Building Manager's Office.

Universal Safety USA, LLC declares that information provided by and obtained from essential building personnel for this emergency plan may be subject to error or omission. The user acknowledges and agrees that neither the City of Los Angeles nor Universal Safety USA, LLC are liable in any way whatsoever, including but not limited to claims for damage and/or civil litigation, for the accuracy or validity of the information provided. Universal Safety USA, LLC disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on the standards printed herein. Universal Safety USA, LLC also makes no guaranty or warranty as to the completeness of any information published herein.

# ***SECTION 2:***

## ***Emergency Telephone Contacts***

# ***Emergency Telephone Numbers***

---

<b>Fire Department:</b>	"911" or 800-688-8000
<b>Paramedic Ambulance:</b>	"911" or 800-688-8000
<b>Police Department</b>	"911" or 213-928-8206

## ***Building Safety, Alarm and Utility Contacts***

---

### **Front Desk/Security**

Phone: 323-769-2747

### **Fire Safety Director**

Edgar Vargas  
Office: 323-769-2224  
Cell: 213-505-1009

### **Los Angeles Film School Staff**

Brian Mitchell  
Director of Facilities  
Office: 323-769-6868  
Cell: 323-829-3360

Dave Dailey  
Building Engineer  
Office: 323-860-0789  
Cell: 310-433-1285

### **Building Manager**

Edgar Vargas

### **Building Engineer**

Dave Dailey

### **Fire Control Room**

N/A

### **Elevator Company**

Otis Elevator Company  
Phone: 800-233-6847  
Customer ID Number: SA462388

### **Alarm Monitoring Company**

HCI Systems, Inc.  
Phone: 1-855-844-6157  
Account Number: A250001



# ***Floor Wardens & Group Leaders***

---

## ***Floor Warden***

---

**The role of Floor Warden** shall be assumed by the non-instructor staff.

*For a current list contact the Fire Safety Director.*

## ***Group Leader***

---

**The role of Group Leader** shall be assumed by the LARS Instructors on duty.

*For a current list contact the Fire Safety Director.*

## ***List of People Who May Need Evacuation Assistance***

---

This list is created from the occupants that have self-identified their need for evacuation assistance in a fire drill or emergency. It is kept by the Fire Safety Director and given to the fire department upon arrival. Floor Wardens may consult the Fire Safety Director in the building office to review procedures and rescue locations for people in need of assistance.

# ***SECTION 3:***

## ***Fire Procedures***

# Fire Procedures

---

## General Response Procedures

### If You Discover Fire or Smoke:

---

1. Safety of Life.

If fire is in an occupied room, remove anyone from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.

2. Notification.

Activate the manual pull station in close proximity. Call the Fire Department by dialing "911" (if problem occurs dial 800-688-8000).

**Always place a call to the Fire Department.**

**Give them the following information:**

**Building Name:** Los Angeles Recording School

**Building Address:** 6690 W. Sunset Boulevard, Hollywood, CA 90028

**Nearest Cross Street:** Las Palmas Avenue

**Floor/Location:** \_\_\_\_\_

**Nature of emergency:** \_\_\_\_\_

**Your call back number:** \_\_\_\_\_

**NOTE:**

*Do not hang up until the "911" operator does first. If time permits, notify Building Officials at: 323-769-2224*

3. Extinguish the Fire.

Only attempt to do so if: You have been properly trained, you have someone with you, and it is safe to do so.

4. Evacuation.

Proceed to the safest stairwell from floor two or directly out the exits on floor one. Evacuate 300 feet south to the corner of De Longpre Avenue, if safe there and report in for roll call.

## ***If You Are Trapped Inside Your Location***

---

1. Wedge cloth material along the bottom of the door to keep out smoke.
2. Close as many doors as possible between you and the fire.
3. Use telephone if available, and notify the Fire Department of your problem and location.
  - a. Tell them you cannot get out.
  - b. Provide the address and location. (6690 W. Sunset Boulevard)
  - c. Provide Las Palmas Avenue as the nearest cross street.
  - d. Give them the phone number that you are calling from (your call back number which the Fire Department may need to call you back on to get more information.)
4. If windows are operable, and you must have air, open the window. Break window only as a last resort, as it will become impossible to close it later.

### ***NOTE:***

*If unable to perform assigned duties, notify your alternate or building staff.*

## ***Sounding of the Fire Alarm***

---

Fire alarm pull boxes are located at every exit.

The alarm tone sounds like a *buzz*.

The alarm looks like a flashing light. (In classrooms)

# Fire Safety Director

---

There is one individual assigned to this position.

Primary location on property: 6690 W. Sunset Blvd. 2nd Floor.

This individual is equipped with a cell phone and digital radio.

Their hours are:

Monday–Friday; 9:00 A.M. – 6:00 P.M.

## If You Hear or See an Alarm

---

1. Proceed to the Fire Alarm Panel in the lobby.
2. Call “911”. (if problem occurs dial “911” or 800–688–8000).

### Give them the following information:

**Building Name:** The Los Angeles Recording School

**Building Address:** 6690 W. Sunset Boulevard, Hollywood, CA 90028

**Nearest Cross Street:** Las Palmas Avenue

**Floor/Suite/Room Number:** \_\_\_\_\_

**Nature of emergency:** \_\_\_\_\_

**Your call back number:** \_\_\_\_\_

### NOTE:

*Do not hang up until the “911” operator does first.*

3. Notify Los Angeles Film School Director of Facilities.
  - a. LAFS Director of Facilities shall send a message via the School Messenger Alert System.
  - b. LARS FSD shall meet the Floor Wardens at the Communication Post by the FDC connection valve on the corner of Sunset Boulevard .and Las Palmas.
  - c. Call “911” to report search & rescue needs for anyone that may need assistance or that may be missing.
  - d. Security shall meet the Fire Department on Sunset Boulevard.

- e. LAFS Director of Facilities will liaise with appropriate staff to address potential public relations situations and/or media inquiries surrounding the event.
- f. Only the fire department can give the “ALL CLEAR” to re-enter the building. After receiving the “ALL CLEAR” from the fire department.
- g. LAFS Director of Facilities will communicate to staff via two-way radio and to occupants via the School Messenger Alert System.
- h. Available staff shall assist with crowd control and re-entry.

