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# **Campus Safety & Security Handbook**

**OCTOBER 2023**

**THE LOS ANGELES FILM SCHOOL®**

**6363 SUNSET BLVD | HOLLYWOOD, CA | 90028 | 323-860-0789 | LAFILM.EDU**





## Table of Contents

### Section 1 – Campus Safety Policies

|  |    |
|--|----|
| • Campus Safety .....  | 2  |
| • Reporting Annual Crime Statistics .....  | 3  |
| • Safety Awareness and Crime Prevention .....                                    | 3  |
| • Reporting Criminal Activities .....  | 5  |
| • Reportable Offenses .....  | 6  |
| • Cooperation With Law Enforcement Agencies .....                                | 7  |
| • No Weapons On Campus .....   | 7  |
| • Policies and Programs Concerning Alcohol and Other Drugs .....                 | 7  |
| • Sexual Violence and Sexual Harassment Policies, Procedures and Resources ..... | 11 |
| • Emergency Notification Procedures .....  | 25 |
| • Monitoring and Enforcement .....   | 28 |

### Section 2 – Addendum A Summary of Online Sexual Violence and Intervention Training Program

### Section 3 – Addendum B Building Emergency Plan 6363 Sunset Boulevard Campus Building

### Section 4 – Addendum B Building Emergency Plan 6353 Sunset Boulevard Campus Building

### Section 5 – Addendum B Emergency Action Plan 6690 Sunset Boulevard Campus Building

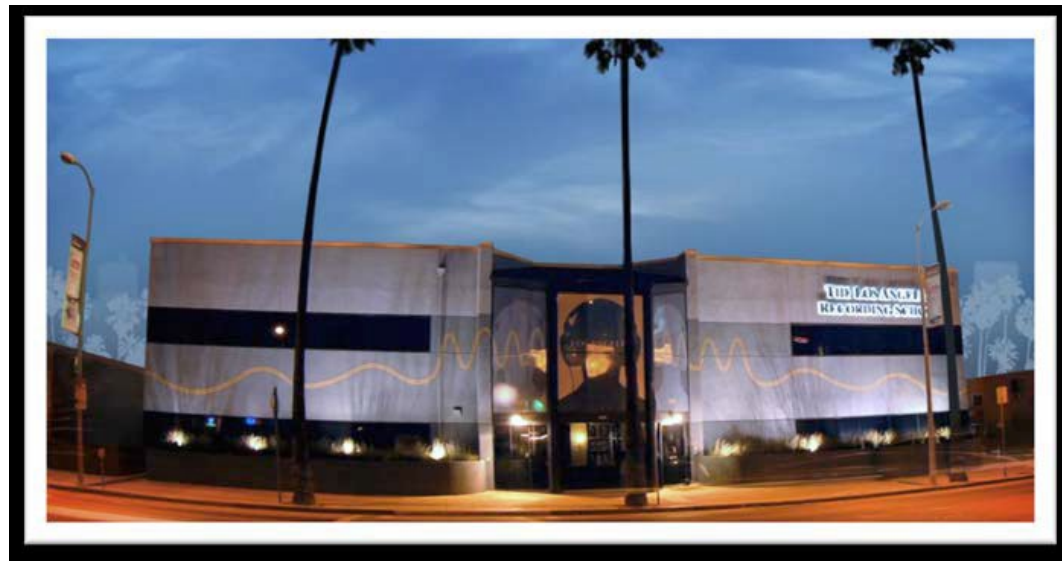
### Section 6 – Addendum B Emergency Action Plan Lakeview Office Park, Winter Park Florida

### Section 7 - Annual Disclosure of Crime Statistics

## **Section 1**

THE  
**LOS ANGELES**®  
FILM SCHOOL

**CAMPUS SAFETY POLICIES 2023**



## **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: Elizabeth McDonald 323.769.6868  
Campus Security Manager: Michael McFatridge 323.769.6851  
Title IX Coordinator & Director, Education Administration: Dana Franklin 323.769.6827  
Director of Education, Campus: Charles Kanganis 323.860.0789 Ext 6040

### **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 elevator 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 non-campus 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 the Student Support Services Manager by calling (323) 769-7714.

**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)** <https://al-anon.org/>
- **Alcoholics Anonymous** <http://www.aa.org/>
- **Cocaine Anonymous** <https://ca.org/>
- **Narcotics Anonymous** <http://www.na.org/>
- **National Council on Alcoholism and Drug Dependence of the San Fernando Valley (818) 977-0414** <https://www.ncadd-sfv.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<br>Tetrahydrocannabinol | 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 Drug 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 as outlined in the *Drugs of Abuse: A DEA Resource Guide* ([https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20\\_0.pdf](https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf)):

| DRUG/SCHEDULE                  | QUANTITY                                      | PENALTIES   | QUANTITY   | PENALTIES  |
|--------------------------------|---|---|--|--|
| Cocaine (Schedule II)          | 500 - 4999 grams mixture                      | <b>First Offense:</b><br>Not less than 5 years, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual<br><b>Second Offense:</b> Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. | 5 kgs or more mixture                              | <b>First Offense:</b><br>Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.<br><b>Second Offense:</b> Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.<br><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| Cocaine Base (Schedule II)     | 28-279 grams mixture                          |   | 280 grams or more mixture                          |  |
| Fentanyl (Schedule II)         | 40 - 399 grams mixture                        |   | 400 grams or more mixture                          |  |
| Fentanyl Analogue (Schedule I) | 10 - 99 grams mixture                         |   | 100 grams or more mixture                          |  |
| Heroin (Schedule I)            | 100 - 999 grams mixture                       |   | 1 kg or more mixture                               |  |
| LSD (Schedule I)               | 1 - 9 grams mixture                           |   | 10 grams or more mixture                           |  |
| Methamphetamine (Schedule II)  | 5 - 49 grams pure or 50 - 499 grams mixture   |   | 50 grams or more pure or 500 grams or more mixture |  |
| PCP (Schedule II)              | 10 - 99 grams pure or 100 - 999 grams mixture |   | 100 grams or more pure or 1 kg or more mixture     |  |



| DRUG/SCHEDULE   | QUANTITY                | PENALTIES  |
|---|-------------------------|--|
| 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.<br><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 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.<br><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual |
| All other Schedule IV 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.<br><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)   | Other than 1 gm or more |  |
| All Schedule V Drugs  | Any amount              | <b>First Offense:</b> Not more than 1yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.<br><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.  |

#### 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 \$10 million if an individual, \$50 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 \$20 million if an individual, \$75 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 \$5 million if an individual, \$25 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 \$20 million if an individual, \$75 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   | Less than 50 kg (but does not include 50 or more marijuana plants regardless if weight); 1 to 49 plants | <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  |  |  |

The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## **9. SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCEDURES**

### **9.1 STATEMENT OF NONDISCRIMINATION**

Los Angeles Film School (LAFS) is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, pregnancy, age, sex, sexual orientation, gender identity or expression, ancestry, familial status, spousal affiliation, medical condition, military veteran status, or any other characteristic protected by local, state or federal law.

### **9.2 SEXUAL HARASSMENT POLICY STATEMENT**

LAFS does not discriminate on the basis of sex in its educational programs and activities, including admissions and employment, as required by Title IX and its implementing regulations at 34 C.F.R. Part 106.

LAFS will promptly respond to and equitably investigate complaints regarding prohibited conduct that may violate this policy in order to eliminate, prevent, and remedy the adverse effects of such conduct within LAFS-related programs or activities.

The following grievance procedures will apply to all complaints of sexual harassment including, sexual assault, domestic and dating violence, stalking, and related retaliation in order to take action to address and prevent sex-based discrimination.

LAFS strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of an investigation. Retaliatory conduct violates not only LAFS policy and Title IX but may also violate state and federal law. While LAFS will not tolerate making an intentionally false complaint, simply because the complaint is found to not be a violation of this policy does not necessarily mean the complaint was made in bad faith.

Individuals that believe they have been the victim of retaliation should promptly report the misconduct to the Title IX Coordinator.

### **9.3 LAFS' TITLE IX COORDINATOR**

LAFS' Director of Education Administration serves as the institution's Title IX Coordinator and coordinates the LAFS' compliance with Title IX. All reports of potential violations of this policy should be made to LAFS' Title IX Coordinator.

The Title IX Coordinator's contact information is as follows:

Dana Franklin  
Director of Education Administration  
6353 Sunset Boulevard  
5<sup>th</sup> Floor  
Hollywood, CA 90028  
323-769-6827  
[dfranklin@lafilm.edu](mailto:dfranklin@lafilm.edu)

LAFS' Title IX Coordinator, Title IX Investigator, and hearing panel members all serve as members of the Title IX Team. All members of the Title IX Team receive Title IX training, including information on this policy, the definition of sexual harassment, the investigation and grievance process, and how to serve as an impartial member in Title IX grievance procedures.

Inquiries regarding the application of LAFS' Title IX Policy may be referred to the Title IX Coordinator, the U.S. Department of Education, Office for Civil Rights, or both.

The U.S. Department of Education, Office for Civil Rights' contact information is as follows:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
OCR Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
OCR Hotline: (800) 421-3481

## 9.4 SCOPE OF THIS POLICY

This policy governs the conduct of students, faculty, and staff, who are members of the LAFS community. Sexual harassment complaints must include conduct that occurred within the context of the LAFS' educational programs or activities and within the United States. This may extend to certain off-campus locations, where LAFS has substantial control over the parties, such as LAFS-recognized activities and LAFS-sponsored academic conferences. LAFS has an obligation to dismiss sexual harassment claims under this policy when the claim does not meet the definition of sexual harassment provided herein, or in circumstances where no formal, written complaint is made, or when the conduct occurred outside of this policy's stated jurisdiction. However, this does not prevent LAFS from taking action to address sex discrimination conduct. LAFS will take all complaints of misconduct and discrimination seriously and investigate the matter, which may occur through LAFS' Discrimination Grievance/Complaint Procedures.

## 9.5 PROHIBITED CONDUCT

Prohibited conduct defined in this policy can be committed by any individual, regardless of their gender. Prohibited conduct can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. When LAFS determines whether alleged conduct violates this policy, it will consider all of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred.

### a. Sexual Harassment

Sexual harassment is a violation of Title IX and will not be tolerated at LAFS.

**Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- i. An employee of LAFS conditioning the provision of an aid, benefit, or service of LAFS on an individual's participation in unwelcome sexual conduct;
- ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to LAFS' education program or activity. An example, may include, but is not limited to, unwelcome sex or gender-based jokes or comments, which are made in-person or conveyed electronically.

Sexual Harassment is deemed especially serious when submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any LAFS program or activity; or submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

- iii. **Sexual assault**, which means a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- iv. **Dating violence**, which means violence committed by a person who is or has been in a social romantic relationship of a romantic or intimate nature with the Complainant. The existence of such relationship shall be determined based on a consideration of the following factors; the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
- v. **Domestic violence**, which means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic violence or family violence laws of the state of California or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of California.
- vi. **Stalking**, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

## 9.6 TERMINOLOGY

The following terms are used within this policy and are provided here for clarity.

