

CaLARTS

California Institute of the Arts

Emergency Operations Plan 2026



Emergency Management Continuum

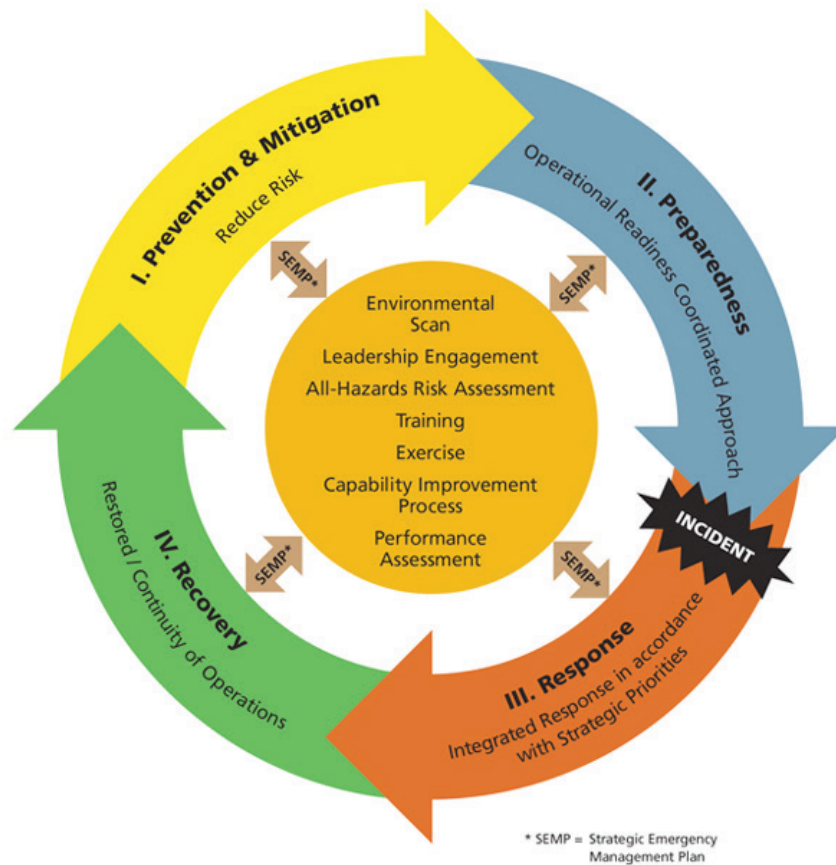


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Statement on EMERGENCY OPERATIONS

At California Institute of the Arts, the safety and security of our faculty, staff, and students is our top priority, and we take our commitment to emergency preparedness very seriously. The California Institute of the Arts Emergency Operations Plan is a critical part of our continuing effort to guide the Institute in planning for, responding to, and recovering from incidents that may disrupt normal business and academic operations.

These incidents can take many forms, including earthquakes, fires, hazardous materials spills, public health emergencies, and violent or disruptive human actions. Preparing for a variety of unexpected incidents takes comprehensive planning and training by the emergency operations team. While planning cannot predict an incident, it can assist in the safety and recovery during and after an emergent event. California Institute of the Arts emergency planning better enables us to mitigate the damages that may occur during a destructive incident.

Each member of the community is responsible for taking measures to prepare themselves for an emergency. Individual preparedness information can be found on the California Institute of the Arts website (<https://calarts.edu/life-at-calarts/campus-safety/overview>) or at the Federal Emergency Management Agency (FEMA) website (<https://www.fema.gov/fema-region-ix-arizona-california-hawaii-nevada-pacific-islands>). All students, faculty and staff members are encouraged to take advantage of these resources and prepare a home and vehicle emergency kit.

Purpose

The California Institute of the Arts Emergency Operations Plan outlines a plan designed to maintain life safety and essential business services during disruptions due to emergency incidents. Such incidents include: earthquake; fire; flooding or water damage; workplace violence, including stalking, domestic violence, sexual assaults, aggravated assaults, hostage situations or other threats; infrastructure outage, such as power, network, telecommunications, heat, water or interruption of deliveries; injury or death; civil unrest; hazardous materials exposure; bomb threats; terrorism; computer viruses; or alcohol poisoning.

There are **four stages** to the **Emergency Operations Plan**:

1. Prevention-Mitigation
2. Pre-Emergency planning and preparedness
3. Emergency response
4. Recovery

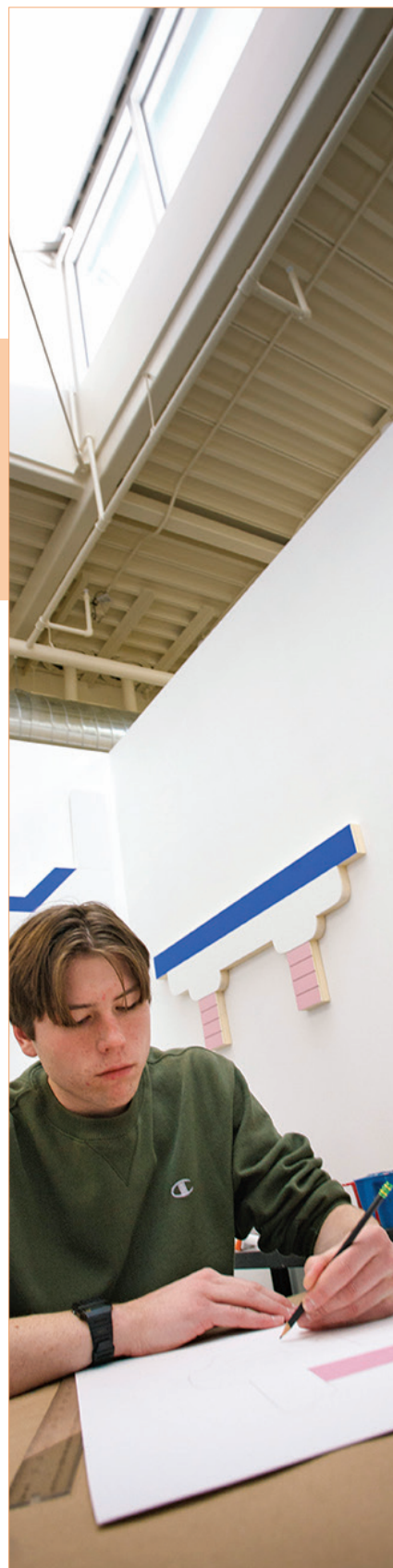
Prevention-Mitigation includes evaluating and reviewing incidents, identifying procedures that may need to be changed, as well as making alterations to facilities to help prevent future emergencies.

Pre-Emergency Planning and Preparedness includes analyzing potential hazards, preparing plans to address risks, and equipping and training campus first responders. Preparation of business continuity plans by individual departments is another important activity.

The Emergency Response section of this document outlines initial actions and communication that occur following (or in anticipation of) an incident. Coordination of emergency response efforts is conducted under the guidance of the Standardized Emergency Management System (SEMS), a California state-wide system of police officers, firefighters, and other disaster responders.

The personnel and resources at the scene of the emergency are directly managed by an incident commander. The Emergency Operations Center supports the efforts of the personnel at the scene. The crisis management team provides strategic oversight to the overall operation.

Recovery consists of preventing further injury, loss of life and damage to property, as well as implementing business continuity plans and workaround procedures to resume basic operations. The main goal of recovery is a rapid return to normal operations.



Emergency Operations Plan

Record of Distribution

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Defining an Emergency

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or can threaten the institution's financial standing or public image.

The Emergency Operations Plan is put into effect whenever a crisis—man-made or natural—disrupts operations, threatens life, creates major damage, and occurs within the Institute community and its environs, including California Institute of the Arts satellite locations. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the Institute, the Institute must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

Emergencies can generally be classified into three levels:

Level I (Disaster)

A community-wide emergency that seriously impairs or halts the operation of CalArts Institute. Outside emergency services would be needed. Major policy considerations and decisions would always be required.

Examples of a Level I major emergency include but are not limited to:

- ▶ Mass casualties
- ▶ Natural disaster such as an earthquake
- ▶ Large-scale hazardous material spill
- ▶ Health epidemics
- ▶ Major weather emergency

Level II (Major Emergency — Depending on Circumstances)

A serious emergency that completely disrupts one or more operations of CalArts Institute and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required.

Examples of a Level II major emergency include but are not limited to:

- ▶ Hostage situation
- ▶ Major fire
- ▶ Civil disturbance
- ▶ Widespread power outage
- ▶ Bomb threat
- ▶ Suicide
- ▶ Death of a student, faculty, or staff member (depending on circumstances)
- ▶ Rape (depending on circumstances)
- ▶ Shooting or stabbing
- ▶ National terrorist incident

Level III (Minor Emergency)

A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of CalArts Institute.

Examples of a Level III minor emergency include but are not limited to:

- ▶ Small fire
- ▶ Small hazardous material incident
- ▶ Limited power outage

Prevention-Mitigation

SAFETY AND DISASTER PREPAREDNESS COMMITTEE

California Institute of the Arts has established a Safety and Disaster Preparedness Committee to review and maintain the emergency operations plan. Prevention-Mitigation and preparedness are an important part of the goal of the committee. The committee is populated with various safety professionals from the different schools and other risk management employees who review incident reports and areas of concern. The committee is also tasked with reviewing and approving the disaster preparedness supplies and services for the institute.

Preparedness activities consist of many pre-emergency training and exercises that improve the effectiveness of the emergency operations. Preparedness activities include: Table Top Exercises, funding of annual First-Aid and CPR training for staff and faculty, plus sponsorship of Community Emergency Response Teams (CERT) training for any employee interested in taking the course. Preparedness activities also include communication/planning with local first responders and City officials to review and update the emergency planning.

CalArts risk management and production safety units are available to all students, staff, and faculty to assist in review of projects, film production safety, studio/sound stage safety, and general workplace safety issues.

Personal emergency preparedness is an important part of surviving in a disaster situation. The FEMA.gov website has many resources. Other resources are available on the CalArts website under emergency management.