## ***Third Party Contracted Security Officers***

---

There is one individual assigned to this position.

Primary location on property: 6690 W. Sunset Blvd. Lobby level.

This individual is equipped with radio.

Their hours are:

Monday – Friday; 7:00 A.M.– 12:00 A.M.

Saturday – Sunday; 9:00 A.M. – 6:00 P.M.

### ***If You Hear or See an Alarm***

---

1. Call “911” (if problem occurs dial “911” or 800-688-8000).

#### **Give them the following information:**

**Building Name:** The Los Angeles Recording School

**Building Address:** 6690 W. Sunset Boulevard, Hollywood, CA 90028

**Nearest Cross Street:** Las Palmas Avenue

**Floor/Suite/Room Number:**

**Nature of emergency:**

**Your call back number:**

#### ***NOTE:***

*Do not hang up until the “911” operator does first.*

2. Verify elevators have recalled.
3. Meet the Fire Department on Sunset Blvd.
4. Secure entrances.



## Assembly Area/Safe Refuge



### NOTE:

*This location may change depending on conditions.*

# ***SECTION 4:***

## ***Evacuation Procedures***

# ***Evacuation Policy***

---

## ***Overview***

### ***Fire Evacuation Policy***

---

Total building evacuation.

### ***Earthquake Evacuation Policy***

---

When an earthquake strikes, duck, cover and hold. The common hallway could be a place to take shelter if furnished areas pose danger. Consider remaining where you are in anticipation of aftershocks. If there is extensive damage or if fire ensues, then follow the fire evacuation plan.

# ***Evacuation Procedures***

---

All floors will be alerted by fire alarm buzz and strobe light in classrooms when evacuation is necessary. There is no public address system.

## ***LARS FIRE SAFETY DIRECTOR***

- Notify Los Angeles Film School Director of Facilities.
- Meet the LAFS Director of Facilities at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
- Manage the overall evacuation.
- Meet the floor warden's at the communications post with attendance/roll rosters and verify "ALL CLEAR".

## ***LAFS DIRECTOR OF FACILITIES***

- Initiate the School Messenger Alert System for all locations. (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Proceed to the LARS property and meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
- Send the "ALL CLEAR" message when the fire department permits building re-entry.

## ***SECURITY***

- Meet the Fire Department outside the front doors of the Lobby entrance with a status report. Assist accordingly.

## ***FLOOR WARDENS (Non-Instructor Employees)***

- Oversee the general clearing of each floor including visitor, student and employee populations.
- Meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue and verify "ALL CLEAR".
- Evacuate to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue where roll call will be completed.
- Shall be identifiable by wearing a safety vest.

## ***GROUP LEADERS (LARS Instructors on duty)***

- Oversee evacuation of their specific classrooms.
- Accompany their students and visitors to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue.
- Complete roll call using the attendance sheet.
- Verify "ALL CLEAR" note/report any search and rescue needs.
- If safe, help those in need of assistance.
- Identifiable by wearing a safety vest.

## ***People Who May Need Evacuation Assistance***

---

Individuals may voluntarily self-identify their need for evacuation assistance by voluntarily completing the form located in the Occupant Emergency Plan Booklet.

### ***Impairments may include but not be limited to***

---

- persons confined to wheelchairs
- persons that are dependent on crutches, canes, walkers, etc.
- persons recovering from surgery
- persons with oxygen tanks
- pregnant persons
- persons with hearing or sight impairment
- extreme obesity
- persons with psychiatric impairment

### ***Assistance Monitors***

---

During an emergency evacuation, anyone who cannot walk down the stairs without assistance will remain inside the safest stairwell, on the stair landing, until the Fire Department arrives to rescue them. The individual shall call “911” to notify the fire department of their location. Assistance monitors remain only as long as it is safe to do so.

# Special Needs - Fire Procedures

---

## Defend in Place

If someone cannot reach the stairwell, they have the option of defending in place. Floor Wardens shall direct these people to:

- Retreat and close as many doors as possible between themselves and the fire.
- Immediately call the local fire department by dialing “911” (if a problem occurs dial 800-688-8000).
- They must explain to the fire department that:
  - They cannot get out.
  - They are physically challenged.

**Building Name:** Los Angeles Recording School

**Building Address:** 6690 W. Sunset Boulevard, Hollywood, CA 90028

**Nearest Cross Street:** Las Palmas Avenue

**Floor/Suite/Room Number:**

**Nature of emergency:**

**Call back telephone number:**

**Notify Building Officials at:** 323-769-2224

### **NOTE:**

*Instruct persons to not hang up until the emergency operator does so first.*

- Instruct them to stay where they are; do not hide.
- If they must evacuate the area due to immediate fire danger:
  - Do not use the elevator.
  - Go to the safest stairwell.
  - Enter the stairwell, but remember to keep the stairwell door closed.
  - Make sure they tell the Floor Warden to notify the Fire Department of their location for rescue.

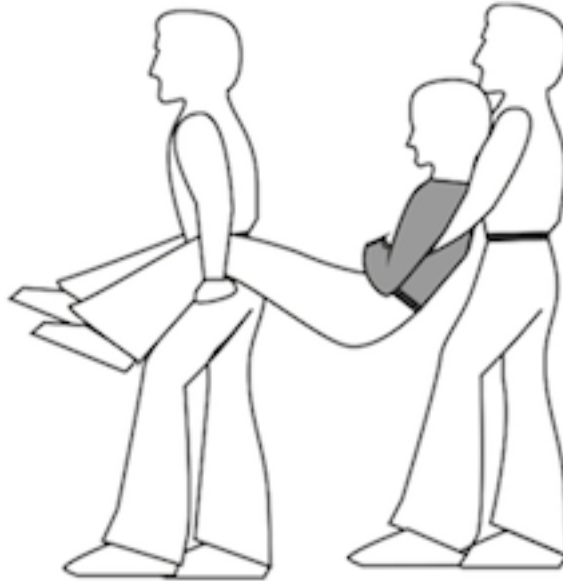
### **REMEMBER:**

*In an emergency, they must not hesitate to inform others that they need assistance. They should explain what their condition is and be prepared to give instructions on how they can be best helped.*

## ***Two Person Carry***

---

### ***Fore and aft***



**NOTE:**

*This is an example of how first responders may provide assistance.*

# ***SECTION 5:***

## ***Earthquake Procedures***



# ***Earthquake Procedures***

---

The two-way radio system will be utilized by the Facilities, Engineering and Security staff 24/7.  
EVERYONE: Duck, cover and hold.