- a. **Consent** means intelligent, knowing, and voluntary agreement to engage in mutually agreed upon sexual activity and does not include coerced submission.
  - i. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another.
  - ii. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
  - iii. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
  - iv. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
  - v. A person shall not knowingly take advantage of another person who has an intellectual or physical disability, who is incapacitated by the use of drugs or alcohol, or who is not conscious or awake, and thus is not able to give consent as defined above.
  - vi. A person shall not physically or verbally coerce another person to engage in any form of sexual activity to the end that consent as defined above was not given.
  - vii. Certain states have designated a minimum age under which a person cannot give consent. In the state of California, the age of consent is 18 years old.

The State of California defines consent as "... 'consent' shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue..." (See California Penal Code 261.6).

- b. **Complainant** refers to the individual(s) who has been the subject of prohibited conduct.
- c. **Respondent** refers to the individual(s) who has been accused of prohibited conduct.
- d. **Advisor** refers to the individual who supports either the Complainant or Respondent in the grievance procedures of this policy. For example, this person may be a friend, parent, spouse, colleague, attorney, etc. The Advisor will speak for the Complainant or Respondent during the cross-examination of the live hearing.

## 9.7 PRIVACY AND CONFIDENTIALITY

Any investigation related to a complaint under this policy will be conducted impartially and with respect for the privacy and confidentiality requests of all individuals involved, to the extent possible under the circumstances.

In some circumstances, the reporting responsibilities of LAFS employees, or LAFS' responsibility to investigate, may conflict with the privacy or confidentiality preferences of those involved. All individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action.

Requests for confidentiality or use of anonymous reporting may limit LAFS' ability to conduct an investigation.

### a. Confidential Resources

Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.



**External Confidential Resources include:**

Los Angeles Rape and Battering Hotline  
213-626-3393 (Central Los Angeles)  
310-392-8381 (South Los Angeles)  
626-793-3385 (West San Gabriel Valley)

National Sexual Violence Resource Center  
[877-739-3895 TOLL-FREE](tel:877-739-3895)  
<https://www.nsvrc.org/find-help>

National Sexual Assault Hotline (RAINN)  
Phone: 1-800-656-HOPE  
[www.rainn.org](http://www.rainn.org)

National Domestic Violence Hotline  
Phone: 1-800-799-7233  
[www.thehotline.org](http://www.thehotline.org)

Employee Life Assistance Program  
(for employees of Los Angeles Film School)  
CIGNA  
Toll Free: 800-538-3543  
[www.cignalap.com](http://www.cignalap.com)

LAFS has an obligation to make reasonable efforts to investigate and address conduct prohibited by this policy. LAFS community members, including all faculty members, lab specialists, and members of LAFS management, are not Confidential Resources and are required to notify the Title IX Coordinator of suspected violations and cannot guarantee the confidentiality of a complaint or report under this policy.

**b. Use of Discretion**

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting evidence.

**c. Privacy**

LAFS will take all reasonable steps to exercise discretion and protect the privacy of those involved in a complaint. However, LAFS has an obligation to make reasonable efforts to investigate and address complaints or reports of violations of this policy. In all such proceedings, LAFS will take into consideration the privacy of the Parties to the extent possible while also providing a safe, non-discriminatory environment for all applicants, students and employees.

Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or Title IX requirements.

**d. Release of Information**

In accordance with the Clery Act, the Security department may issue a timely notification if it becomes aware of a serious and continuing threat to the campus community. The Security department may also be required to publicly disclose a reported incident of sexual misconduct in the daily crime log or Annual Security Report. At no time will LAFS release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

**9.8 REPORTING A VIOLATION OF THIS POLICY**

**In emergency situations**, if there is a suspected crime in progress, or imminent or serious threat to the safety of anyone, immediately contact the authorities by dialing 911. On campus, always call the Security department at extension 8793 after calling 9-1-1.

**In non-emergency situations**, all members of the LAFS community are encouraged to report any suspected violation of this policy to the Title IX Coordinator. (Members of the LAFS community may consider consulting a Confidential Resource, as appropriate, prior to making a report to the Title IX Coordinator). All faculty members, lab specialists, and members of LAFS management must promptly report suspected violations of this policy to the Title IX

Coordinator. A Title IX complaint can be filed by completing LAFS' *Title IX Complaint Form* or by contacting the Title IX Coordinator.

The *Title IX Complaint Form* may be found at: <https://www.lafilm.edu/campus-safety/>

The Title IX Coordinator's contact information is as follows:

Dana Franklin  
Director of Education Administration  
6353 Sunset Boulevard  
5<sup>th</sup> Floor  
Hollywood, CA 90028  
323-769-6827  
dfranklin@lafilm.edu

In cases of sexual harassment that may also constitute criminal behavior (e.g., sexual assault, dating violence, domestic violence, and/or stalking), the individual may, simultaneously, file a complaint with local law enforcement authorities. LAFS' Security department is available to support individuals who wish to file a complaint with local law enforcement.

Local law enforcement contact information is as follows:

Los Angeles Police Department (LAPD)  
100 West 1<sup>st</sup> Street  
Los Angeles, CA 90012  
Non-Emergency: 877-ASK-LAPD

The Title IX Coordinator may also notify local law enforcement in cases that may constitute criminal behavior. LAFS will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation and will take immediate steps to protect the student or employee in the educational or employment setting.

Complaints of sexual harassment may also be made to the U.S. Department of Education, Office for Civil Rights:

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
OCR Email: OCR@ed.gov  
OCR Hotline: (800) 421-3481

Anyone making a report of a potential violation of this policy may:

- a. Request supportive measures from the Title IX Coordinator;
- b. File a formal, written complaint with the Title IX Coordinator, which will invoke LAFS' internal grievance procedures outlined herein;
- c. Request the assistance of the Security department in filing a criminal complaint and preserving physical evidence; and/or
- d. Contact local law enforcement to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint).

## **9.9 PRELIMINARY INVESTIGATION AND SUPPORTIVE MEASURES**

If LAFS receives a complaint or otherwise becomes aware of conduct that may violate this policy, the Title IX Coordinator, or in situations where Security is notified first, the Director of Security, will conduct a preliminary investigation to assess the nature and circumstances of the report and take prompt and effective action to protect those involved and the LAFS community. This includes providing non-disciplinary, non-punitive supportive measures and remedies pending a Formal Investigation, if appropriate and as reasonably available. The Director of Security may consult with the Title IX Coordinator in making these decisions.

The Title IX Coordinator, after consultation with appropriate LAFS personnel, as needed, may take supportive action that they deem appropriate to restore or preserve equal access to LAFS' educational programs and/or activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the LAFS' educational environment or to deter violations of this policy. Supportive measures may include, but are not limited to:

- a. Imposing a "no-contact" order, which will prohibit communication between the Parties involved, including in person, through third parties, or via electronic means;
- b. Directing appropriate LAFS officials to alter academic or work schedules;
- c. Imposing interim probation and/or suspension pending the completion of the Formal Investigation.

Supportive measures are individualized based on the information gathered by the Title IX Coordinator, after consultation with appropriate LAFS personnel. Supportive measures are available whether a formal complaint is filed with the Title IX Coordinator or not. LAFS will take all necessary steps to protect the complainant's identity when implementing supportive measures unless the complainant's identity is necessary in order to provide the supportive measure.

When a decision is reached to initiate a supportive measure that impacts a Respondent, the Title IX Coordinator will notify the Respondent in writing. In the case of an interim probation and/or suspension, LAFS will assess the Respondent's imminent threat to the physical health or safety of the LAFS community. If LAFS determines that an interim probation and/or suspension is warranted, the Respondent has the opportunity to appeal the decision by writing a formal appeal to the Title IX Coordinator within three (3) days of the written notification of the interim probation and/or suspension. The Title IX Coordinator will review the safety and risk analysis used to make the determination and either confirm or reverse LAFS' decision to implement the interim probation and/or suspension. The Title IX Coordinator's decision in this matter is final.

Every effort will be made to avoid depriving a student of his or her access to educational programs and activities, while also balancing the safety of the LAFS community. Violation(s) of the Title IX Coordinator's directives and/or administrative actions may lead to additional sanctions.

A determination that a Formal Investigation under the grievance procedure is not necessary does not preclude LAFS from taking appropriate steps to eliminate, deter, remedy, or address prohibited or otherwise disruptive conduct. While the conduct reported to the Title IX Coordinator may not violate this policy, it may be a violation of student conduct or employee conduct policies and will be referred to the appropriate LAFS administrators as needed.

## **9.10 VIOLATIONS OF OTHER LAFS POLICIES**

In the situation when an initial assessment or investigation under this policy identifies additional related possible violations of LAFS policy (other than violations of Sexual Harassment as described in this policy) by the same party(ies) that would normally be handled through the student or employee conduct processes, the Title IX Coordinator will refer those potential conduct violations to the appropriate LAFS personnel for investigation and adjudication.

## **9.11 INFORMAL RESOLUTION PROCESS**

LAFS offers an informal resolution process as an alternative to the Formal Investigation process. This informal proceeding focuses on conciliation rather than culpability and therefore does not involve a sanctioning process. In the informal resolution process, both Parties must agree in writing to engage in the Informal Resolution Process and will be asked to resolve the problem with the mediation of a trained LAFS official.

Upon the filing of the *Title IX Complaint Form*, the Title IX Coordinator(s) will attempt to intervene in order to reach a satisfactory resolution between the individuals directly involved. The Informal Resolution process may be an appropriate process depending on the conduct alleged to have been violated. The Informal Resolution process may be chosen at the discretion of the parties and is not mandatory. Either party may choose to end the Informal Resolution process at any time and pursue the Formal Investigation process. The Informal Resolution process is not available for sexual harassment complaints concerning sexual violence or when an employee is alleged to have sexually harassed a student.

If informal attempts to resolve the complaint are unsuccessful, or if the Title IX Coordinator believes an informal procedure is inappropriate, the Formal Investigation process can be utilized at any time.

Upon receipt of a request to engage in the Informal Resolution process, the Title IX Coordinator, or his/her designee, may meet with the Parties and their respective advisers separately, together, or both, and may permit both Parties to present evidence. The purpose of the meetings is to clarify issues and resolve the complaint.

If meeting resolves the complaint, a conciliation agreement, stipulating the terms of the resolution, will be signed by both Parties as mutually agreed upon terms. Each party will be simultaneously given a copy of the final signed agreement.

If the conciliation process is not successful, resolution of the complaint will follow the Formal Investigation and Grievance Procedure described herein, if appropriate, or the applicable student or employee conduct process.

## **9.12 FORMAL INVESTIGATION AND GRIEVANCE PROCEDURE**

### **a. Purpose of Formal Investigation and Grievance Procedure**

The purpose of the Formal Investigation and Grievance Procedure is to determine, among other things, the following:

- i. Whether a violation of the Title IX Policy has occurred; and
- ii. Whether there is an ongoing risk of harm or further prohibited conduct, and if so, to take steps to eliminate and prevent its recurrence.

### **b. Determination of Undertaking a Formal Investigation**

Upon receipt of a complaint alleging a violation of this policy, the Title IX Coordinator will assess the circumstances of the complaint, including the preliminary investigation and related information, and contact the Complainant to determine their desired outcome. The Title IX Coordinator will provide the Complainant with this policy, including information regarding supportive measures, available resources, and the resolution and investigation processes. If the Complainant chooses to pursue a Formal Investigation, the Respondent will be notified of the investigation, supportive measures, available resources, and their rights regarding the process. Both Parties will be sent a Notice of Allegations letter.