CALARTS RETENTION AND EVALUATION TEAM (CARE TEAM)

CalArts CARE Team was formed to assist students in distress. Its mission is to promote student success including academic, personal, and professional development. It accomplishes this by identifying persons of concern through information made available to the team by members of the CalArts Community and/or outside resources. The CARE Team is chaired by the

Director of Care and Wellbeing. The primary members of the Team are as follows:

- ▶ Vice President for Student Affairs
- ▶ Vice President for Facilities, Development and Management, Chief Operating Officer (VP/COO)
- ▶ Director, Campus Safety
- ▶ Associate Vice President, Campus and Residential Life
- ▶ Associate Dean of Critical Studies
- ▶ Personal Counselor
- ▶ Representative International Affairs
- ▶ Academic Advisor
- ▶ Director of Health Services, Nurse's Officer
- ▶ Institute Diversity Officer
- ▶ Human Resources Manager
- ▶ Residence Life Coordinator
- ▶ Registrar
- ▶ Assistant Provost

Any member of the CalArts Community can bring concerns for a student or other member of the CalArts Community to any individual on the CARE team. Reporting will be handled confidentially and sensitively.

CALARTS THREAT ASSESSMENT TEAM

The CalArts Threat Assessment Team is a subset of members from the CARE Team, CalArts administrators and legal services. The team is under the direction of the Vice President for Facilities Development and Management, Chief Operating Officer (VP/COO) and is configured based on expertise relevant to the specific threat. The team works closely with the CARE Team to monitor individuals that may be exhibiting escalating destructive behaviors. If it is determined that a credible threat may be present, the team will activate the emergency operations plan, and determine whether outside resources should be brought in to assist.

Pre-Emergency Planning and Preparedness

EMERGENCY RESPONSE - MANAGEMENT STRUCTURE

The institute's Emergency Response Teams are responsible for overseeing the institute's strategic and tactical-level activities in an emergency response and recovery efforts. The Emergency Response Teams include the: Incident Management Team (IMT), Communications Group (CG), Administrative Group (AG) and the CalArts Emergency Response Team. (Critical Personnel) Each member represents their division, department, or office, and deploys their respective unit to assist in emergency response and recovery efforts. Emergency Response Teams may request assistance from external partners or suppliers for support.

EMERGENCY MANAGEMENT STRUCTURE



INCIDENT MANAGEMENT TEAM (IMT)

The Incident Management Team (IMT) is the team responsible for policy and decision-making to help protect life and property. The IMT responds to concerns from the President's Office and the Board of Trustees. Members of the IMT are:

- ▶ President
- ▶ Chief of Staff
- ▶ Provost
- ▶ Senior Vice President for Administration and Operations
- ▶ Senior Vice President and Chief Financial Officer (SVP/CFO)
- ▶ Senior Vice President for Advancement & External Relations
- ▶ Vice President for Student Affairs
- ▶ Vice President for Facilities Development and Management, Chief Operating Officer (VP/COO)
- ▶ Associate Vice President and Chief Human Resources Officer
- ▶ General Counsel

COMMUNICATIONS GROUP

The communications group (CG) is responsible for working with media outlets with the objective of disseminating relevant information in a timely manner. CG will also provide a public information officer to gather, sort, and communicate with all internal and external constituencies. The CG consists of:

- ▶ Senior Vice President of Advancement & External Relations
- ▶ Director of Web Communications

ADMINISTRATIVE GROUP

The Administrative Group (AG) is the tactical- level team and is responsible for tactical decision-making and coordinating of the institute's response from within the members own division or school. The group reviews and collects information regarding the emergency, provides advice to the IMT, and ensures continuity of each member's area of responsibility. Members of the AG include:

- ▶ Communications
- ▶ Community Arts Program (CAP)
- ▶ Deans of all Institute schools
- ▶ Enrollment Management
- ▶ Finance
- ▶ Food Services (Bon Appétit)
- ▶ Library
- ▶ Office of the Provost
- ▶ REDCAT
- ▶ Residence Life
- ▶ Student Affairs
- ▶ VCFA (Summer Incident)

EMERGENCY RESPONSE TEAMS/COMMUNITY EMERGENCY RESPONSE TEAM (CERT TEAMS)

The CalArts Emergency Response Teams consist of key departments responsible for business continuity and the overall health and well-being of the CalArts community. The teams are considered critical personnel and consist of the following departments:

- ▶ Campus Safety
- ▶ Facilities Development & Management
- ▶ Finance/Payroll
- ▶ Human Resources
- ▶ Information Technology

The ERT departments will take the lead in assessing, supporting, and reinstating critical business operations.

In addition, a number of CalArts staff members are trained in the Community Emergency Response Teams which is a state certification program to address emergency management. CERT members will oversee safe and complete evacuation or relocation of occupants during a fire, fire drill, or other emergency. CERT members will also be the primary leads in building assessment and rescue.

AUTHORITY TO DECLARE AN EMERGENCY

The authority to declare a campus state of emergency lies with the President or his designee, (Provost, VP/CFO, or Vice President for Facilities Development and Management, Chief Operating Officer (VP/COO)). In the absence of the Vice Presidents, the Director of Facilities (or designee) is designated with the authority.