## ***LAFS DIRECTOR OF FACILITIES***

- Initiate the School Messenger Alert System for all locations (LAFS and LARS). (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Await status updates from LARS.
- Call “911” if needed.

## ***LARS FIRE SAFETY DIRECTOR***

- Manage the overall LARS incident response.
- Size up and report back to the LAFS Director of Facilities.

## ***SECURITY***

- Monitor the main lobby entrance.
- Provide immediate assistance as necessary.

## ***FLOOR WARDENS (Non-Instructor Employees)***

- Access the overall conditions on your respective floor.
- Liaise with Group Leaders for status reports (if possible).
- Communicate status report to LARS Fire Safety Director.

## ***GROUP LEADERS (LARS Instructors on duty)***

- Duck, cover and hold. Aftershocks may occur in a large event. Should this occur, horizontal relocation away from glass is recommended and duck, cover and hold will be practiced again.

If the Fire Safety Director confirms with Maintenance or other staff, that there are large cracks that could be a sign of structural failure, the building will be evacuated.

## ***Before the Earthquake***

---

### **Assess Your Own Work Area:**

- **WINDOWS/GLASS** – If your location is near windows or glass, decide where you will take cover to avoid being injured by flying glass.
- **HEAVY OBJECTS** – If your location is near a temporary wall or partition, make sure they are securely anchored.
- **LOOSE OBJECTS** – If you have materials stored on top of cabinets or shelves, determine if these items could be secured or moved.

## ***During the Earthquake***

---

- **REMAIN CALM** – Do not panic, and do not attempt to go outside. Protect yourself.
- **ACT QUICKLY** – Move away from windows, temporary walls or partitions, and freestanding objects such as cabinets, shelves, hanging objects.
- **DUCK** – Duck or drop down to the floor.
- **COVER** – Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
- **STAY PUT** – Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside. Do not attempt to exit the building during the shaking.

## ***If You Are Outside***

---

- If you are outdoors when the quake occurs, move away from structures, power poles, light poles or retaining walls that could fall during a quake and avoid fallen electrical lines.
- If possible, move to an open area.
- If fire or smoke is present, relocate in the direction opposite the wind current.

# ***After an Earthquake Strikes***

---

## ***Fire Safety Director***

---

If a fire ensues, the fire evacuation plan will be implemented immediately.

Evacuate the building if there is visible structural damage or you believe the building could collapse. Direct the crowd to the safe meeting location.

If anyone is severely injured, call an ambulance for help by dialing “911” (if a problem occurs dial 800-688-8000) and have staff meet the paramedics at the front and direct them to the person in need of assistance.

If the earthquake is minor, a systematic inspection of elevator cars and stairwells shall be implemented to verify if anyone needs assistance. Make radio contact with building maintenance to determine if there is visible structural damage. (This could be a visible crack that crosses main structural beams. The crack could be as small as 1/4 inch, but runs through the beam crosswise or lengthwise.)

## ***Staff***

---

If a fire ensues, the fire evacuation plan will be implemented immediately.

Take extreme caution and inspect the immediate vicinity of where you are located. (This is the area within your view; do not relocate just yet, there may be aftershocks.) You are looking for minor and major cracks in the support beams and you will report your findings to the Fire Safety Director by radio.

The building will be evacuated if you believe the structural integrity of the building has been compromised. If this is the case, use any means possible to alert occupants to evacuate. Direct the crowd to the safe meeting location for earthquake.

If you do not believe there is structural damage and aftershocks have diminished, say within 15 minutes of the first shake, cautiously begin to investigate other key areas of the building including:

Stairwells and elevators.

Utility shut-off valves (water and gas).

## ***Recommended Individual Earthquake Supply List***

---

**Each person should compile adequate supplies and tools to sustain themselves for a minimum of 3 - 7 days, and also have vital records information:**

- Manual can opener
- Canned fruit
- Canned beans, tuna
- Canned soup
- Canned vegetables
- Bottled water
- Dry nuts
- Crackers
- Jam/jelly/peanut butter
- Plastic utensils, bowls
- Hard candy, chewing gum
- First aid kit
- Medications, eyeglasses, contact lens supplies
- Telephone with landline (in case power fails or cell phones are inoperative)
- Emergency contact out-of-state (advise the person you select)
- Flashlights & batteries
- Emergency radio (battery operated)
- Personal hygiene supplies (wipes, shaver, feminine supplies, hairbrush, shampoo)
- Toothbrush, toothpaste, floss
- Gloves, comfortable shoes
- Change of clothes, extra underwear
- Cash & check book (bank may be closed)
- Copy of I.D.s = Driver's License, Social Security, Naturalization
- Insurance company telephone list and policy numbers
- Paper and pen
- Scissors & shipping tape

***SECTION 6:***  
***Medical, Bomb, Power,***  
***and***  
***Active Shooter***  
***Procedures***

# ***Medical Emergency Procedures***

---

## ***All First Responders***

### ***When notified of a medical emergency***

---

**Obtain the following information:**

**The occupant's name:** \_\_\_\_\_

**The occupant's location:** \_\_\_\_\_

**The nature of the emergency:** \_\_\_\_\_

**A call back number:** \_\_\_\_\_

**Notify the Paramedics "911" (if problem occurs dial 800-688-8000).**

**Give the following information:**

**The building name:** **Los Angeles Recording School** \_\_\_\_\_

**Address:** **6690 W. Sunset Boulevard, Hollywood, CA 90028** \_\_\_\_\_

**Nearest cross street:** **Las Palmas Avenue** \_\_\_\_\_

**The nature of the emergency:** \_\_\_\_\_

**The occupant's general condition and location:** \_\_\_\_\_

**Your call back number:** \_\_\_\_\_

### ***Fire Safety Director***

---

- Recall the service elevator at the ground floor for Paramedics.
- Meet the Paramedics at the front of the building and direct them to the person in need of their assistance.