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined under this policy, then the Title IX Coordinator must dismiss the formal complaint and the Formal Investigation and Grievance Procedure of this policy. However, that does not preclude LAFS from taking steps to address the conduct under student or employee conduct policies. Additionally, the Title IX Coordinator may dismiss a formal complaint under this policy if a written request from the Complainant seeking to withdraw the complaint is made, if the Respondent is no longer enrolled or employed at LAFS, or if specific circumstances prevent the gathering of evidence necessary to reach a determination.

Additionally, the Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

### **c. Grievance Process Timeline**

LAFS will work to complete a Formal Investigation promptly upon receiving a complaint or otherwise becoming aware of the alleged prohibited conduct. In addition, during the course of the investigation, LAFS may need to delay the grievance process for good cause, which may include concurrent law enforcement activity, the need for language assistance, or disability accommodations. LAFS will take all reasonable efforts to apprise all Parties of the progress of the investigation.

### **d. Notice of Allegations**

Upon receipt of a formal complaint, the Title IX Coordinator will promptly advise the Complainant and Respondent of the allegations in writing (Notice of Allegations). The Notice of Allegations will include:

- i. the identities of the Parties involved (if known);
- ii. the specific LAFS policy allegedly violated;
- iii. the exact conduct allegedly constituting the potential violation;
- iv. the date and location of the alleged incident (if known); and



- v. a statement that the Respondent is presumed not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process.

The Notice of Allegations will also include a description of the grievance process as outlined in this Policy, and specifically notify the Complainant and Respondent of their right to have an advisor of their choice.

**e. Right to an Advisor**

Both Parties (Complainant and Respondent) have the right to an advisor of their choice (a parent, friend, mentor, attorney, etc.) who may accompany them to meetings with LAFS personnel during the course of the investigation as well as the hearing. If a Party does not have an advisor present at the hearing, LAFS will provide an advisor to conduct cross-examination on behalf of that Party.

**f. Assigning an Investigator**

When a determination is made to proceed with a Formal Investigation, the Title IX Coordinator will act as investigator ("the investigator"). This individual must be trained in Title IX laws and regulations and must not have a conflict of interest or bias for or against the Complainant or Respondent, or complainants or respondents generally.

**g. Cooperation**

All LAFS faculty, staff, and students are expected to cooperate fully in the investigation process.

**h. Opportunity to Participate**

LAFS is responsible for gathering evidence during an investigation. However, the Complainant and the Respondent will have an equal opportunity to present witnesses and other evidence. In addition, the Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint. The Parties have the right to request that the investigator meet with relevant witnesses and evaluate relevant documentation or other evidence.

If a Party is invited or expected at an investigative interview or other meeting, the investigator will provide written notice of the date, time, location, participants, and purpose of the interview or meeting to that Party with sufficient time for the Party to prepare or participate.

**i. Evidentiary Determinations**

The investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination. For example, some reasons an investigator might decline to speak to an offered witness include:

- i. there is not a sufficient basis that the person could have relevant information to the factual determination;
- ii. the information to be solicited would be repetitive; and
- iii. confidentiality concerns balanced against the importance of the information.

Similarly, some reasons that an investigator might decline to seek, or review documentary evidence include:

- iv. LAFS does not have the expertise to consider scientific evidence;
- v. the information is repetitive; cost considerations balanced against the importance of the information; and
- vi. confidentiality concerns balanced against the importance of the information.

Local police and legal counsel may be consulted regarding evidence admissibility and the outcome of related legal proceeding.

**j. Investigative Report**

For an investigation of a complaint of sexual harassment, the investigator will summarize the relevant evidence in a written, draft Investigative Report. The investigator will send to each Party (and their respective advisors if

applicable), the draft Investigative Report including all evidence directly related to the allegations stated in the formal complaint in electronic format/hard copy. Each Party will have an equal amount of time and at least ten (10) days to review the evidence to identify additional witnesses or sources of information, reconcile conflicts in information, and submit a written response to the record of evidence. The investigator will consider a Party's written response to the record of evidence before issuing the final Investigative Report.

After both Parties have had the opportunity to respond to the record of evidence, the investigator will issue the final Investigative Report. The investigator will send each Party (and their respective advisors if applicable) the final Investigative Report ten (10) days prior to a hearing or other event where responsibility will be determined.

#### **k. Live Hearing for Sexual Harassment Investigations**

Unless the Parties have agreed to an Informal Resolution, the Respondent's responsibility will be determined by a decision-maker after a live hearing.

- i. **Hearing Format:** Live hearings will be conducted with the Parties, their advisors, any witnesses, and the decision-maker physically or virtually present in the same location, as deemed most appropriate by the Title IX Coordinator under the circumstances.

- ii. **Cross-Examination and Relevancy:** At the live hearing, each Party's advisor may cross-examine the other Party and any witnesses. The questions on cross-examination must be delivered orally and be relevant to the allegations. Parties and witnesses may refuse to answer questions on cross-examination. However, if a Party or witnesses refuses to submit to cross-examination, the decision-maker cannot rely on any statement by such person in reaching a responsibility determination.

The decision-maker will determine whether a question is relevant prior to the Party or witness responding. If the decision-maker determines a question is not relevant, they must explain their reasoning.

- iii. **Appointment of Advisor:** The Parties are not permitted to cross-examine the other Party. If a Party does not have an advisor present at the live hearing who can cross-examine the other Party, LAFS will appoint an advisor.
- iv. **Recording:** As required by Title IX regulations, the hearing will be recorded or transcribed. There is no expectation of privacy in the live hearing, and the recording or transcription will be available for review by both Parties. LAFS will take all reasonable steps to exercise discretion and protect the privacy of those involved in a complaint. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or Title IX requirements.

#### **I. Responsibility Determination**

Upon completion of the live hearing, the decision-maker will make a determination of responsibility. The decision-maker must apply the *Preponderance of the Evidence* standard in reaching the determination. This means that the determination of responsibility is based on the evidence that there is a greater than 50% chance that the claim is true.

The decision-maker must issue a written determination of responsibility simultaneously to both Parties. The written determination of responsibility must include:

- i. the allegations potentially constituting sexual harassment;
- ii. a description of the procedural steps LAFS has taken in reaching the responsibility determination, including notifications to the Parties, interviews with the Parties and witnesses, methods used to gather evidence, and hearings held;
- iii. findings of fact supporting the determination;
- iv. conclusions regarding the application of this policy to the facts;
- v. a statement of responsibility and related sanctions imposed on the Respondent for each allegation;
- vi. a statement of whether LAFS will offer any remedies to the Complainant; and
- vii. a description of LAFS' appeal procedures.

The content of the written determination may be modified subject to the limitations of FERPA and other relevant Federal or State privacy laws.

Upon written request, LAFS will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by LAFS against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In all cases involving sexual harassment, the case file will be archived by the Title IX Coordinator for a period of seven (7) years.

#### **m. False Charges**

Filing an intentionally false charge with LAFS of unlawful discrimination, discriminatory harassment, sexual violence, or retaliation is a serious offense. If an investigation reveals that a Complainant knowingly filed false charges, LAFS may take appropriate actions, which may include termination or expulsion. The imposition of such sanctions does not constitute retaliation. However, a determination after investigation that a charge of harassment or discrimination lacks merit or did not rise to the level of a violation of this Policy does not necessarily mean that the charge was made in bad faith.

#### **n. Outcomes**

Upon the conclusion of the Formal Investigation and Grievance Procedure, the decision-maker will determine the appropriate sanctions and/or remedies and supportive measures for remedying the effects of a violation of this policy.

#### **o. Possible Sanctions**

Where there is a finding of responsibility for violation of this policy, and depending on the facts and severity of the violation, LAFS could impose a variety of sanctions including, but not limited to the following:

- Oral or written warning (Employees and Students)
- Oral or written reprimand (Employees and Students)
- Required attendance at a sexual harassment sensitivity program (Employees and Students)
- Counseling (Employees and Students)
- Probation (Employees and Students)
- Suspension (Employees and Students)
- Expulsion (Students)
- Termination of Employment (Employees)

#### **p. Possible Remedies and Supportive Measures**

Upon the receipt of a report of prohibited conduct under this Policy, and/or upon the conclusion of the Formal Investigation and Grievance Procedure, the Title IX Coordinator may implement remedies or actions to end the conduct, remedy its effects, and prevent its recurrence. Appropriate remedies and supportive measures may include, but are not limited to:

- Referral to counseling and health services (Employees and Students)
- Referral to the Employee Assistance Program (Employees)
- Prevention education for the LAFS community (Employees and Students)
- Providing a Security department escort on campus, when available (Employees and Students)
- Assistance with academics, including schedules and assignments (Students)
- Permanently altering work arrangements for employees (Employees)
- Restriction of campus access for the Respondent, after a safety and risk analysis determines there is an immediate threat (Employees and Students)
- Implementing and/or Continuing No-Contact orders (Employees and Students)
- Campus Climate Surveys (Employees and Students)
- Policy modifications (Employees and Students)

#### **q. Appeal**

The Complainant or the Respondent may file a request for an Appeal on the following basis:

- i. procedural error, irregularity, or other failure to follow the institution's own procedures that affected the outcome of the matter;
- ii. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The appeal must be filed in writing with the Title IX Coordinator within five (5) business days of the receipt of the Outcome Letter and must clearly detail one or more of the above reasons as the basis for the appeal. A delay or incomplete request for an appeal may be grounds for the decision-maker to conclude that the appellant has waived their right to an appeal.

Supportive measures, such as mutual no-contact orders or academic course adjustments for either or both Parties may continue in place throughout an appeal process as determined by LAFS.

LAFS' Chief Academic Officer will act as an impartial appellate officer during an appeal of this policy. The appellate officer will be free from conflict or bias and not involved in the underlying grievance decision, to determine first whether a timely and valid request for Appeal has been submitted, and if the Appeal is valid, oversee the Appeal process.

LAFS will notify both Parties upon receipt of a timely and complete request for an Appeal and provide both Parties with timeframes for each phase of the Appeal process. Following receipt of a valid appeal, both Parties will have an opportunity to submit a written statement in support of, or challenging, the outcome of the original hearing, this is the Statement of Appeal. Both Parties will have an opportunity to review and respond to the other Party's Statement of Appeal within a reasonable timeframe. All Statements of Appeal, responses, and any supporting evidence will be reviewed by the appellate officer.

The Campus Director of Education will make the final appeal decision and provide both the Complainant and Respondent with a written outcome of the appeal decision. There will be no further review of the decision.

### **9.13 ACCOMMODATIONS**

LAFS is committed to fostering mutual respect and full participation for all Parties in the Sexual Harassment Policy and Grievance Procedures. Students, faculty, and staff may request reasonable accommodation through either the Student Disability Services department (for students) or Human Resources department (for faculty and staff). If you have, or think you may have, a disability that may affect your ability to report a complaint or participate in the grievance procedures, please contact the Student Success Services department or Human Resources to initiate a conversation about reasonable accommodations.