MASS EMERGENCY NOTIFICATION

Operations, Communications and Campus Safety administers the institute's mass emergency notification system. Students, faculty and staff can register to receive notifications of emergency events. These messages are only transmitted during emergencies and are an additional avenue of communication. The Senior Vice President, Chief Financial Officer, Executive Director of Communications, and Vice President for Facilities, Development and Management, Chief Operating Officer (VP/COO) and the Vice President for Student Affairs, in cooperation with the Threat Assessment Team, will make the decision of whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding the incident, nature of the incident, continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. These notifications will be sent out to the community without delay upon confirmation of an emergency or threat.

CAMPUS COMMUNITY NOTIFICATIONS/TIMELY WARNINGS

Campus community notifications and timely warnings related to safety and/or security issues on campus will be issued when a Clery crime has been committed that involves an immediate threat to the health and safety of the students or employees on CalArts campus or satellite locations as soon as pertinent information is available. Confirmation that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees will be based on information received by the Campus Safety Department, local authorities and/or calls coming from an emergency extension. These notifications/timely warnings to the community are communicated in two ways:

- ▶ For low level or informative notifications, CalArts uses the campus wide e-mail sent to individuals assigned a calarts.edu e-mail address. Students and employees will receive an e-mail describing the incident and appropriate actions to take. As a reminder, we encourage faculty, staff, and students to regularly check their calarts.edu email addresses.
- ▶ In the case of an emergency or timely warnings, all students and employees that have signed up for the LiveSafe App will receive an emergency text alert at their designated contact number(s). The text/voice mail will state the emergency and any actions to be taken.

LiveSafe ALERTS

The LiveSafe APP is the CalArts emergency notification system.

TITLE IX PROTOCOL AND SEXUAL ASSAULT REPORTING

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. Once an individual reports discrimination to either Campus Safety or a Campus Security Authority it must be reported to the CalArts Title IX team for review. The CalArts Title IX Team is comprised of:

Dionne Simmons
Title IX Coordinator
Room F303G
(661) 291.3019

Eva Graham
Institute Diversity Officer
Room F300
(661) 222.2785

These Title IX Team Members are available to receive reports of sex discrimination at CalArts, including sexual harassment, sexual assault, and sexual exploitation, to discuss questions or concerns relating to the investigation of complaints received, reporting and complaint procedures, and education and training opportunities across campus. Information concerning Title IX can also be obtained from the Office for Civil Rights, U.S. Department of Education (415) 486.5555, ocr.sanfrancisco@ed.gov, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813).

Reporting Sexual discrimination: Students who are (or believe they may be) the victim/survivor of a sexual assault and/or sexual exploitation, and any other member of the CalArts community who is aware of the occurrence of a sexual assault and/or sexual exploitation, are encouraged to report such incidents (whether the incident took place on or off campus) as soon as possible to Campus Safety (661.222.2702, Room E100), Institute Diversity Officer (661.253.2785, Room F300), the Dean of Students (661.253.7891, Room A207d), the Director of Housing (661.253.7897, Chouinard Hall, Room 101A), the Chief Human Resources Officer (661.253.7837, Room A210), or the Director of Health Services (661.253.7830, Room D208).

INSTITUTE CLOSURE PROCEDURES/ LOCKDOWN

The following procedures should be followed when communicating a campus closure to the community:

- ▶ Closure announcement will be posted on the CalArts website.
- ▶ Email announcement sent to the CalArts Community
- ▶ A notice will be posted at the front gate and posters will be placed throughout the campus.
- ▶ The Emergency Notification System (LiveSafe) will send out notices.
- ▶ Additional contacts on the "Emergency Operations Plan" will be notified.

NOTIFICATION AND ASSIGNMENTS FOR EMERGENCY RESPONSE TEAM (ERT) AND KEY PERSONNEL DURING A CLOSURE

Available ERT members should report to the Facilities Management

Offices at: **24700 McBean**

Parkway, Valencia, CA 91355 after receiving emergency closure information.

- ▶ The Incident Management Team will determine the assignments for the Key Personnel.
- ▶ Key Personnel may be asked to work from home.
- ▶ Key Personnel will be designated by the Incident Management Team.

Emergency Response

ACTIVATING THE PLAN

CalArts utilizes aspects of the PLANNING “P” incident response program developed by FEMA and Delaware General Health District. (See graphic below)

Once an incident/event occurs the basic plan should be sufficiently flexible to adjust based on the incident.

Below is a breakdown of all/some items to consider during each step of the process from the initial response:

- ▶ Incident/Event
- ▶ Notification
- ▶ Initial Response and Assessment
 - ④ Management of the initial response activities
 - ④ Conduct an initial assessment
 - ④ Develop a plan of action
 - ④ Prepare for leadership briefing
- ▶ Incident Brief ICS-201 Form
 - ④ Brief Level 1 – Incident Management Team (IMT) on initial response activities
 - ④ Clarify issues and concerns
 - ④ Discuss planned operations and directions
 - ④ Identify incident escalation potential
- ▶ Initial Emergency Response Team (ERT) Meeting
 - ④ Determine ERT representatives
 - ④ Agree on organization structure
 - ④ Determine which Administrative Groups should be included
 - ④ Identify command post and support
 - ④ Order appropriate staffing
- ▶ ERT Develop/Update Objectives
 - ④ Establish priorities
 - ④ Develop response objectives
 - ④ Identify response emphasis
 - ④ Agree on operating policy, procedures, and guidelines