# ***Bomb Threat Procedures***

---

## ***Upon Notification of Bomb Threat***

---

- Notify the Police by dialing “911” (if a problem occurs dial 213-928-8206).  
Provide them the exact location and all known facts. Follow the Police instructions.
- All occupants may be systematically contacted and advised of the situation.
- Insure that “threat conversation” is documented as accurately as possible and as soon as practical. To assist the Police, fill out the Bomb Threat Report in this Section.
- Direct Building Staff to meet at the Emergency Assistance Center and discontinue use of radios.

**Determine if the threat affects one floor only. If this cannot be determined, then the Fire Safety Director should consider these options and decide which to implement:**

- Conduct a complete evacuation and then a search.
- Initiate partial evacuation.
- Search without evacuation.

## ***Search by First Responders***

---

A quick visual search is advisable and should be accomplished by those individuals FAMILIAR WITH THE AREA. Work from the walls to the center of room and the floor to the ceiling. LOOK and LISTEN. If lights are found OFF, LEAVE them OFF.

After an area has been searched and Occupants have evacuated that area, re-entry may be restricted and controlled by proper authorities. All items not carried in by arriving personnel and readily identified as inert shall be left to the proper authority for inspection. All suspicious objects should be immediately reported to the Police and Building Management.

## ***In Case a Suspicious Device is Located***

---

- Ensure that the device is not moved or covered, noting its description and exact location.
- All suspicious objects should be immediately reported to the Police.
- Stop entry to the area until relieved of responsibility or given further instructions from the Police Department Bomb Squad.
- Begin evacuation of the floor. Building Staff shall notify everyone on the floor to evacuate to the safe refuge area.

***NOTE:***

*Notification needs to be handled in a calm manner.*



# Bomb Threat Report Form

---

## Questions to ask:

\_\_\_\_\_  
*WHEN is the bomb going to explode?*

\_\_\_\_\_  
*WHERE is the bomb?*

\_\_\_\_\_  
*WHAT kind of bomb is it?*

\_\_\_\_\_  
*DESCRIPTION (What does it look like?)*

\_\_\_\_\_  
*WHY was the bomb placed?*

## Check off:

☐ male      ☐ female      Age: \_\_\_\_\_

*Voice*

☐ loud      ☐ soft      ☐ intoxicated

Describe: \_\_\_\_\_

\_\_\_\_\_

*Background noise*

<input type="checkbox"/> office machines	<input type="checkbox"/> factory machines
<input type="checkbox"/> trains	<input type="checkbox"/> animals
<input type="checkbox"/> street traffic	<input type="checkbox"/> airplanes
<input type="checkbox"/> music	<input type="checkbox"/> party atmosphere

\_\_\_\_\_  
*Your Name:*

\_\_\_\_\_  
*Telephone Number:*

**Immediately give this completed form to the Police.**

# ***Power Outage***

---

## ***No Emergency Generator***

---

There is no Emergency Generator in this building. The emergency lighting is connected to battery packs lasting 90 minutes.

## ***Key FOB Access***

---

Monitor all building access points and elevators. FOBs may deactivate.

## ***Fire Safety Director Duties***

---

If the power outage will affect occupants for a prolonged duration you may consider initiating the School Messenger Alert System for all locations. If notification to all campuses is not essential, consider dispatching runners throughout the building to make verbal updates and announcements.

## ***Engineering Staff Duties***

---

Check the main electrical panel and contact the utility company if assistance is needed.

# ***Active Shooter Overview***

---

Active shooter situations are unpredictable. There are no patterns or methods to their selection of victims.

Because active shooter situations are often over within 15 minutes, when lives are at stake, fighting back together is a viable strategy.

## ***Training and Communication***

---

As part of regular safety training sessions, address the possible cause of rage that leads to irrational behavior and conduct drill exercises.

### **Seven key areas to cover are:**

1. Encouraging open communication and opportunities for conflict mediation (address bullying).
2. Anticipate triggers, such as negative reviews or employment termination (address rejection, fear of financial failure).
3. Learn how to recognize irrational behavior and how counseling will be provided (in house or outside resources).
4. Identify common items available at the facility to use as weapons, such as chairs, heavy items, fire extinguishers.
5. Fire Safety Director/Security/Essential Building Personnel and Floor Warden methods of communication and lock down protocol.
6. Include first responders in practical drills; implement scenarios and test emergency alerts systems.
7. Consult Insurance carriers to pre-establish aftermath recovery and business resiliency in the days following an incident.

## ***Active Shooter Response***

---

Call “911” and the Front Desk at 323-464-3692 if possible – provide details (number of shooters, description of appearance, attire).

If you cannot speak, leave the line open to enable the officer to listen.

### ***Run***

---

- Know where the two nearest exits are located in any facility you visit.
- If you are in an office or unit, stay there and secure the door.
- If you are in a hallway, relocate into a room and secure the door.
- Visitors will follow directions of leadership.
- Assemble at the designated point for roll call.

### ***Hide***

---

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.

### ***Fight back if lives are in imminent danger***

---

- Overtake the shooter – there is strength in numbers.
- Act aggressively as possible against the shooter.
- Use common items as weapons, such as chairs, books, fire extinguishers or other heavy items.

## ***Staff Duties (if and when safe to do so)***

---

### ***LARS FIRE SAFETY DIRECTOR***

- Sound the alarm.
- Call “911”. Follow police instructions.
- Notify Los Angeles Film School Director of Facilities.
- Security officers shall be notified and prevent anyone from entering the premises.