Requests for accommodations may be made to:

ADA Coordinator  
 Student Disability Services  
 6353 Sunset Boulevard, 1<sup>st</sup> Floor  
 Hollywood, CA 90028  
 323-769-7714  
[disabilityservices@lafim.edu](mailto:disabilityservices@lafim.edu)

Judy Nimoy  
 Director of Human Resources  
 6353 Sunset Boulevard, 4<sup>th</sup> Floor  
 Hollywood, CA 90028  
 323-769-2214  
[jnimoy@lafim.edu](mailto:jnimoy@lafim.edu)



## 9.14 RESOURCES

### MEDICAL / COUNSELING / MENTAL HEALTH RESOURCES FOR STUDENTS

#### CENTERS

|   |   |
|---|---|
| <b>Hollywood Walk-in Clinic (WALKING DISTANCE)</b><br><br>6430 Selma Avenue, Hollywood, CA 90028<br><br>(323) 237-8732<br><br>M-F 9am-5pm; Sat 9am-4pm; Sun 10am-3pm<br><br>Services & Prices:<br><a href="https://www.hollywoodclinic.net/?utm_source=gmb_auth">https://www.hollywoodclinic.net/?utm_source=gmb_auth</a> | <br><br><br><br><br><br><br><br><br><br>Aimed at individuals without insurance; not free but prices are low   |
| <b>The Saban Community Clinic</b><br><br>6043 Hollywood Boulevard<br><br>Los Angeles, CA 90028<br><br>(323) 653-8622<br><br>Appointments: 323-653-1990<br><br><a href="http://www.thesabanfreeclinic.org/">http://www.thesabanfreeclinic.org/</a>   | <br><br><br><br><br><br><br><br><br><br>Bring proof of Income (paystub, unemployment check, letter from Social Security, tax return), Proof of Address in Los Angeles County (utility bill, lease agreement, California driver's license or ID), and Proof of Citizenship (birth certificate, green card, passport, certificate of naturalization). You will not be denied services based on your income or citizenship status. |
| <b>Sunrise Community Counseling Center</b><br><br>537 S. Alvarado Street, Los Angeles, CA 90057<br><br>(213) 207-2770<br><br>M-F 9am-5pm<br><br><a href="https://sunriseccc.org/">https://sunriseccc.org/</a>   | <br><br><br><br><br><br><br><br><br><br>Weekly chemical dependency outpatient treatment, domestic violence treatment, parenting education, anger management, and individual counseling for youth and adults; \$50 to enroll and \$30 per counseling session; Free counseling may be available if requirements are met   |

|   |   |
|---|---|
| <p><b>Franciscan Clinics Queenscare Family Clinic – Hollywood</b></p> <p>4618 Fountain Ave., Los Angeles, CA 90029</p> <p>(Hollywood branch; there are other locations)</p> <p>(213) 933-0050</p> <p>M-F 8:30am-6:00p</p> <p><a href="http://www.queenscare.org/">http://www.queenscare.org/</a></p>  | <p><i>As a faith-based organization, QueensCare strives to provide, directly and with others, accessible healthcare for uninsured and low-income individuals and families residing in Los Angeles County; students can come in to see what programs they may qualify for and if they have to pay. They should bring: proof of income, photo ID, SS card, proof of address</i></p> |
| <p><b>Hollywood Mental Health</b></p> <p>1224 N. Vine Street</p> <p>Los Angeles, CA 90038</p> <p>(323) 769-6100</p> <p>Monday-Friday 8:00am - 5:00pm, except Wednesdays. No Appointment Necessary.</p> <p><a href="https://dmh.lacounty.gov/event/dmh-faith-based-advocacy-council-may-7-2020/">https://dmh.lacounty.gov/event/dmh-faith-based-advocacy-council-may-7-2020/</a></p> | <p>Student must live in Hollywood area to receive services – if they don't then this clinic will refer them to their local center that can assist them; Pay based on sliding scale – if no income, then student will not have to pay fee.</p>   |
| <p><b>Didi Hirsch Mental Health Services</b></p> <p>4760 S. Sepulveda Boulevard, Culver City, CA 90203</p> <p>(other locations available)</p> <p>(310) 390-6612</p> <p><a href="http://www.didihirsch.org">www.didihirsch.org</a></p>   | <p>Counseling, psychiatry, case management, groups, at several locations for individuals with mental illness</p>  |

## HOTLINES

| <b>Listing of National Health Hotlines:</b><br><a href="https://www.nih.gov/health-information/health-info-lines">https://www.nih.gov/health-information/health-info-lines</a>                            |   |
|---|---|
| <b>National Suicide Prevention Lifeline:</b> (800) 273-8255   | <a href="http://www.suicidepreventionlifeline.org">http://www.suicidepreventionlifeline.org</a>   |
| <b>Friendship Line for Mental Illness Help:</b> (888) 448-9777  | Client-run, peer support, non-crisis "warmline" for people coping with mental illness. Call for supportive, caring, non-judgmental talk 6pm-10pm weekdays; 2pm-10pm weekends and holidays.<br><br><a href="http://www.mhala.org/friendship-line.htm">http://www.mhala.org/friendship-line.htm</a> |
| <b>National Domestic Violence 24-hour hotlines:</b><br>(800) 799-7233   (800) 787-3224 (TTY for Deaf/hard of hearing)   | <a href="http://www.thehotline.org">http://www.thehotline.org</a><br><br>Live Chat from 7AM to 2AM Central  |
| <b>TEEN LINE:</b> (800) 852-8336 or (310) 855-4673;<br>text "TEEN" to 839863<br><br>-----<br><b>National Teen Dating Abuse Helpline</b><br>(866) 331-9474   (866) 331-8453 (TTY for Deaf/hard of hearing) | 6pm-10pm every day; by teens, for teens;<br>online message boards at<br><a href="http://teenlineonline.org/boards/">http://teenlineonline.org/boards/</a><br><br><a href="http://www.loveisrespect.org">http://www.loveisrespect.org</a><br><br>Chat 24/7/365                                     |
| <b>National Center for Victims of Crime:</b> (202) 467-8700   | <a href="https://victimsofcrime.org/">https://victimsofcrime.org/</a>   |
| <b>Cancer Hope Network:</b> (877) HOPE-NET (467-3638)   | <a href="http://www.cancerhopenetwork.org/">http://www.cancerhopenetwork.org/</a>   |
| <b>Covenant House (Western/south of Sunset)</b><br><br>1325 North Western Ave.<br><br>Hollywood, Ca 90027<br><br>(323) 461-3131   | Shelter for adolescents and young adults<br><br>Mother/Child Program<br><br><a href="https://covenanthousecalifornia.org">https://covenanthousecalifornia.org</a>   |
| <b>National Sexual Assault 24-hour hotline:</b><br>(800) 656-HOPE   (800) 656-4673  | The National Sexual Assault Hotline provides critical support to survivors and their loved ones 24/7.<br><br><a href="https://www.rainn.org">https://www.rainn.org</a>  |

## 9.15 RIGHTS OF THE PARTIES

Upon the receipt of a sexual harassment complaint, LAFS will provide the Complainant and Respondent with a written explanation of their rights and options as described below:

- a. The right to have all accusations of sexual harassment treated with seriousness and dignity;
- b. The right to have any claims, which fall within the scope of this policy, investigated and adjudicated through LAFS' Sexual Harassment Policy and Grievance Procedure and, where appropriate, duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- c. The right to be free from pressure that would suggest that individuals (1) not report crimes committed against them to civil and criminal authorities or to the campus Security and disciplinary officials; (2) report crimes as lesser offenses than the individual perceives them to be; (3) are obligated to notify law enforcement authorities;
- d. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident;
- e. The right to have access to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services established by LAFS or other entities;
- f. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants after a complaint is reported;
- g. The right to available options that may be provided by LAFS for changes to transportation, working, academic and/or living situations, if requested, while an informal resolution or formal investigation is pending, including the option to issue a no-contact order. These steps will be taken regardless of whether the Complainant chooses to file a formal complaint;
- h. The right to be informed of disciplinary proceedings, be present at and participate in those proceedings, and be informed of the outcome of such proceedings;
- i. The same right to assistance, or ability to have others present, that is afforded to the other Party.

## 9.16 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

Student Name: \_\_\_\_\_

**The Los Angeles Film School** holds standing-up and looking out for one another's safety as a core value. One way in which our school commits to this value is by providing students with bystander intervention training. We want each student to have the knowledge and skills be an **activate bystander**.

Being an active bystander doesn't stop at the edge of campus. For those of you who are beginning your educational journey, or have been a student for some time now, or are nearing the end of your educational experience with us, we ask that **all students – full-time, part-time, campus, and online – complete this required training**.

This online Get Inclusive training module "**Voices for Change - Consent**" provides you with information about your rights, policies, campus resources, and strategies for preventing and responding to concerning situations. The training includes interactive scenarios, as well as knowledge questions related to identities, inclusion, healthy relationships, and substance use. (Please note that all data is collected in anonymous and aggregated form.)

### **How to Complete the Training**

You will receive an email from our training partner **Get Inclusive** in the next few days. Please simply follow the link in that email to begin the training. The required training module is self-paced and will take less than an hour to complete. **All Los Angeles Film School students** are expected to complete this training **within 30 days** of the training deployment date.

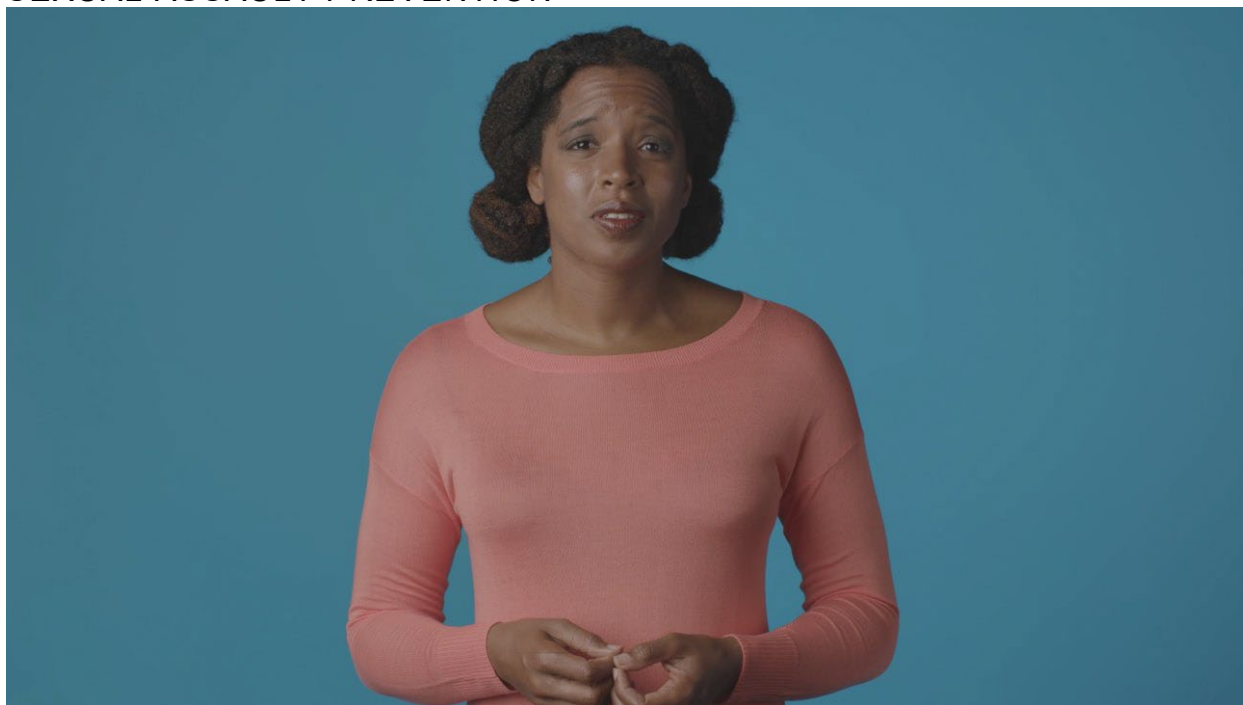
For technical support, please contact [support@getinclusive.com](mailto:support@getinclusive.com).