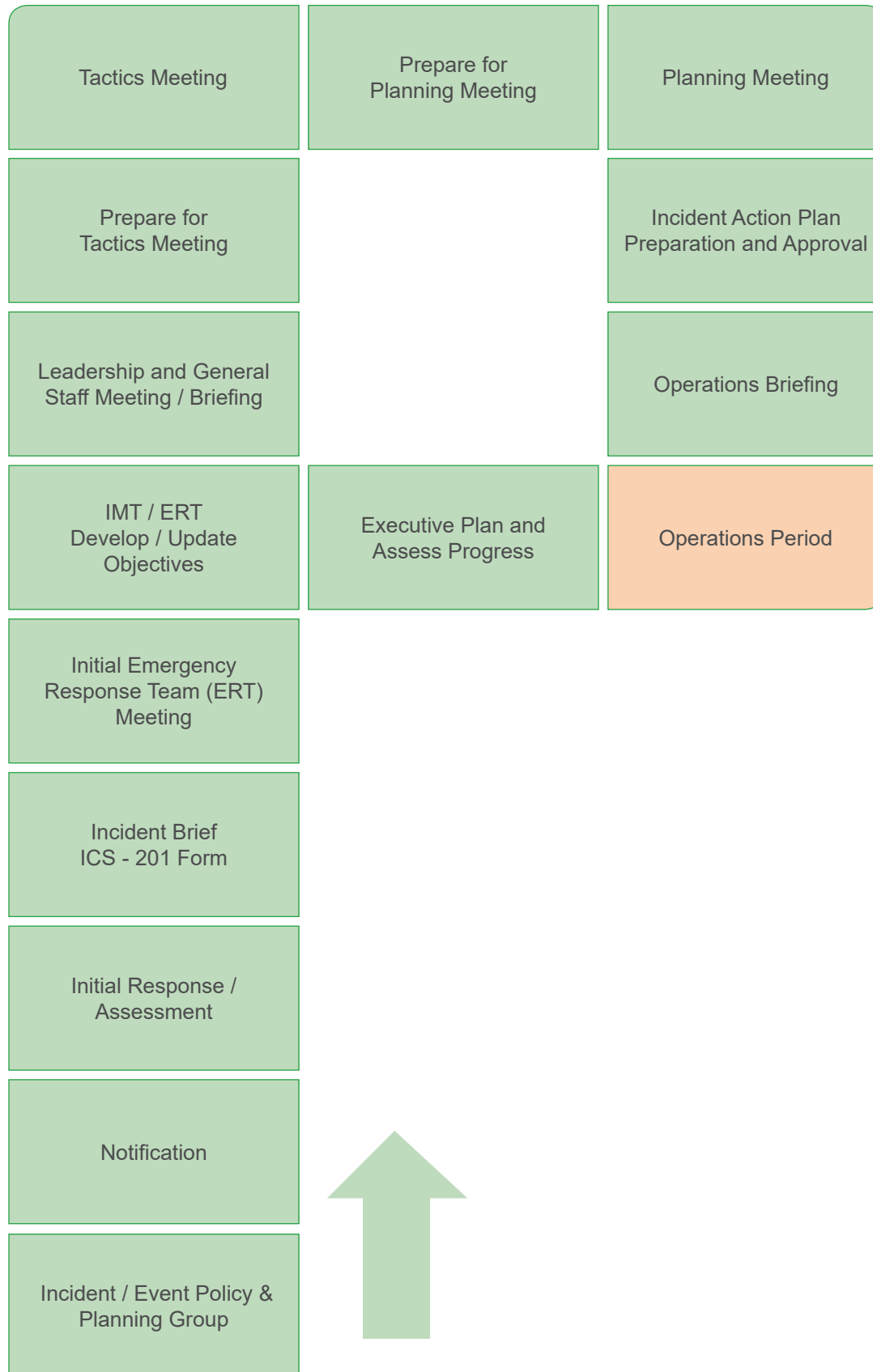
- ▶ Leadership and General Staff Meeting/Briefing
 - ④ Meet and brief leadership and general staff on ERT direction, objectives, and responsibilities.
 - ④ Assign work tasks.
 - ④ Resolve problems and clarify staff roles and responsibilities.
- ▶ Preparing for Tactics Meeting
 - ④ Block of time set aside for Operations teams to discuss and document strategies, tactics & contingencies.
 - ④ Time to draft FEMA form ICS-215 (see emergency management guide form section).
 - ④ Identify operations section organizational requirements.
- ▶ Tactics Meeting
 - ④ ERT presents proposed strategy and tactics (plan of action for the next operations period).
- ▶ Preparing for the Planning Meeting
 - ④ Block of time set aside for the leadership and general staff to prepare for the planning meeting.
 - ④ Update charts, maps, and operations plan and safety plan.
- ▶ Planning Meeting
 - ④ Meeting with all emergency units and general staff to review planned actions and finalize information into the incident action plan.
- ▶ Incident Action Plan Preparation and Approval
 - ④ Time block set aside for completing all documentation associated with the incident action plan.
 - ④ IMT/ERT approves.
- ▶ Duplicate Plan for Distribution
- ▶ Operations Briefing
 - ④ Provide operations briefing to each operations section personnel.
 - ④ Ensure support to operations in place.
 - ④ Deploy next operations period resources.
- ▶ Executive Response and Assessment of Progress
 - ④ Monitor ongoing operations and make tactical adjustments.
 - ④ Measure/ensure progress against stated objectives.
 - ④ Debrief those coming off shift.
 - ④ Prepare to brief ERT/planning on accomplishments.