### ***LAFS DIRECTOR OF FACILITIES***

- Initiate the School Messenger Alert System for all locations. (The electronic notification system notifies all campus personnel, students, security and parking attendants via text message and E-mail.)
- Liaise with appropriate staff to address potential public relations situations and/or media inquiries surrounding the event.

### ***SECURITY***

- Meet the police outside the front doors of the Lobby entrance with a status report. Assist accordingly.

### ***FLOOR WARDENS (Non-Instructor Employees)***

- Your safety comes first.
- Oversee the general clearing of each floor including visitor, student and employee populations.
- Evacuate and follow police instructions.

### ***GROUP LEADERS (Instructors)***

- Your safety comes first.
- Oversee the general clearing of classrooms.
- Evacuate and follow police instructions.

## ***Communication – available devices and equipment***

---

- School Messenger Alert System, cell phones, text alerts, landlines.

## ***Business Resumption and Resiliency***

---

- Clean up shall be handled by professionals after police have officially completed their investigation.
- Notification to all stakeholders of the re-opening and hours, if reentry is restricted details shall be made available on the school's website, social media, news, automated telephone messages and text alerts.
- Notify insurance carrier and corporate risk manager.
- Keep all stakeholders advised of reopening. Safe and swift business resumption is the objective.

## ***Trauma Counseling for Survivors and Others in Need***

---

Special counseling services shall be made available to those in need (this assistance may be available through insurance carriers and the private sector).

# ***Lockdown Procedures***

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## ***Lockdown Summary***

---

The Lockdown Procedures will be necessary if there is a risk to public safety, such as a serious crime on campus or in the vicinity. All access points will be locked down and the public will be evacuated from the one-way stair exits. The School Messenger Alert System will be activated and there are two levels of response for Essential Building Personnel and Building Security.

### **Response Level 1**

Response Level 1 is activated when the perpetrator is violent, shooting or displaying a weapon.

### **Response Level 2**

Response Level 2—is activated when individual displays threatening behavior that can be controlled by escorting them off property and implementing lockdown only at the location of the incident, allowing classes to continue at the other locations.

## ***Means of Alert***

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School Messenger Alert System implemented by the Los Angeles Film School Director of Facilities, that include conditions, location and instructions.

# ***SECTION 7:***

## ***Building Equipment and Alarm Systems***



# ***Building Equipment and Alarm Systems***

---

## ***Building Location***

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The Los Angeles Recording School is located at 6690 W. Sunset Boulevard, Hollywood, CA 90028.

## ***Floors***

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**Parking Floor:** Garage level “G”, below grade indoor/outdoor

**Occupied Floors:** 1, 2

## ***Building Description***

---

The Los Angeles Recording School at 6690 is a two-story accredited media arts college located in the heart of Hollywood on Sunset Boulevard and Las Palmas Avenue. It is Type II-B construction, completed in 1983.

In addition to classrooms and administrative offices, the building also houses an equipment room at the heart of the building on the first floor.

The Los Angeles Recording School is equipped with fire sprinklers throughout the garage level “G”. This level includes the trash and utility rooms, which also have sprinklers. There are three internal stairs and one external staircase; none of which are pressurized. There is one below grade level, which includes the DWP vault located on the northwest corner of the Garage level “G”. The fire alarm sounds like a buzz and has flashing strobes in the classrooms. The alarm rings all floors. There is no public address system.

## ***Special Information***

---

**Occupancy Type:**

Commercial/Vocational School

**Year Built:**

1983

**Sprinklers:**

Garage Level "G" (including Trash and Utility rooms)

There are no sprinklers inside the building.

**Pressurized Stairs:**

No

**Fire Pump Location:**

N/A – City fed

**DWP Vault and Main Electrical Location:**

Garage Level "G" in the northwest corner adjacent to the stair exit.

**Sprinkler Risers Location(s):**

Garage Level "G" from the western wall nearest to Las Palmas Avenue

**Emergency Generator:**

None

**The Natural Gas Main location:**

Street level, northeast corner of building near the caged garage star exit.

**Average daily building population:**

400

## ***Fire Department Lock Box***

---

The lock boxes are located at the front entrance of the building and also at the Las Palmas Avenue garage entrance, near the security access panel.

## ***Fire Control Panel***

---

The Fire Control Panel is located on the first floor, opposite the equipment room. The door is marked, "Fire Alarm". There is also a remote annunciator panel in the lobby behind the Front Desk. There is a second remote annunciator panel on the first floor at the southernmost end of the building.

## ***Audible Alarm and Strobes***

---

The fire alarm tone sounds like a buzz that is emitted from speaker boxes. The audible alarms are accompanied by flashing strobes.

## ***Manual Pull Stations***

---

There are two different types of Manual Pull Stations, which are located at every exit. The alarm signal will ring all floors. Some pull stations required a hex head screwdriver to open the device. Others require a special key. Both have a toggle switch inside the device to be flipped on/off, which sets alarm on or off. The alarm sounds like a buzz and looks like a flashing light.

## ***Sprinkler System***

---

The main sprinkler risers are located on the Garage Level "G" from the western wall nearest to Las Palmas Avenue. When a sprinkler head is activated it will set off the exterior alarm bell.

## ***Standpipes***

---

Sprinkler standpipes are located on the Garage Level "G" from the western wall nearest to Las Palmas Avenue.

## ***No Fire Pump***

---

There is no fire pump. The system is city fed.

## ***Utility Controls***

---

### **Electricity**

Garage Level “G” in the northwest corner adjacent to the stair exit. The room has a bright yellow door and is marked with a sign that reads, “Electrical Panels”.

### **Natural Gas**

Street level, northeast corner of building near the caged garage stair exit. It is equipped with an seismic auto shutoff valve.

### **Water**

Shutoff is located on Garage Level “G” at the western wall (center of garage) nearest to Las Palmas Avenue.

## ***Elevators***

---

### **Number of cars: 1**

Elevator 1: serves floors G, 1, 2

## **Stairs**

---

**Main Internal Northwest Staircase** is located inside the northwest corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. At the lobby level this stair exits directly to the front lobby of the building which in turn exits onto Sunset Blvd. This stairwell is not equipped with fire sprinklers and is not pressurized.