Thank you,

Dana Franklin  
The Los Angeles Film School  
Title IX Coordinator  
[dfranklin@lafilm.edu](mailto:dfranklin@lafilm.edu)

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

## TITLE IX/ SEXUAL ASSAULT PREVENTION



## COURSE OVERVIEW

Imagine a world where your students know how to care for themselves and for each other.

Take the first step toward this vision with Voices for Change, an online learning experience that exceeds Title IX/Clery Act compliance to enable academic communities of engaged bystanders who can identify harmful situations, and have the motivation and skills needed to intervene.

With a focus on self-reflection and concept application, Voices for Change weaves bystander engagement and intervention throughout four topic areas that can be used independently or as a single, comprehensive course.

## COURSE MODULES

### **Identity & Inclusion**

Most of us are guilty of stereotyping, having biases, or committing microaggressions, but we often can't identify it in the moment. This module will help learners reflect on their own actions and beliefs as well as strategize ways to become more inclusive going forward.

By understanding the impact of their actions, learners will build motivation to intervene in situations of bias. By the end of this module, learners will have a deeper understanding of social identities, as well as concepts like implicit bias, stereotypes, and microaggressions. Students will learn how to play a role in creating a safe and inclusive environment for our friends, peers, and classmates.

## Consent & Sexual Violence

Sexual assault and harassment are finally being talked about on a national scale, and so it is more important than ever to educate students about consent and sexual violence. It's also critical to provide them with the practice necessary to intervene if they become aware of misconduct.

Through reflection, learners will consider how sexual violence has presented itself in their communities and then develop the skills necessary to intervene in these situations. After completing this module, your students will understand that sexual violence is about power and control and that to make change, people must not only intervene on an interpersonal level, but also with the culture that perpetuates it.

## Alcohol & Other Drugs

Substance use and abuse can be a big part of an academic community. Students often feel like there are specific expectations, group norms, or social gatherings based around substance use.

Within this module, we challenge learners to consider the impacts of alcohol and drugs, the way they play out in social settings, and how to set boundaries for themselves around their own substance usage. Learners will be offered interactive scenarios to intervene in situations where others are being unsafe and have time to reflect on which options feel best to them in given situations. By the end, they'll have back-pocket tactics to take care of themselves as well as skills to intervene in harmful situations impacting others.

## Hazing & Intimidation

Most have heard about how bad hazing can be, but many students don't realize how widespread it actually is. This module will dispel some common myths that exist about hazing and paint a realistic picture of what hazing and bullying looks like.

This module will help learners realize that power and control have no place in any type of relationship - even friendship, teammates, brotherhood, or sisterhood. After completing this module, learners will have a deeper understanding of how and why hazing appears, the implications, and how they can each intervene to prevent it from affecting their communities.

## DURATION

20 minutes

## COMPLIANT

- Title IX
- Clery Act
- NCAA

## TYPE

Primary course module

## VERSIONS

- Undergrad
- Graduate
- Community College
- Faith-Based
- Student Athlete
- Adult Learners

## FORMATS

- Video scenarios
- Infographics
- Readings
- Pre and post survey
- Quizzes

## Section 3

*FIRE DEPARTMENT REQUIRED*

# ***Building Emergency Plan***

*Occupant Instruction Booklet*

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***FOR:***

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

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***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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## ***Table of Contents***

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|   |           |
|---|-----------|
| <i>Introduction</i>                                   | <i>2</i>  |
| <i>Emergency Telephone Numbers</i>                    | <i>3</i>  |
| <i>Evacuation Policy</i>                              | <i>4</i>  |
| <i>Evacuation Plan</i>                                | <i>5</i>  |
| <i>Fire Drill Assembly Area</i>                       | <i>6</i>  |
| <i>Specific Fire Procedures</i>                       | <i>7</i>  |
| <i>Defend in Place if the Door is Hot</i>             | <i>9</i>  |
| <i>Stairwell Information</i>                          | <i>10</i> |
| <i>Earthquake Procedures</i>                          | <i>12</i> |
| <i>Medical Emergency</i>                              | <i>14</i> |
| <i>Bomb Threat</i>                                    | <i>15</i> |
| <i>Bomb Threat Report Form</i>                        | <i>16</i> |
| <i>Active Shooter</i>                                 | <i>17</i> |
| <i>Power Outage</i>                                   | <i>18</i> |
| <i>Fire Drills</i>                                    | <i>19</i> |
| <i>Portable Fire Extinguisher Operations</i>          | <i>20</i> |
| <i>Fire Extinguisher Discharge Time</i>               | <i>22</i> |
| <i>Extinguisher Discharge Diagrams</i>                | <i>23</i> |
| <i>People Who May Need Evacuation Assistance Form</i> | <i>24</i> |
| <i>Receipt &amp; Acknowledgement</i>                  | <i>25</i> |

## ***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**  
Elizabeth McDonald 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***

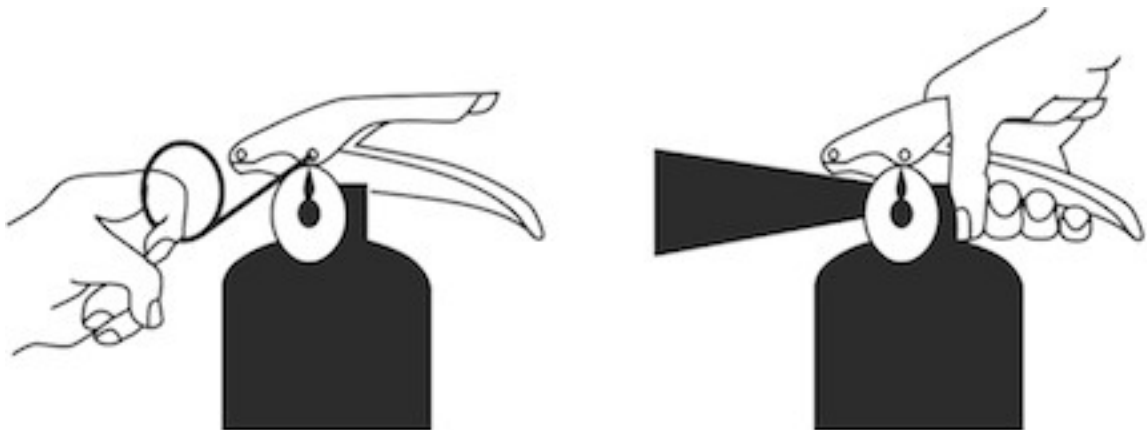
---

### ***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).

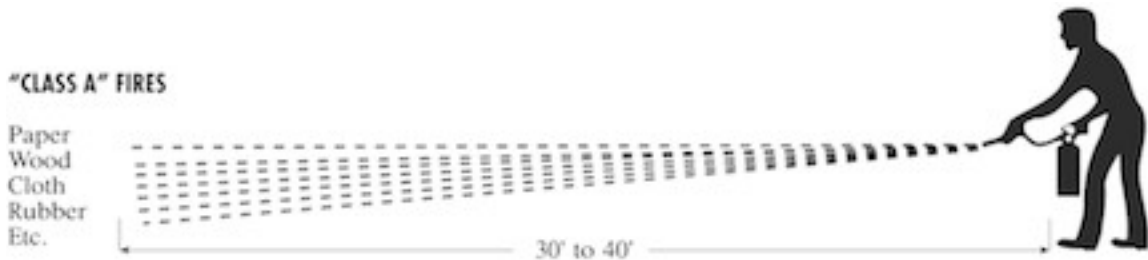
#### ***NOTE:***

*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.*

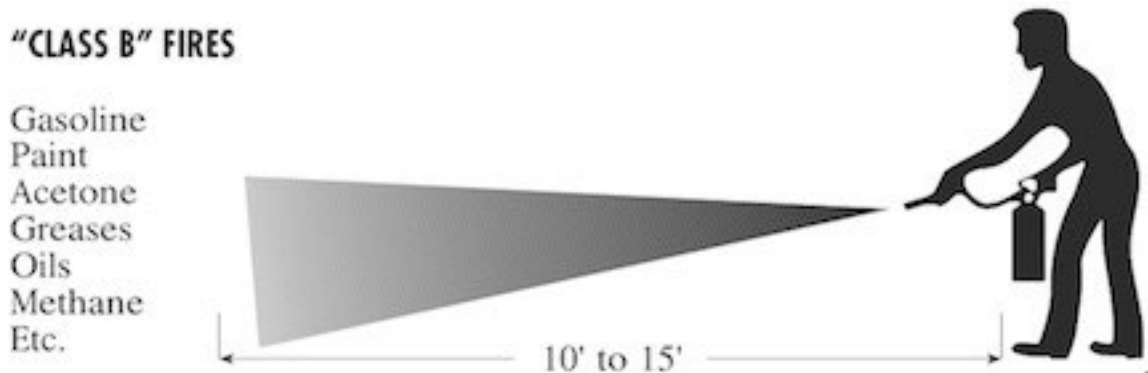


## Extinguisher Discharge Diagrams

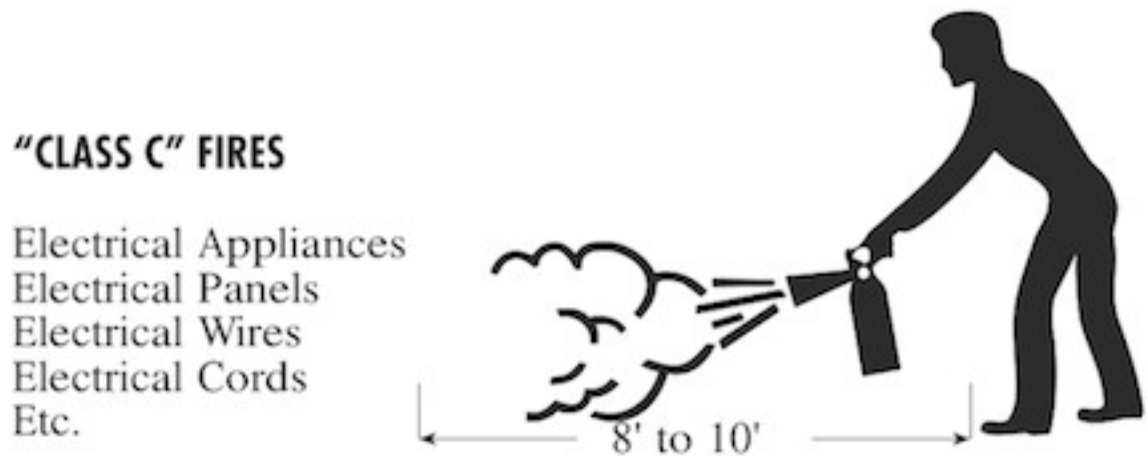
### DIAGRAM #1 – WATER TYPE



### 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):**

---

---

---

---

---

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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## ***Table of Contents***

