

**AMERICAN FILM INSTITUTE
ANNUAL SAFETY AND
SECURITY REPORT
2023 CALENDAR YEAR**

INTRODUCTION

The American Film Institute provides this Annual Safety And Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Safety And Security Report is prepared in cooperation with AFI administration, AFI Campus Facilities, AFI Campus Security Department and local law enforcement agencies surrounding AFI's LA Campus.

The Annual Safety And Security Report collects AFI's emergency response and safety procedures as outlined in Fellow handbooks and faculty and staff policy manuals, in addition to statistical information on all campus crimes, arrests and referral statistics. The statistical data on crimes may also include offenses that have occurred in private residences or businesses surrounding the AFI campus as required by law.

In addition to an abridged AFI Campus Crime report posted online, a notice of the Annual Safety And Security Report's availability is emailed to all campus staff, faculty and Fellows, by October 1 of each year. A full copy of the report is available by request from the AFI Human Resources office located in room 104 of the Warner Bros. Building.

ABOUT THE AFI CAMPUS

The AFI Campus is located on 8.65 acres at the intersection of Western and Franklin Avenues. The property was purchased as the new home of AFI in 1980 from the Immaculate Heart College. It is composed of four primary buildings: the Warner Bros. Building (WB), the Manor House, the Louis B. Mayer Library and the Sony Digital Arts Center (SDAC).

Access to the Campus is from Western Avenue. Traffic moves very quickly and special caution should be used when turning left onto the driveway. The entry driveway at times may be congested with pedestrians and cars entering the Immaculate Heart High School (IHHS). AFI works closely with IHHS to resolve traffic issues and use of the parking facilities. Any problems or requests for use of the parking facilities for AFI parking should be directed to the Campus Facilities office.

AFI CAMPUS HOURS

The AFI Campus is private property and only open to AFI community members and approved guests during operating hours, except during observed holiday closures as noted below.

WORKING HOURS

The standard working hours for AFI staff members are from 9:00 a.m. to 5:30 p.m., Monday through Friday. The standard working hours for the Campus Information Center are from 8:00 a.m. to 8:00 p.m. daily.

AFI Campus Security provides coverage 24 hours a day, seven days a week, 365 days a year and can be reached at 323.829.2153 from 8:00 p.m. to 8:00 a.m. when the Campus Information Center is closed.

OPERATING HOURS

Due to the needs of the Fellows and to accommodate public programs, the AFI Campus is open from 8:00 a.m. to 12:00 a.m. daily, or as needed for special events. The entrance gate to campus from the main driveway and all campus buildings are secured promptly at midnight.

Failure of Fellows, guests, faculty and staff to observe these policies may result in restriction of future use of the facilities. The Campus is closed on certain AFI observed holidays.

AFI HOLIDAY CLOSURES

While the AFI offices are closed on most major holidays, the AFI Campus remains open. The AFI Campus is closed on the following holidays:

NEW YEAR'S DAY – January 1

INDEPENDENCE DAY – July 4

THANKSGIVING DAY – 4th Thursday in November

CHRISTMAS EVE – December 24

CHRISTMAS DAY – December 25

NEW YEAR'S EVE – December 31

AFI CAMPUS ACCESS

Currently enrolled Fellows, Faculty, staff and Conservatory alumni in good standing may all access the campus facilities during operating hours and schedule rooms with either the Campus Information Center personnel located in the lobby for the Warner Bros. Building or the Campus Facilities office located on the 2nd floor of the Warner Bros. Building next to the Service Center. Security can provide access to scheduled campus facilities and may request valid identification.

Members of the AFI Security team, janitorial personnel and those staff members approved by Human Resources for 24-hour access are the only individuals permitted access to the campus from the hours of 12:00 a.m. to 8:00 a.m. All other programs and production activities are required to conclude no later than 11:30 p.m. daily unless given prior approval.

In the rare instance when it is necessary for an employee to remain on, or return to, the Campus after operating hours, he/she must obtain prior approval from either AFI Human Resources or Director, Campus Operations no later than 5:30 p.m. on the requested date. A representative from the Human Resources or Campus Operations office will notify the AFI Security team when authorization is granted.

AFI CAMPUS BUILDINGS

WARNER BROS. BUILDING (WB)

AFI's Administrative offices, which includes AFI Senior Management, AFIC Executive Staff the Dean, AFI Admissions, Registrar office, Facilities, and AFI's Finance Team can be found on the second floor of the Warner building. AFI Human Resources is located on the first floor along with two smaller screening facilities: the Ted Ashley Screening Room and the AFI Theater, classrooms and the North and South Gallery meeting spaces. While the garden level houses several Conservatory offices, e.g., 1st and 2nd Year Physical Production and faculty/mentor offices and a production soundstage. The Campus Information Center (CIC) is located in the first-floor lobby area and is the primary reception area for Campus visitors.