All or some of the elements in the plan above can be utilized based on the level, length, and scale of the incident. The goal will be to utilize these guidelines through emergency operations phase of the life cycle of the incident.

http://www.fema.gov/media-library-data/20130726-1922-25045-3638/rem_s_ihe_guide.pdf

THE PLANNING “P”

Source: FEMA



Emergency Response Team (ERT)

The Emergency Response Team (ERT) working with the Incident Management Team (IMT) is responsible for coordinating the Institute's Emergency Response Plan. The ERT members' duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, however, coordination and organization of all operations at the Institute shall be directed by the IMT and the ERT. The ERT members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions.

The responsibilities of the ERT include, but are not limited to:

- ▶ Activate the Emergency Operations Center(s) as required.
- ▶ Identify the emergency and determine its impact.
- ▶ Decide the necessary level of response required to manage the emergency.
- ▶ Use the established California Institute of the Arts Emergency Operations Plan as a guide to deal with the situation.
- ▶ Facilitate a multi-unit response.
- ▶ Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
- ▶ Authorize the evacuation and/or closing of Institute facilities, as required.
- ▶ Coordinate the release of all official information and instructions to the public.

In addition to their responsibilities in an emergency, the ERT members are responsible for ensuring that the Institute is prepared and in the best possible position to respond to an emergency when it occurs. Additional duties include:

- ▶ Ensuring that departments for which they are responsible have developed a Business Continuity Plan to respond to various emergencies. Departmental plans will be coordinated and amended as needed. A copy of each departmental plan, including updates, will be forwarded to the Vice President for Facilities Development and Management, Chief Operating Officer (VP/COO). Department plans will be general in nature and include assigning general duties and responsibilities perceived to be required for each type of emergency.
- ▶ Ensuring that faculty/staff are familiar with the overall emergency operations plan and the specific requirements of departmental plans.
- ▶ Maintaining adequate emergency resources and equipment particular to departmental plan requirements.
- ▶ Maintaining a phone tree of departmental employees designated as "essential personnel." This call list will be updated as needed and a copy (including updates) forwarded to the Human Resources Department and updated on a Google Document accessible to ERT Members.
- ▶ Ensuring the preservation of essential records, or other materials deemed essential.

In the event of a crisis, the IMT will determine the need for the members of the ERT to convene, and will contact all members of the ERT. Whether the ERT is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. Additional personnel will be asked to join the various ERT levels including the Administrative Groups (AG) as deemed appropriate to the situation. Each member of the core team(s) will have a designated backup.

EMERGENCY RESPONSE TEAMS - PRIORITY OBJECTIVES

Priority Objective I relates to preservation and safety of human life. Priority Objectives II and III relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority Objective I until substantially met. Priority Objectives II and III will be addressed as resources are available.

Priority Objective I

- ▶ Establish emergency communications.
- ▶ Assess damage, injuries, and location of major problems.
- ▶ Evacuate affected locations pending additional assessment.
- ▶ Isolate dangerous areas until judged safe for reentry.
- ▶ Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- ▶ Repair utilities and lifelines to prevent further life/safety hazards.
- ▶ Identify and rescue persons trapped in damaged facilities.
- ▶ Control secondary hazards.

Priority Objective II

- ▶ Communicate critical information and instructions to campus, the public, families and students.
- ▶ Shore up damaged facilities that pose safety hazards.
- ▶ Provide emergency food and shelter as needed.
- ▶ Conduct rapid structural engineering assessment of campus facilities.
- ▶ Track status of all injured and missing Institute students and personnel.
- ▶ Restore Institute telecommunications systems as soon as possible.
- ▶ Assess local transportation conditions and advise campus regarding viable routes.
- ▶ Secure closed facilities.
- ▶ Begin documentation of damages.

Priority III Objectives

- ▶ Initiate Data Recovery Plans.
- ▶ Identify and secure valuable Institute materials.
- ▶ Normalize flow of supplies and equipment from off campus.
- ▶ Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
- ▶ Re-allocate residential, academic and administrative operating space, if necessary.
- ▶ Provide space to external agencies, if necessary and possible.