---

|   |           |
|---|-----------|
| <i>Introduction</i>                                   | <i>2</i>  |
| <i>Emergency Telephone Numbers</i>                    | <i>3</i>  |
| <i>Evacuation Policy</i>                              | <i>4</i>  |
| <i>Evacuation Plan</i>                                | <i>5</i>  |
| <i>Fire Drill Assembly Area</i>                       | <i>6</i>  |
| <i>Specific Fire Procedures</i>                       | <i>7</i>  |
| <i>Defend in Place if the Door is Hot</i>             | <i>9</i>  |
| <i>Elevator Fire Operations</i>                       | <i>10</i> |
| <i>Stairwell Information</i>                          | <i>11</i> |
| <i>Earthquake Procedures</i>                          | <i>13</i> |
| <i>Medical Emergency</i>                              | <i>15</i> |
| <i>Bomb Threat</i>                                    | <i>16</i> |
| <i>Bomb Threat Report Form</i>                        | <i>17</i> |
| <i>Active Shooter Response</i>                        | <i>18</i> |
| <i>Power Outage</i>                                   | <i>19</i> |
| <i>Fire Drills</i>                                    | <i>20</i> |
| <i>Portable Fire Extinguisher Operations</i>          | <i>21</i> |
| <i>Fire Extinguisher Discharge Time</i>               | <i>23</i> |
| <i>Extinguisher Discharge Diagrams</i>                | <i>24</i> |
| <i>People Who May Need Evacuation Assistance Form</i> | <i>25</i> |
| <i>Receipt &amp; Acknowledgement</i>                  | <i>26</i> |

## ***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***

---

**Fire Safety Director** **Elizabeth McDonald**  
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 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               | <b>---</b> | 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 sprinklers.

**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:**

|                                  |                            |
|----------------------------------|----------------------------|
| Building Name:                   | Los Angeles Film School    |
| Building Address:                | 6353-6357 Sunset Boulevard |
| Nearest Cross street:            | Morningside Court          |
| 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 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***

---

### ***Emergency Generator***

---

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***

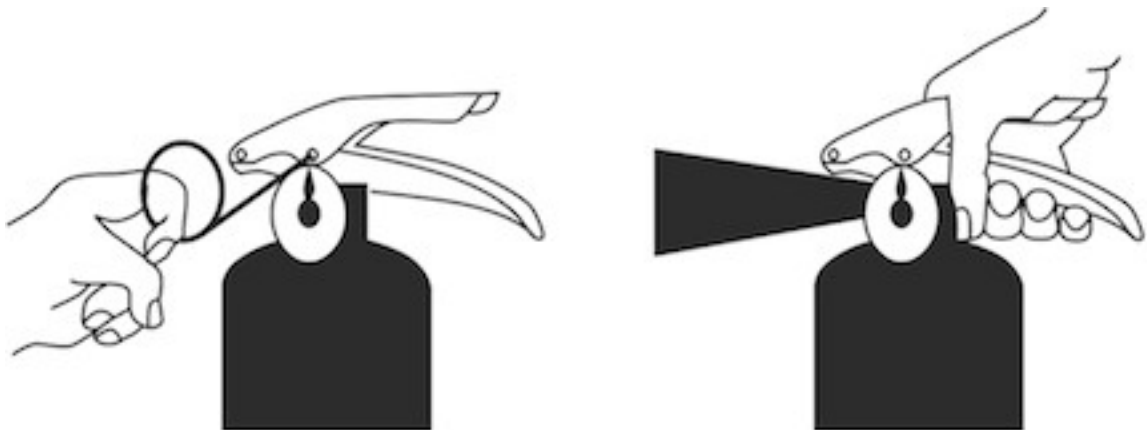
---

### ***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.***

---



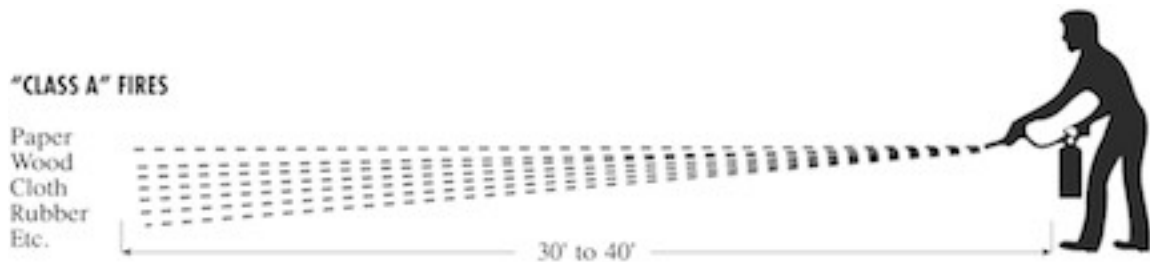
- P - PULL the safety pin (usually a twist-pull action).
- A - AIM the nozzle at the base of the fire.
- S - SQUEEZE the trigger handle.
- S - SWEEP slowly from side to side - watch for reflash (re-kindling).

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

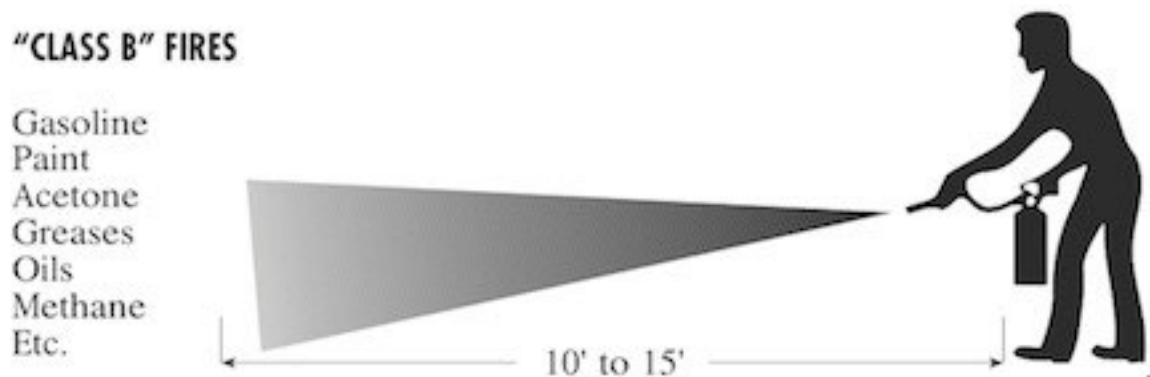
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

## Extinguisher Discharge Diagrams

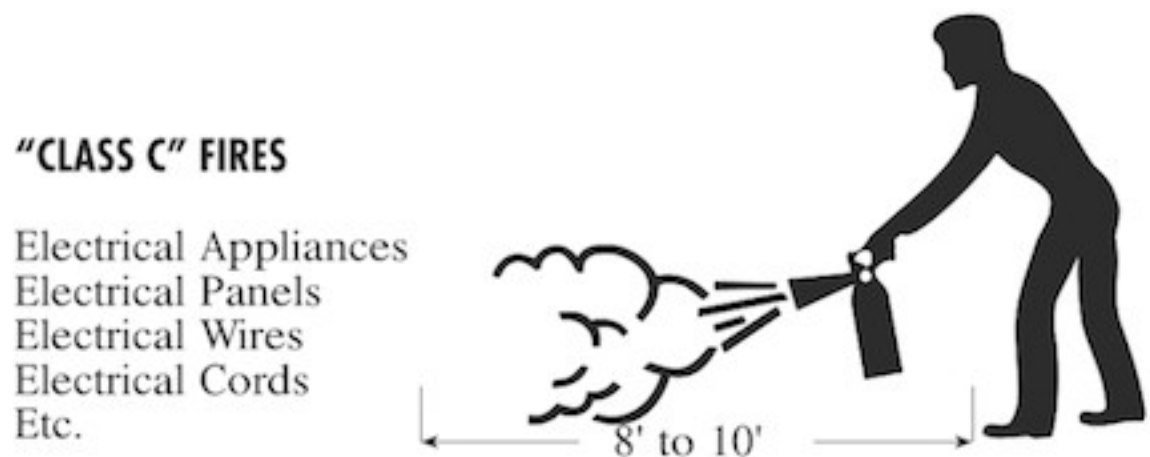
### DIAGRAM #1 – WATER TYPE



### 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):**

---

---

---

---

---

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)

# Table of Contents

---

|   |           |
|---|-----------|
| <b>SECTION 1: INTRODUCTION</b>  | <b>4</b>  |
| INTRODUCTION  | 5         |
| <b>SECTION 2: EMERGENCY TELEPHONE CONTACTS</b>                        | <b>6</b>  |
| EMERGENCY TELEPHONE NUMBERS   | 7         |
| FLOOR WARDENS & GROUP LEADERS   | 8         |
| LIST OF PEOPLE WHO MAY NEED EVACUATION ASSISTANCE                     | 9         |
| <b>SECTION 3: FIRE PROCEDURES</b>                                     | <b>10</b> |
| FIRE PROCEDURES   | 11        |
| IF YOU ARE TRAPPED INSIDE YOUR LOCATION                               | 12        |
| FIRE SAFETY DIRECTOR  | 13        |
| THIRD PARTY CONTRACTED SECURITY OFFICERS                              | 15        |
| ASSEMBLY AREA/SAFE REFUGE   | 16        |
| <b>SECTION 4: EVACUATION PROCEDURES</b>                               | <b>17</b> |
| EVACUATION POLICY   | 18        |
| EVACUATION PROCEDURES   | 19        |
| PEOPLE WHO MAY NEED EVACUATION ASSISTANCE                             | 20        |
| SPECIAL NEEDS - FIRE PROCEDURES                                       | 21        |
| TWO PERSON CARRY  | 22        |
| <b>SECTION 5: EARTHQUAKE PROCEDURES</b>                               | <b>23</b> |
| EARTHQUAKE PROCEDURES   | 24        |
| AFTER AN EARTHQUAKE STRIKES   | 26        |
| RECOMMENDED INDIVIDUAL EARTHQUAKE SUPPLY LIST                         | 27        |
| <b>SECTION 6: MEDICAL, BOMB, POWER, AND ACTIVE SHOOTER PROCEDURES</b> | <b>28</b> |
| MEDICAL EMERGENCY PROCEDURES  | 29        |
| BOMB THREAT PROCEDURES  | 30        |
| BOMB THREAT REPORT FORM   | 32        |
| POWER OUTAGE  | 33        |
| ACTIVE SHOOTER OVERVIEW   | 34        |
| LOCKDOWN PROCEDURES   | 38        |
| <b>SECTION 7: BUILDING EQUIPMENT AND ALARM SYSTEMS</b>                | <b>39</b> |
| BUILDING EQUIPMENT AND ALARM SYSTEMS                                  | 40        |
| SPECIAL INFORMATION   | 41        |
| FIRE ALARM PANEL OPERATIONS   | 46        |
| <b>SECTION 8: FIRE SAFETY DIRECTOR AND TRAINING</b>                   | <b>47</b> |
| TRAINING  | 48        |
| <b>SECTION 9: APPENDIX</b>  | <b>50</b> |
| APPENDIX  | 51        |
| FIRE DRILL CONCLUSION & CRITIQUE                                      | 53        |
| TRAINING VERIFICATION FORM  | 54        |

|   |           |
|---|-----------|
| <i>PEOPLE WHO MAY NEED ASSISTANCE</i>         | <i>55</i> |
| <i>FIRE DRILL EVALUATION FORM</i>             | <i>56</i> |
| <i>FIRE-DRILL PARTICIPATION FORM</i>          | <i>57</i> |
| <i>PORTABLE FIRE EXTINGUISHER INFORMATION</i> | <i>58</i> |
| <i>EXTINGUISHER DISCHARGE DIAGRAMS</i>        | <i>59</i> |

# ***SECTION 1:***

## ***Introduction***

# ***Introduction***

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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***

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### **Front Desk/Security**

Phone: 323-769-2747

### **Fire Safety Director**

Aaron Dewhurst  
Office: 323-960-3713

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

Elizabeth McDonald  
Director of Facilities  
Office: 323-769-6868

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

### **Building Manager**

Aaron Dewhurst

### **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***

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## ***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***

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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***

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## ***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***

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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***

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- 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.