**Internal Northeast Staircase** is located inside the northeast corner of the building and serves 1 through 2, with NO roof access. There are no doors restricting entry or exit between floors. This stair exits directly to the first floor corridor inside the building. It also exits out to the “Staff Patio” which in turn exits onto Sunset Blvd. The exit gate is locked, restricting re-entry into the “Staff Patio”. This stairwell is not equipped with fire sprinklers and is not pressurized.

**Internal Southern Staircase** is located inside the southern-most end of the building and serves 1 through 2, with NO roof access. There are doors restricting entry and exit on the second floor. These doors are unlocked from both sides. At the first floor this stair exits directly onto the first floor inside the building. It also exits out the western side of the building onto Las Palmas Avenue. This building exit gate is locked restricting reentry into the building. This stairwell is not equipped with fire sprinklers and is not pressurized.

**External Student Balcony Staircase** is located outside the southeastern-most corner of the building and serves 1 through G. There is a rear building exit door which is locked from the outside, restricting re-entry. At the garage level “G” this stair exits directly into the Garage. From this point the garage has two exits. Either proceed to the southwest-most corner of the lot through the pedestrian gate OR proceed to the Garage exit stair at the northeastern-most corner of the lot. Both exits are locked, restricting re-entry to the property. This stairwell is not equipped with fire sprinklers and is not pressurized.

**Garage Exit Stairwell** is located inside the northeastern-most corner of the garage and serves G through 1, at street level. The door is locked from the inside of the stairwell, restricting re-entry into the garage. On the street level this stair exits directly onto Sunset Boulevard. This exit is open air, but caged and locked, restricting re-entry into the stairwell. This stairwell is not equipped with fire sprinklers and is not pressurized.

## ***Evacuation Route Signs***

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The Evacuation Signs are posted in the hallway. These signs show the primary and secondary exit routes.

## ***Fire Alarm Panel Operations on Red Alarm***

---

### **Step 1:**

Proceed to either the main fire panel or the sub panels located near the front desk and southern end of the first floor.

### **Step 2:**

Read the display on the panel to see where the initiating device is located:

*(Pull station/smoke detector/duct detector/water flow, etc.)*

### **Step 3:**

Acknowledge the alarm by pressing "ACK". This will silence the panel only. No code is required to silence the panel. However, before the building-wide alarm system can be silenced, resetting of the initiating device is required. The reset code is 5208 and it is posted on the main panel.

PLEASE NOTE: Only the Fire Department can reset the system after a red alarm. Once you have confirmed the presence of fire, immediately begin the evacuation protocol.

# ***SECTION 8:***

## ***Fire Safety Director and Training***



# **Training**

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## ***Recommended Annually***

---

### ***LARS Floor Wardens, Group Leaders and Security***

- 1) Formal annual meeting to review the plan.
- 2) Updates to fire manual as needed.
- 3) Handout copies of roles.
- 4) Verbal and written instruction.
- 5) Fire drills annually.
- 6) Documentation of and fire drills.

### ***FSD topics for review may include:***

---

- a) The Building Evacuation Plan
- b) Duties for Security, Floor Wardens and Group Leaders.
- c) Fire alarm system functions.
- d) Building walk through and hands-on exercises for a working knowledge of building emergency features.
- e) Fire Control Panel
  - Emergency Plan in plain view.
- f) Other Equipment
  - Key FOB operation.
  - Fire Department Lock Box – location.
  - Elevator recall operation.
  - H.V.A.C. auto shut off status and manual shut off locations.
  - Sprinkler system status (water flow).
- g) Equipment Rooms
  - FSD shall have a working knowledge of the functions, operations and shut-off procedures of building equipment.
- h) Stairwells and Communications
  - Walk all the way to the Assembly Area outside.
  - Identify the Communication Post.

## ***Practical Training Exercises***

---

- Scenarios shall be performed to verify the proficiency of staff members in reacting to an emergency.
- The instructor should present scenarios to the Building Staff first.
- The Building Staff should be dispatched to their normal work locations. When all are in position, the scenario will be initiated.
- Scenarios will include Fire, but may also include Earthquake, Bomb, and Medical incidents, the day of the week, and time.
- Where possible the response to the scenario should include the Basic 4 procedures for discovery of fire: (Each procedure may be accomplished by someone during each drill)
  - **Life Safety** – remove an occupant, and close the door
  - **Notification** – Pull the nearest fire alarm, call security/"911"
  - **Extinguish the fire** – Optional
  - **Evacuation** – Proceed with building staff designated duties

# ***SECTION 9: Appendix***

# Appendix

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## Fire Drills and Forms

### Fire Drills

---

Fire drills will be announced and simulate as closely as possible actual emergency conditions. Elevators may be recalled at least once during the annual fire drill and with the exception of shutting down the air handling equipment, all other equipment will be kept running during the course of the drill. Prior to conducting any drill that may involve the use/testing of the fire protection systems or equipment, notify the alarm monitoring company and the Fire Department at (213) 847-5340.

### Fire Drill Sequence

---

1. **Team One – LAFS Director of Facilities** is the communication leader and will use two-way radio and the Messenger Alert System. **The FSD** notifies the Fire Department and Central Alarm Station approximately ten minutes prior to commencement to place alarm on “drill test.” The drill will start when the alarm is pulled. (Fire Department dispatch direct number 213-847-5340.). Alarm monitoring company: HCI Systems, Inc. at 855-844-6157, account number: A250001.
2. **Team Two: LARS Fire Safety Director is in charge of Alarms**  
The LARS Fire Safety Director will trigger the alarm. Immediately after it sounds, reset the pull station, then silence the alarm after 5 minutes. Proceed to the communications post at the corner of Sunset Boulevard and Las Palmas Avenue.
3. **Team Three: Security** – Crowd control on Sunset Boulevard (one security officer at the NW corner of Sunset/Las Palmas directing evacuees towards De Longpre Avenue.)
4. **Team Four: Floor Wardens (Non-Instructor employees)** – Oversee the general clearing of each floor including visitor, student and employee populations.  
Meet LARS FSD at the communications post at the corner of Sunset Boulevard and Las Palmas Avenue and verify “ALL CLEAR”.  
Evacuate to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue where roll call will be completed.
5. **Team Five: Group Leader (Instructors)** – Oversee evacuation of their specific classrooms. Accompany their students and visitors to the assembly area one block south on the corner of Las Palmas Avenue and De Longpre Avenue. Complete roll call using the attendance sheet.