ASSIGNMENT OF RESPONSIBILITIES

Assignment of Responsibilities	Department
► Academic Planning	► Provost
► Building Infrastructure, Utilities and Damage Assessment	► Operations / Facilities Management
► Computer Services and Telephony	► Operations / Information Technology
► Emergency Notifications	► Operations / Communications
► Food Service	► Operations / Food Service Provider
► Medical Services	► Student Affairs / Operations
► Legal	► Finance/Operations
► Media Relations	► Communications
► Mental Health / Well-Being	► Student Affairs / Human Resources
► Personnel Services	► Human Resources
► Procurement / Finance	► Finance
► Records	► Administration
► Safety	► Operations / Facilities Management
► Student Services	► Provost / Student Affairs

INDIVIDUAL SCHOOL / DEPARTMENT ADMINISTRATIVE GROUP

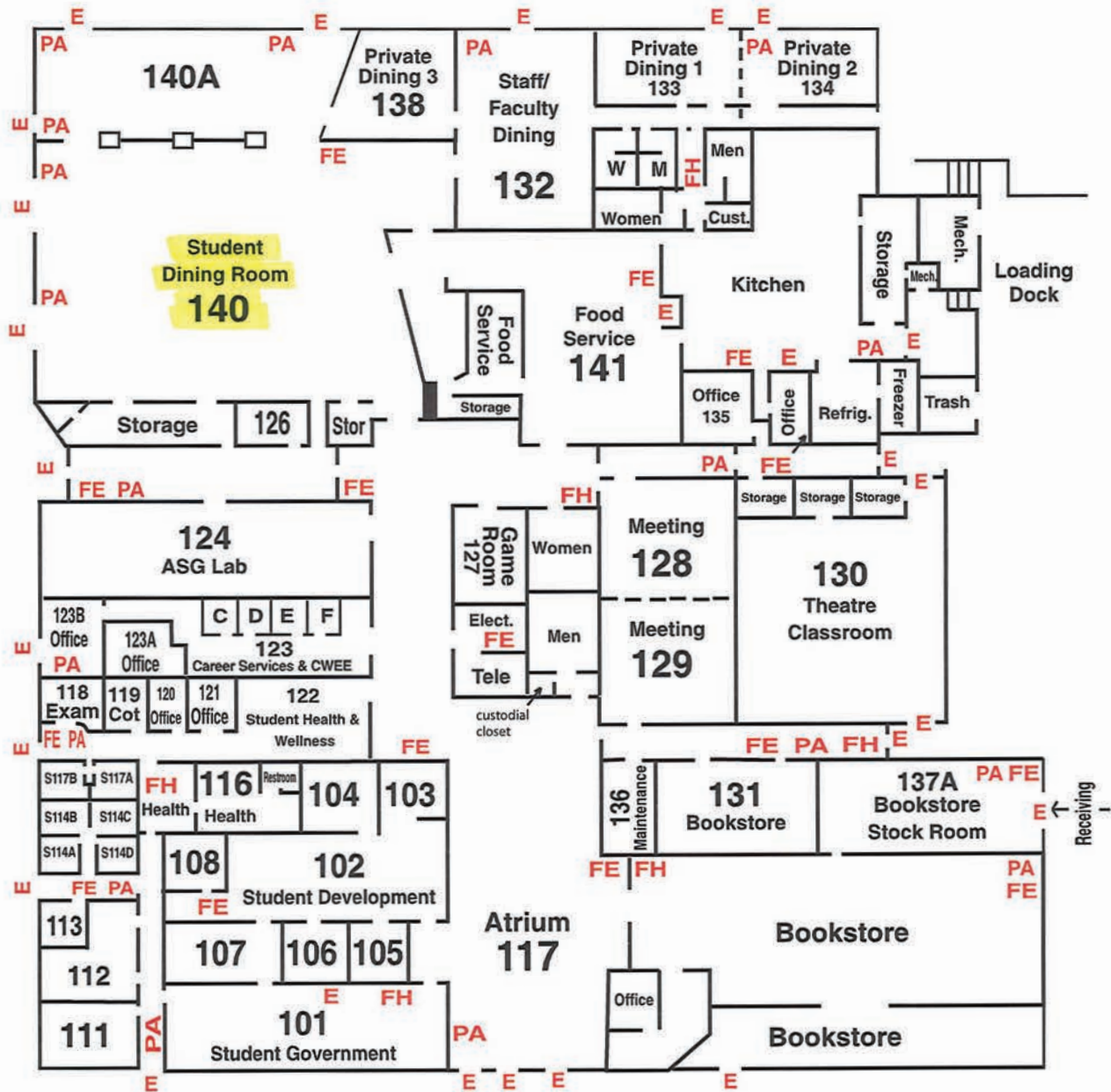
This group will take the lead reestablishing support functions in their respective areas. Those functions should follow the department, school, or office's business continuity plan and may include, but not limited to:

- Providing operational support and emergency functions.
- Contacting critical staff members and vendors.
- Report damages, injuries, and missing individuals to the Incident Management Team.
- Assist the Emergency Response Team with recovery efforts.
- Collect and document incident information.
- Provide regular updates on recovery to the Incident Management Team.
- Coordinating efforts with local, state, federal authorities, and emergency responders as appropriate.
- Provide support to the primary response team as needed.

REUNIFICATION PLAN

CalArts and College of the Canyons (COC) have developed a partnership plan for reunification locations in the event of an emergency. If an incident requires reunification at an off campus location, CalArts will be permitted to use the COC facilities at 26455 Rockwell Canyon Rd. See maps for two designated meeting areas: Student Dining Room (#140) and the Gymnasium (#116). Likewise, COC will be permitted to use specified locations on our campus in the event of an incident that requires off campus reunification.