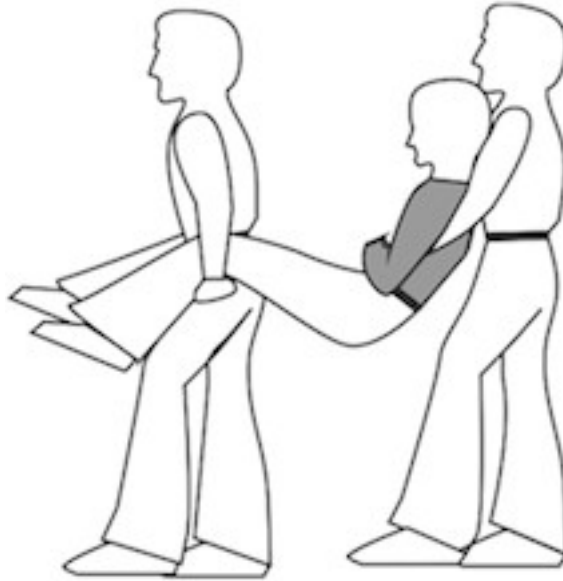
### ***REMEMBER:***

*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)***

- Assess 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***

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## ***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***

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**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***

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- 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***

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

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- 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

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## 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***

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## ***No 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***

---

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

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

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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***

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

# ***Active Shooter Overview***

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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***

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- 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***

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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***

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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***

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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 stair exit.

**Average daily building population:**

400

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

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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***

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

## ***No Fire Pump***

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

## ***Utility Controls***

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### **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 a 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***

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### **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***

---

## ***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***

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### **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.

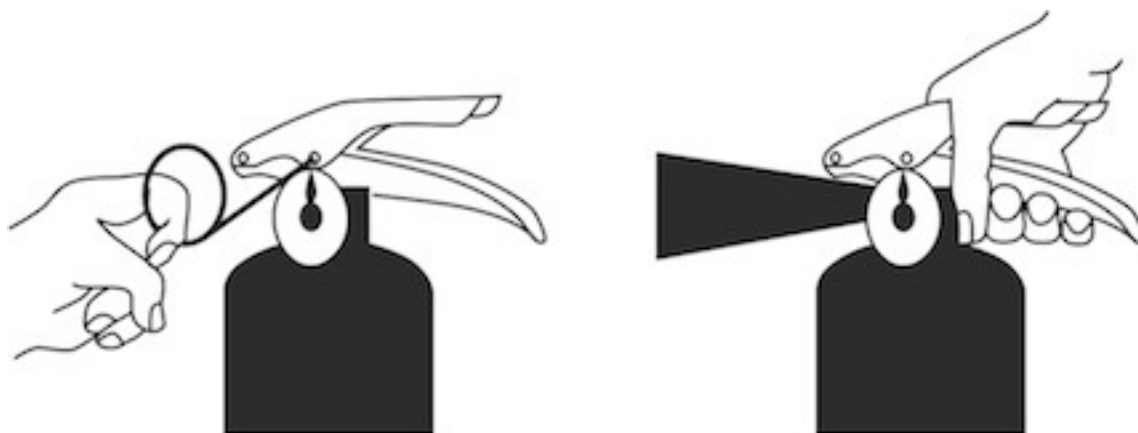
## ***Extinguisher Basic Operation - P. A. S. S.***

---

- 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:***

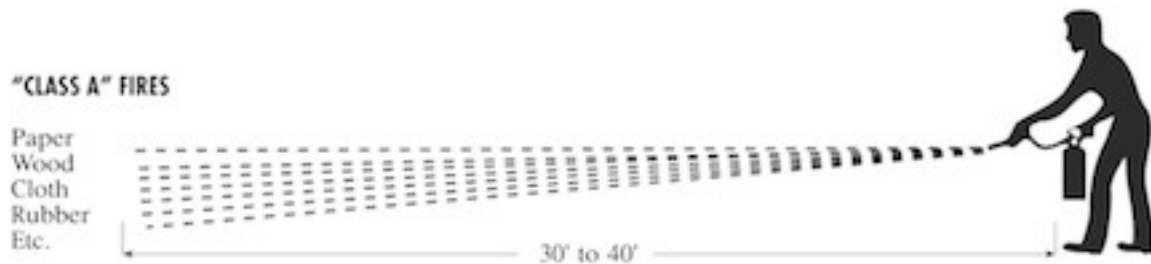
*NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Notify the Fire Safety Director to have the extinguisher recharged by a licensed service company.*

## ***Extinguisher Discharge Diagrams***

---

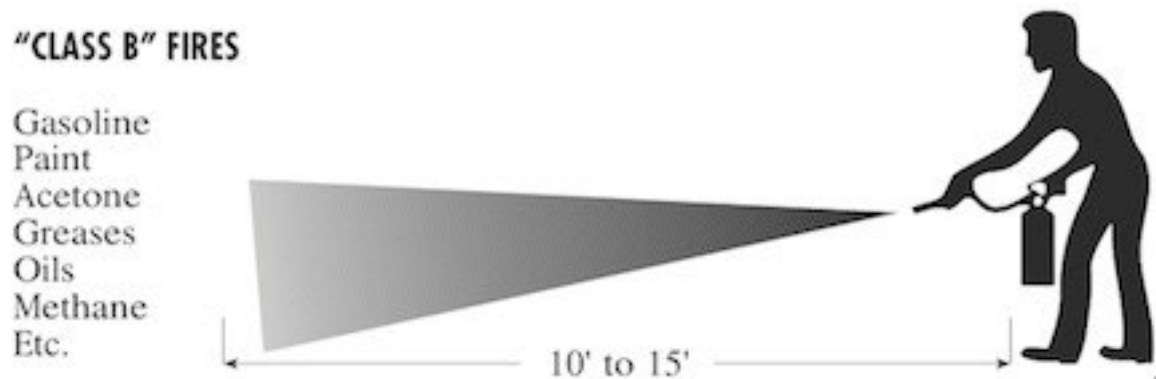
***DIAGRAM #1 – WATER TYPE***

---



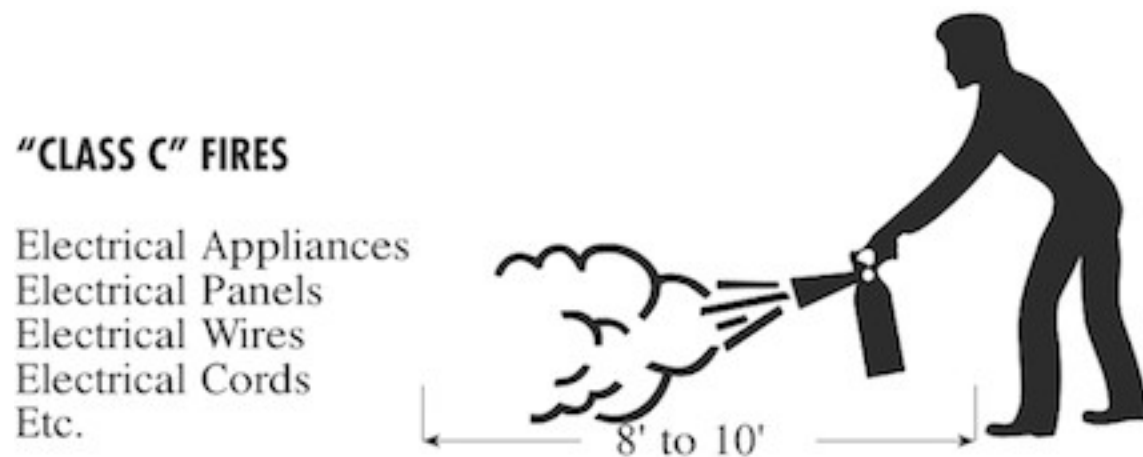
***DIAGRAM #2 – DRY CHEMICALS (BC OR ABC)***

---



***DIAGRAM #3 – CARBON DIOXIDE (CO2)***

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## Section 6

# **LAKEVIEW OFFICE PARK**



## **Tenant Emergency Information**

## **TENANT EMERGENCY SAFETY PROCEDURES**

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**Fire Preparedness** is the responsibility of each and every tenant and employee. Each Tenant shall appoint a Fire Warden and an Alternate Fire Warden who will direct and guide personnel and visitors in the event of fire or other emergency. These wardens will be issued a detailed Emergency Evacuation Plan. Tenants occupying more than one floor shall have a Fire Warden and an Alternate Fire Warden for each floor. Lakeview Office Park Management in coordination with the Orange County Fire Department will provide training and instruction to wardens and alternates. The Fire Warden in turn shall provide Emergency and Fire Prevention Orientation Program training to all employees on a regular basis so that they (1) become familiar with the locations of all Fire Alarm Pull Stations, Fire Extinguishers and Exits on their respective floor, (2) know the Fire Department phone numbers and approved fire evacuation exit routes on their respective floor, and (3) can use fire extinguisher safely. Finally, employees should understand the importance of obeying the instructions of Fire Wardens, Firemen and Police Officers in all emergencies.

**Fire Prevention** should also be supervised by the Fire Warden, after presenting these guidelines to all employees:

1. Be certain that all coffee pots, extension cords and other electrical appliances have the UL (Underwriters Laboratories) label. Under no circumstances are portable electric heaters or toaster ovens permitted at Lakeview Office Park.
2. Be sure that all electrical equipment and devices are turned off when leaving each day.
3. Avoid electrical overloading: never use octopus plugs, and exercise care in the use of extension cords. Note: Only UL listed extension cords with built-in circuit breaker protection are permissible.
4. Never put matches cigarettes, cigars or pipe ashes in wastebaskets.
5. Observe safe and sensible smoking habits (where permitted outside within designated smoking areas).
6. If fluorescent light fixtures become overheated (characterized by a pungent burning odor), report the problem at once.
7. Alert a supervisor of any failure of electrical equipment; never use an electrical cord or outlet that appears to be defective.
8. Practice good housekeeping, preventing litter accumulation in your work areas, storage and mechanical rooms.

**Fire Extinguishers** are designed to handle three main classifications of fire, depending on the material involved.

- A. Combustibles: wood, paper, cloth, rubber, and plastic. Requires cooling. Use Water ABC, dry chemicals or Halon 1211.
- B. Flammable or combustible liquids: gasoline, paint, oil, grease. Requires smothering. Use foam, CO2, dry chemicals or Halon.
- C. Electrical: electrical equipment, wiring, and appliances. Requires non-conductive extinguishing agents. Use CO2 dry chemicals or Halon (Never Use Water).