## ***Fire Drill Scripts for the School Messenger Alert System***

---

### **Upon sounding of the alarm send first message**

Attention! We are holding a fire drill now at 6690 Sunset Boulevard for all occupants of this location. Please follow your Floor Warden's instructions. Use the stairs do not use the elevators. This drill is expected to last 30 minutes. The parking lot will be closed and elevators will be shut down for the duration of this event.

### **Upon completion of drill send second message**

Attention! "ALL CLEAR" has been issued for the fire drill at 6690 Sunset Boulevard. Please return to the building in a calm and orderly manner. People returning shall proceed back down Las Palmas Avenue to the building.

# ***Fire Drill Conclusion & Critique***

---

The fire drill concludes once all Floor Wardens have reported in at the roll call meeting site and this status is relayed to the Fire Department. (The status report to the Fire Department is only a simulated step.)

The Fire Safety Director shall hold a critique upon conclusion of the drill with all personnel. The critique should cover:

- Volume and clarity of audible alarm?
- Condition and accessibility of fire extinguishers and fire hoses?
- Conditions of lighting, visibility or any obstructions?
- Doors blocked, locked or wedged open?
- Any duties which were not carried out or misunderstood?
- Any malfunctions of the Life/Safety Systems?
- Any modifications to the fire drill plan for subsequent drills?

## **Annual Fire Drill Documentation**

The Fire Safety Director holding the fire drill will prepare and file a report with other Fire/Life Safety documentation.

The report shall include the drill facts, such as date/time of drill. Who was in charge of training and drill oversight. How the alarm was turned on and off. How many floors participated. How many people participated and any problems in the emergency evacuation procedures or malfunctions in the fire alarms system.

# Training Verification Form

---

**Name of Building:**

---

**Number of Floors:**

---

**Address, City, State, Zip:**

---

**Fire Safety Director Name:**

---

**Telephone Number:**

---

**Name of Instructor:**

---

**Title:**

---

**Signature of Building Owner/Agent:**

---

**Print Name:**

---

**Date:**

---

## Type of training

**Building Staff/Floor Warden/Group Leader/Occupant Instruction:**

---

**Date of Training:**

---

**Number of People Present:**

---

**Length of Training:**

---

## ***People Who May Need Evacuation Assistance Form***

---

If you may need assistance during an evacuation event you can self-identify yourself for inclusion on the list that is given to the fire department upon their arrival so that they can assist you. Please return this form to the manager's office.

**Name:**

**Location where you will be located for assistance:**

**Telephone number:**

**Type of assistance needed:**

**Inclusive dates (if applicable):**

If a change in your condition occurs, advise the manager's office.



# Fire Drill Evaluation Form

---

**Evaluator:**

**Floor:**

**Date:**

## ***Timing***

---

**Drill start time:**

**Floor cleared at:**

**Status reported at:**

**Number of people moved:**

## ***Checklist and Observations:***

---

**Floor Warden responses:**

Verify safe exit route and stair shaft?

Yes ☐ No ☐

Close doors?

Yes ☐ No ☐

Check elevator lobby?

Yes ☐ No ☐

Check restrooms?

Yes ☐ No ☐

**Comments:**

# Fire-Drill Participation Form

---

Fire drill date:

NAME	UNIT NUMBER
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

# Portable Fire Extinguisher Information

---

## ***Underwriters Laboratories (UL) – Fire Classification***

---

### **Class A**

Fires involving common solid combustibles: Wood, paper, fabric, rubber, and plastics. Water quenches such blazes through cooling action. Other agents work by interfering with combustion.

### **Class B**

Fires fueled by the vapor-air mixture that forms above flammable liquids such as grease, oil, gasoline, tar, paints, and cleaning solvents. To put out the flames, you must interfere with combustion or cut off the oxygen supply.

### **Class C**

Fires sparked by electricity but feed on class A or B materials. This type of fire requires a nonconductive extinguishing agent to put out the flames.

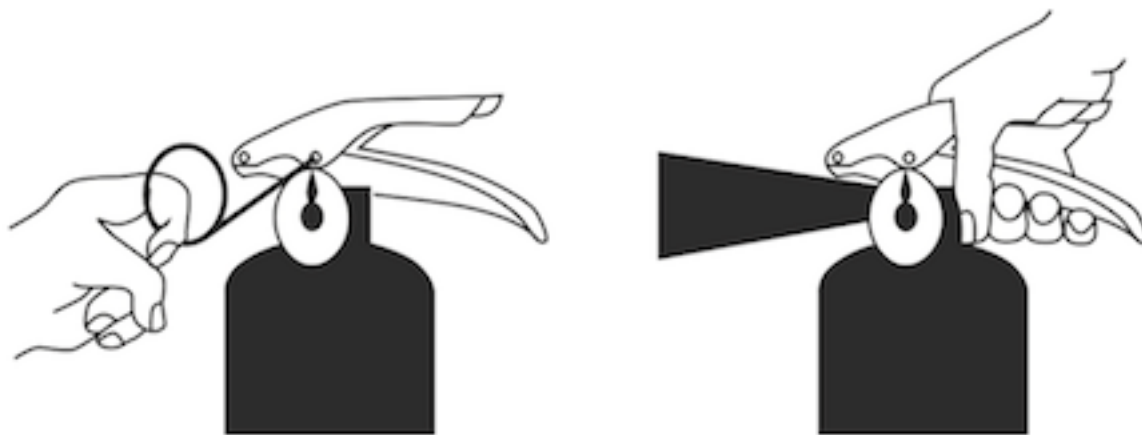
## ***Extinguisher Basic Operation - P. A. S. S.***

---

- P – PULL the safety pin (usually a twist-pull action).
- A – AIM the nozzle at the base of the fire.
- S – SQUEEZE the trigger handle.
- S – SWEEP slowly from side-to-side. Watch for re-flash (re-kindling).