STUDENT CENTER



Evacuate to the Softball Field.

- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building until it has been established safe to do so by a College Official.
- In case of fire activate the fire alarm.

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E	= Exit
PA	= Pull Alarm
FE	= Extinguisher
FH	= Hose

Ongoing Actions

DAMAGE ASSESSMENT

During or following an incident, the Emergency Response Team and supporting units will be responsible for reviewing and determining damage assessment based on, and in accordance with their roles and responsibilities at the institute. CalArts has determined that those employees who have taken the Community Emergency Response Team (CERT) training will take the lead in overseeing damage assessment. Damage assessment will be used to determine and report locations status and severity of the damages. Emergency Response Teams will use the damage assessment to coordinate response and recovery efforts.

DOCUMENTING DAMAGE

The collection of damages in real time is important for effective response and for the recovery plan. During the emergency response the various schools and departments should collect data on the following:

- ▶ Damages including photos with clearly defined descriptions
- ▶ Employee time and payroll information
- ▶ Expenditures
- ▶ Contracts
- ▶ Actions taken with dates and times

RECOVERY

Re-establishing Business and Academic Operations

The Incident Management Team in consultation with the ERT will establish the criteria for calling an end to the emergency response and develop a plan for resuming campus business and activities.

- ▶ The Crisis Communication plan will be utilized to advise students, employees, faculty, and other partners or constituencies of the resumption of business. A plan to debrief faculty, staff, and students after the event and provide resources for assisting those in need of psychological, financial, and social support will be part of this communication.
- ▶ The Incident Management Team will establish a timeline for restoration of operations and essential services and activities.
- ▶ The Incident Management Team will establish a structure for recording and reporting key activities, events, and decisions made during the crisis and a method for evaluating the effectiveness of the execution of the emergency response once in recovery.

AFTER ACTION REPORT

Following any incident it is important to review the overall response by the various units involved. Noting the things that worked well, and areas that did not, helps in future planning. All schools and departments that were a part of the emergency response should report back to the ERT with successes and concerns. Reviewing the reports will help in making changes to the emergency operations plan.

Appendix A

Committees, Teams, and Groups Referenced In This EOP

- **SAFETY AND DISASTER PREPAREDNESS COMMITTEE:** Needs to be developed and documented.
 - **CERT (Community Emergency Response Teams):** Develop and Train
- **CALARTS RETENTION AND EVALUATION TEAM (CARE TEAM)**
 - **Members**
 - Anthony Garrison-Engbrecht, Vice President for Student Affairs
 - Therese Colvin, Academic Affairs Associate Registrar
 - Bethany Ponek, Associate Director of Residence Life
 - Dionne Simmons, Director, Community Rights and Responsibilities, Title IX Coordinator
 - Erik Klem, Director, Campus Safety
 - Ge-Yao Liu, Director, International Student Services & Programs
 - Lily Rodriguez, Psychotherapist, LMFT 113413
 - Melissa Shepherd-Williams, Psychotherapist LMFT, MFC
 - Sandra Luca, Assistant Provost for Academic Advising and Student Success
 - Sandra Pirio, Nurse
- **CALARTS THREAT ASSESSMENT TEAM**
 - **Members**
 - Troy Allen, Vice President, Facilities, Development and Management, Chief Operating Officer (VP/COO)
 - Kiara Brown, Chief of Staff
 - Anthony Garrison-Engbrecht, Vice President for Student Affairs
 - Eva Graham, Institute Diversity Officer
 - Erik Klem, Director, Campus Safety
 - Jenna Buonanno, Executive Director, Human Resources
 - Dionne Simmons, Director, Community Rights and Responsibilities, Title IX Coordinator

- **Incident Management Team**
 - **Members**
 - Ravi S. Rajan, President,
 - Kiara Brown, Chief of Staff
 - Tracie Costantino, Senior Vice President for Academic Affairs, Provost
 - Lori Husein, Senior Vice President for Finance & Administration
 - Anthony Garrison-Engbrecht, Vice President for Student Affairs
 - Katie Nicely, Senior Vice President for Advancement & External Relations
 - Troy Allen, Vice President for Facilities, Development and Management, Chief Operating Officer (VP/COO)
 - Jenna Buonanno, Executive Director, Human Resources
 - Irene Scholl-Tatevosyan, General Counsel
- **Communications Group**
 - **Members**
 - Katie Nicely, Senior Vice President for Advancement & External Relations
 - Allan Chen, Vice President for Institute Technology & Chief Technology Officer
- **Administrative Group**
 - **Members**
 - Communications
 - Community Arts Program (CAP)
 - Deans of all Institute schools
 - Enrollment Management
 - Finance
 - Food Services (Bon Appétit)
 - Library
 - Office of the Provost
 - REDCAT
 - Residence Life
 - Student Affairs
 - CSSSA (Summer Incident)
- **Emergency Response Teams/California Emergency Response Teams (CERT)**
 - **Members**
 - Campus Safety
 - Facilities Management
 - Finance/Payroll
 - Human Resources
 - Information Technology

CaLARTS

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