Be sure to use the correct class of fire extinguisher on the right fire. Using the wrong type of extinguisher can be dangerous.

You should receive proper training before using a fire extinguisher. When you do use an extinguisher, remember the P - A - S - S System:

Pull the Safety Pin.

Aim the Nozzle at the Base of the Fire.

Squeeze the Trigger.

Sweep from Left to Right.

**Fire Evacuation Procedures** have been developed, in conjunction with the Orange County Fire Department, to provide for the safe and orderly evacuation or relocation of the building occupants in the event of a fire emergency. Please consult with your floor emergency warden if you have any questions regarding your responsibility in the event of an actual fire evacuation.

Remember the acronym RACE for the correct priority of procedures to follow for a serious incident:

1. **Rescue:** Or evacuate anyone in immediate danger.
2. **Alarm:** Report the fire by using the Fire Alarm Pull Station nearest the fire, calling the Orange County Fire Department at 911 and giving your name and exact location of the fire, and notifying the Management Office at (407) 673-4664.
3. **Contain:** Close all doors and windows, turn off fans and air conditioning units and, if possible, confine the fire to its immediate area. Do Not Lock Doors.
4. **Extinguish:** If the fire is of minor nature, attempt to put out the fire or prevent it spreading by proper use of fire extinguishing equipment. Never place yourself or others in danger.

**Fire Evacuation** in a mid-rise building demands that you never attempt to use elevators as an escape route in accordance with the accepted mid-rise emergency procedures; all elevators are programmed to return to the lobby as soon as the fire alarm system is activated. Remember, you should leave the area of the fire immediately unless you have assigned Fire Warden duties or are assisting in

extinguishing procedures. The primary evacuation routes should be the fire exit stairwells (if possible closing all doors behind you). Stay in a single file line, walk to the right, to allow firemen access to the same stairwell. Do not panic. Walk. Don't run. Always proceed down the stairs, the designated safe refuge area is in the parking lots, rather than toward the roof, as rescue from upper areas may prove much more difficult. In a fire situation in mid-rise buildings safety procedures call for the entire building to evacuate.

**Bomb Threats** demand proper responses on the part of the individual receiving the call. He or she must be prepared to deal with the caller, record accurate information and assist authorities in identifying the perpetrator. The use of a bomb threat report form (see Form Section) will ensure that all pertinent facts are obtained and recorded. Copies of this form will be distributed to all telephone users and should be filled out during the conversation. If you receive such a call, remain calm. Be courteous and listen without interrupting, attempting to keep the caller on the line as long as possible. Record every word spoken by the person. After the caller has completed the threat, ask the necessary questions to obtain the information called for on the bomb threat report form. If possible, pass written instructions to a co-worker to notify management and a supervisor in your company. If you initiate a search of your premises and a suspicious object (package, briefcase or bundle) is found, do not touch it. If ownership cannot be determined, notify the police and security. All persons on the floor or within 300 feet of the suspected object will be evacuated immediately, to minimize even the most unlikely risk to the safety of everyone in the building.

### **Medical Emergencies**

In case of a medical emergency:

1. Call 911 immediately. Give the 911 operator your name, phone number, the location of the injured person(s) and describe the kind of problem that exists.
2. Notify the Management Office at (407) 673-4664.
3. If possible, position someone at the service elevators to direct responding emergency teams to the victim(s).
4. Attempt to give first aid if possible. If the victim has stopped breathing or appears to be suffering from a heart attack or shock, summon people with CPR training at once. It is imperative that the victim begins receiving oxygen within a few minutes.
5. In providing first aid, remember - do not move an injured person except to protect the victim from a life-threatening situation; ensure that the victim has an open airway and proceed with mouth-to-mouth, nose to mouth or CPR respiration only if the person is not breathing at all; and attempt to control any severe bleeding at once.

For optimum preparedness in medical emergencies, Lakeview Office Park Management recommends that each office keep files on every employee, with complete information on medical history, chronic problems and allergic reactions to medications.



## **Elevators**

1. For your safety, elevators are designed to recall to the lobby if a smoke detector or pull alarm is activated.
2. Once there, the doors will open and remain open.
3. Move quickly to the nearest exit.
4. Each cab has a telephone that will connect to the elevator monitoring service. If the elevator temporarily stops for any reason pick up the telephone in the cab.
5. Each cab has a call button that when activated emits an audible alarm.

**IN CASE OF FIRE DO NOT USE ELEVATORS.  
USE STAIRWAYS.**

**Tornadoes** present an emergency situation that also requires Fire Wardens to understand the importance of established procedures. In the event of extremely high winds or a tornado warning, Wardens should move employees and visitors of the building to areas offering the greatest protection (inner hallways and stairwells). Under no circumstances should anyone be allowed to remain near outer walls containing windows.

## **Section 7**

# 2023 Campus Safety and Security Survey

Institution: (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?

- ☒ **No.**
- ☐ **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?

- ☐ **Yes**
- ☒ **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.

- ☐ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **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.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☒ **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    |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|
|  | 2020                           | 2021                           | 2022                           |
| a. <u>Murder/Non-negligent manslaughter</u>                                  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u>  | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>   | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| j. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u>  | <input type="text" value="3"/> | <input type="text" value="0"/> | <input type="text" value="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 |                                |                                |
|---|--------------------------------------|--------------------------------|--------------------------------|
|   | 2020                                 | 2021                           | 2022                           |
| a. <u>Murder/Non-negligent manslaughter</u> | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Manslaughter by Negligence</u>        | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u>                              | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u>                          | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>                            | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u>                    | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u>                           | <input type="text" value="0"/>       | <input type="text" value="1"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>                | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>                          | <input type="text" value="0"/>       | <input type="text" value="0"/> | <input type="text" value="0"/> |

j. Motor vehicle theft(Do not include theft *from* a motor vehicle)

0

0

0

k. Arson

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).

YEAR 2022

| Criminal offense                             | Total                          | Occurrences of Hate crimes (Category of Bias for crimes) |                                |                                |                                |                                |                                |                                |                                |
|--|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
|  |                                | Race   | Religion                       | Sexual orientation             | Gender                         | Gender Identity                | Disability                     | Ethnicity                      | National Origin                |
| a. <u>Murder/ Non-negligent manslaughter</u> | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u>                               | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u>                           | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>                             | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

f. Statutory rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

g. Robbery

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

h. Aggravated assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

i. Burglary

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

k. Arson

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

l. Simple assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

m. Larceny-theft

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

n. Intimidation

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

o.  
Destruction/damage/  
vandalism of property

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

YEAR 2021

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

Race

Religion

Sexual  
orientation

Gender

Gender  
Identity

Disability Ethnicity

National  
Origina.  
Murder/ Non-negligent  
manslaughter

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

c. Rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

|  |                                |                                |                                |                                |                                |                                |                                |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| d. <u>Fondling</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u>  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u>  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| l. <u>Simple assault</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| m. <u>Larceny-theft</u>  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| n. <u>Intimidation</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| o. <u>Destruction/damage/vandalism of property</u>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

YEAR 2020

| Criminal offense | Total | Occurrences of Hate crimes (Category of Bias for crimes) |          |                    |        |                 |            |           |                 |
|------------------|-------|--|----------|--------------------|--------|-----------------|------------|-----------|-----------------|
|                  |       | Race   | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |



|   |                                |                                |                                |                                |                                |                                |                                |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| a. <u>Murder/ Non-negligent manslaughter</u>        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u>                                      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u>                                  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>                                    | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u>                            | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u>                                   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>                        | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>                                  | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u>                       | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u>                                     | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| l. <u>Simple assault</u>                            | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| m. <u>Larceny-theft</u>                             | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| n. <u>Intimidation</u>                              | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| o. <u>Destruction/damage/ vandalism of property</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="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 - Public Property

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

YEAR 2022

| Criminal offense  | Total                          | Occurrences of Hate crimes (Category of Bias for crimes) |                                |                                |                                |                                |                                |                                |                                |
|---|--------------------------------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
|   |                                | Race   | Religion                       | Sexual orientation             | Gender                         | Gender Identity                | Disability                     | Ethnicity                      | National Origin                |
| a. <u>Murder/ Non-negligent manslaughter</u>                  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Rape</u>  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| d. <u>Fondling</u>  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| e. <u>Incest</u>  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| f. <u>Statutory rape</u>                                      | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| g. <u>Robbery</u>   | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>                                  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>  | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u><br>(Do not include theft from a | <input type="text" value="0"/> | <input type="text" value="0"/>                           | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

motor vehicle)

k. Arson

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

l. Simple assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

m. Larceny-theft

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

n. Intimidation

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

o.  
Destruction/damage/  
vandalism of property.

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

YEAR 2021

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

| Race | Religion | Sexual<br>orientation | Gender | Gender<br>Identity | Disability | Ethnicity | National<br>Origin |
|------|----------|-----------------------|--------|--------------------|------------|-----------|--------------------|
|------|----------|-----------------------|--------|--------------------|------------|-----------|--------------------|

a.  
Murder/ Non-negligent  
manslaughter

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

c. Rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

d. Fondling

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

e. Incest

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

f. Statutory rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

g. Robbery.

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

h. Aggravated assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

i. Burglary

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

k. Arson

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

l. Simple assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

m. Larceny-theft

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

n. Intimidation

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

o.  
Destruction/damage/  
vandalism of property

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

YEAR 2020

**Criminal offense****Total****Occurrences of Hate crimes** (Category of Bias for crimes)**Race****Religion****Sexual  
orientation****Gender****Gender  
Identity****Disability Ethnicity****National  
Origin**a.  
Murder/ Non-negligent  
manslaughter

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

c. Rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

d. Fondling

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

e. Incest

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

f. Statutory rape

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

g. Robbery

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

h. Aggravated assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

i. Burglary

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

j. Motor vehicle theft

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

k. Arson

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

l. Simple assault

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

m. Larceny-theft

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

n. Intimidation

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

o. Destruction/damage/  
vandalism of property

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 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

|                             | 2020                           | 2021                           | 2022                           |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|
| a. <u>Domestic violence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="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

|                             | 2020                           | 2021                           | 2022                           |
|-----------------------------|--------------------------------|--------------------------------|--------------------------------|
| a. <u>Domestic violence</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="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.

| Crime   | Number of Arrests              |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|
|   | 2020                           | 2021                           | 2022                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**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.

| Crime   | Number of Arrests              |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|
|   | 2020                           | 2021                           | 2022                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

#### 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.**

| Crime   | Number of persons referred for Disciplinary Action |                                |                                |
|---|--|--------------------------------|--------------------------------|
|   | 2020   | 2021                           | 2022                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | <input type="text" value="0"/>                     | <input type="text" value="0"/> | <input type="text" value="0"/> |



b. Drug abuse violations

2

0

2

c. Liquor law violations

0

0

1

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**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.**

Crime

Number of persons referred for  
Disciplinary Action

2020

2021

2022

a. Weapons: carrying, possessing, etc.

0

0

0

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**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.

|                                  | Number                         |                                |                                |
|----------------------------------|--------------------------------|--------------------------------|--------------------------------|
|                                  | 2020                           | 2021                           | 2022                           |
| a. <u>Total unfounded crimes</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

**Please Note:** 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.

**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)."