## ***Fire Extinguisher Basic Operation Diagram***

---



### **NOTE:**

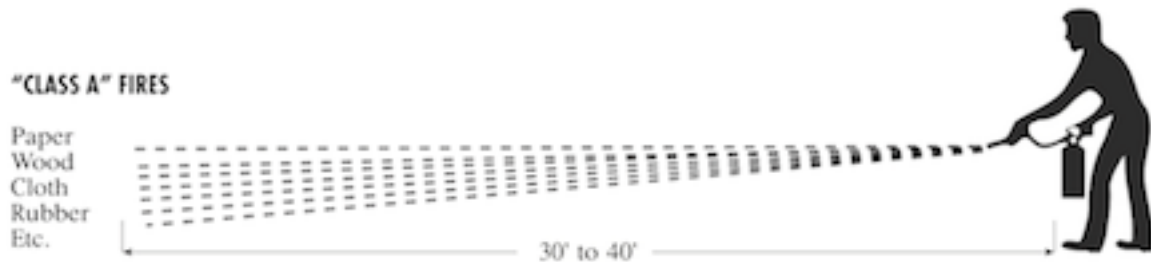
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

# Extinguisher Discharge Diagrams

---

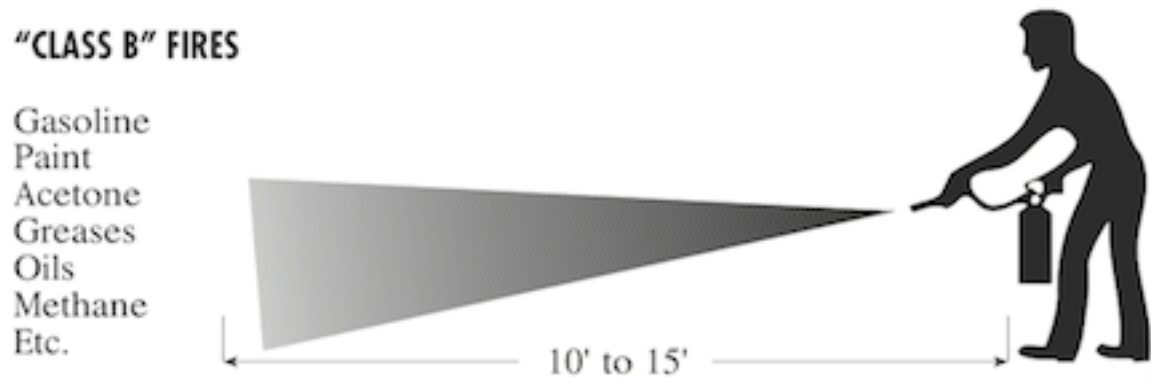
## DIAGRAM #1 – WATER TYPE

---



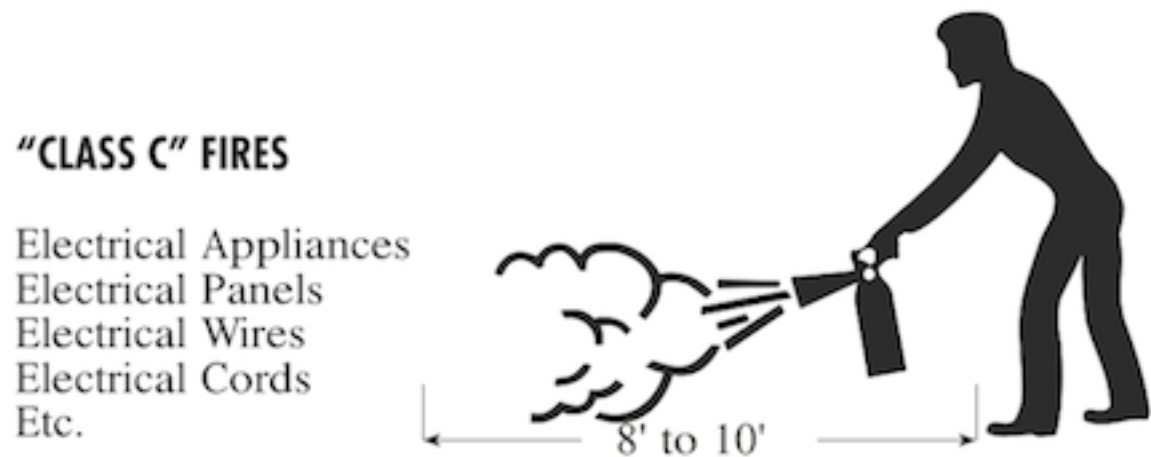
## DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)

---



## DIAGRAM #3 – CARBON DIOXIDE (CO2)

---



## Section 6

# 2019 Campus Safety and Security Survey

Institution: Main Campus (436429001)  
User ID: C4364291

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

<input checked="" type="radio"/>	No.
<input type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)
Number of On-campus Student Housing Facilities:	

### 2. Does your institution have any noncampus buildings or properties?

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
-----------------------	-----	----------------------------------	----

### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2016	2017	2018	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	4	6	7	7
h. <u>Aggravated assault</u>	1	3	0	0
i. <u>Burglary</u>	3	4	1	1
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	1	1	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2016	2017	2018	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	10	4	4
h. <u>Aggravated assault</u>	0	2	2	2
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Hate Crimes - On campus

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).**

[illegible][illegible][illegible]

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

[illegible][illegible][illegible]

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2016	2017	2018	
a. Domestic violence	0	0	0	0
b. Dating violence	0	0	0	0
c. Stalking	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.				
Crime	Total occurrences on Public Property			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	1	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**  
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**  
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	1	0	0
b. <u>Drug abuse violations</u>	4	15	10
c. <u>Liquor law violations</u>	0	1	5

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.  
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.  
Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."