Room numbering for the building is as follows:

Garden level rooms	000s
First floor rooms	100s
Second floor rooms	200s

MANOR HOUSE (MH)

The Manor House is home to the Fellow Affairs, AFI Productions and the Conservatory Lighting Services and Club Grip Teams. In addition, the administrative offices for AFI's International film festival, AFI FEST, are located in the Manor House.

ANNEX

The Physical Plant Operations department maintains the Campus grounds and buildings from their offices and workshop area.

LOUIS B. MAYER LIBRARY (LB)

On the first floor of the Louis B. Mayer Library is the new Lawrence Herbert Alumni Center for ongoing outreach with AFI alumni along with the Frankovich Barnes Screening Room (FBSR) and Conservatory Camera Department. The Charles K. Feldman Reading Room, Ahmanson Room and HP Computer Lab are all located on the second floor of the building and contain reference materials and special collections used by Conservatory Fellows and campus visitors. Also located on the second floor is the Mark Goodson Screening Room (MGSR), HBO Pavilion, AFI café. AFI's Information Technology and reference catalog offices are located in the 3rd floor loft of the building.

Numbering for the Library is:

Lower level rooms	100s
Main level rooms	200s
Tower level rooms	300s

SONY DIGITAL ARTS CENTER (SDAC)

The SDAC houses editing and dubbing facilities and staff offices. Located at the north end of the facility are additional editing rooms and workspace.

BUILDING EVACUATION INFORMATION

EMERGENCY EVACUATION PROCEDURES

When evacuation is required:

- Move quickly, but do not run.
- Go to the safest designated stairwell or exit. DO NOT USE ELEVATORS.
- Use the handrail in stairwell.
- Persons on each floor will completely evacuate the building.
- Allow room for people to enter into an orderly flow of traffic without holding up others.
- Gain or give assistance to those who are slower moving or in need of assistance.
- Dispel any false information, rumors, etc. (To reduce panic situation, refrain from using the word "fire.")
- Treat any injuries incurred in the stairwell at the nearest floor landing, when required and if practical.
- Complete evacuation. Do not congregate in stairwell.

EVACUATION PROCEDURES FOR THE PHYSICALLY CHALLENGED

The Los Angeles City Fire Department requires businesses to keep an updated list indicating the name, location and nature of disability of each physically challenged person. Human Resources records this information for staff and Faculty, and the Office of Fellow Affairs obtains this information for Fellows.

Physically Challenged includes, but may not be limited to:

- Persons who are wheelchair users
- Persons using crutches, canes, walkers, etc.
- Persons recovering from surgery
- Pregnancy
- Persons who are Deaf/hard of hearing, blind and/or have visual disabilities
- Persons with chronic obesity

Those with mobility challenges may also be anyone who, without the assistance of another person, would have difficulty evacuating or relocating to a safe location either inside or outside the building, or who would slow down evacuation of other occupants within the building.

Any individual placed on a physically challenged evacuation list must be assured that information provided to management/ AFI Emergency Response Team members will be kept confidential, and only used to provide a safe and quick evacuation in emergency situations.

During an emergency evacuation, AFI Emergency Response Team members will be assigned to assist AFI community members in their designated area who are physically challenged. AFI Emergency Response Team members assigned to assist will have knowledge of how to safely evacuate community members they are assigned to (i.e., proper lifts and carries), in addition to inquiring how they can best assist.

Detailed safety information and evacuation maps for campus structures are posted strategically across all major campus buildings, in classrooms, screening rooms and meeting spaces. These maps detail evacuation routes, emergency safety/first-aid equipment and emergency contact numbers and procedures. A copy of this information is also contained in Appendix A.

**** SEE APPENDIX A FOR BUILDING EVACUATION MAPS ****

AFI CAMPUS SECURITY

AFI employs its own Campus Security team which are the first line responders to all campus emergency and security situations. The Campus Security Department is an integral part of AFI's emergency response and daily campus safety. The Campus Security Department is overseen by the Director, Campus Operations and comprised of two Lead Officers, two Campus Information Officers, six full time Patrol Officers and several additional part time Patrol Officers.

A minimum of two Campus Security patrol personnel are present on the campus 24 hours a day, 365 days a year. The Security team is the first line of response for any unsafe situation that may arise and is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the AFI Campus.

PRINCIPAL DUTIES

- Provide a visible deterrence to crime, prohibited or suspicious activities on the AFI Campus.
- Perform foot patrol of assigned location, checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical issues.

- Enforce parking and identification program, which includes issuing parking citations to staff, faculty and/or Fellows violating policy.
- Respond to emergency and routine incidents; move quickly to location and effectively diffuse dangerous situations. Be prepared to directly approach hostile persons to protect lives and property.
- Provide ongoing inspections, report unusual activities or incidents and intervene (with force if necessary) to remove or detain potentially threatening elements.
- Respond appropriate to requests for information or questions (e.g. casting or screening location, admissions inquiry, etc.).

SECURITY OFFICER QUALIFICATIONS

EXPERIENCE AND SKILLS REQUIRED

- Minimum three years experience in Security Operations.
- Ability to maintain professional composure when handling varied high-pressure situations, including hostile persons.
- Ability to act effectively, without immediate supervision, in making judgments regarding policy and procedures.
- Skilled in observation and reporting techniques.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities.
- Ability to interact with the public in a direct and professional manner.
- Ability to stand/work on your feet for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others.
- Training in the exercise of the power to arrest.
- Ability to pass a physical fitness examination.
- Must have current Security Guard certification issued by the state of California or other licensing agency.
- Must have pepper spray training and possess current permit.
- CPR and First Aid Certification required.

SECURITY PATROL PROTOCOL

WHAT OFFICERS LOOK FOR ON PATROL

- 1) Careless security procedures (e.g. doors propped open, unattended personal property, etc.).
- 2) Strange and unusual conditions.
- 3) Trespassers.
- 4) Individuals who ask suspicious questions, wherein the answers would be compromising to the security of the campus.
- 5) Individuals who act nervous for no apparent reason.

- 6) Anyone wandering around the campus during and after business hours.
- 7) Anyone who tries to avoid members of the Security team.
- 8) Individuals who give evasive answers to reasonable questions.
- 9) Individuals who are hostile for no apparent reason.
- 10) Individuals that appear intoxicated or under the influence of a controlled substance.

If any persons exhibiting the above behaviors are observed on campus, please contact Campus Security personnel to investigate.

SECURITY COMMUNICATIONS

While on patrol, AFI's Security team uses digital HT850 Pro radios, which operate on the ultra high frequency or UHF radio band. These are the same type of radio equipment employed by public safety officials, such as police and fire personnel.

During emergency situations, this equipment could be the only available communication and allows the Lead Security Officer and the Security team or ERT designated Coordinators to maintain campus communications in times of crisis.

TRESPASSING

AFI is private property. People who are considered trespassers are as follows:

- Anyone found on the AFI Campus after hours that has no relevant business need or is not on the "24-Hour Access List".
- Anyone found on the AFI Campus under the influence of any drug or alcohol or is not a guest attending an AFI sponsored or hosted event where alcohol is being served.
- Any person(s) found engaged in any lewd conduct while on the AFI Campus.
- Any person(s) who Human Resources has stated in writing is prohibited from being on campus.
- Any person(s) who have been convicted of any crime while on the AFI campus.

AFI Security has the authority to deny entry to campus to all trespassers and should be notified immediately if someone is believed to unlawfully trespassing on the AFI Campus.

PANHANDLING OR PEDDLERS

Peddling by anyone on an informal basis is prohibited on the AFI Campus. If someone is observed posting advertisements on buildings, cars, trees or any other place, Security will stop the individual and remove all materials previously posted.

SPECIAL EVENTS ON CAMPUS

During screenings on the AFI Campus, Alumni gatherings or any special events, Security personnel will provide assistance to guest(s) with parking and event information or general campus information (e.g. location of rest rooms).

DAILY ACTIVITY REPORT (DAR)

The primary responsibility of the AFI Security team is to observe and report. The Daily Activity Reports by the Security Officers are used to record activities observed during daily patrol, and each Security Officer is required to submit a DAR at the end of their shift. These reports will include all aspects of the Security Officers patrol and are used for record keeping and investigative tools by the Security Department and Human Resources.

INCIDENT REPORTS

In addition to Daily Activity Reports, the Security team will also employ more detailed incident reports for any on campus criminal activity, emergency incidents. All incident reports are submitted immediately to the Security Supervisor and/or a representative in the Human Resources office. A signed copy of the incident may be provided to parties involved for insurance and record keeping purposes. Human Resources will retain all original copies of incident reports.

FIELD INTERVIEWS (F.I.)

All information for an Incident Report is obtained by conducting a field interview with all involved parties. Field Interviews consist of a short conversation meant to aid the Security team in investigating or identification of individuals on the AFI campus.

WHO?

Every person involved in the incident must be fully identified. This includes the full contact information of each individual (name, address, phone number, etc.) and some form of photo identification (e.g. AFI or state issued I.D.). Anyone connected to the incident (e.g. witnesses) should be identified as well.

WHAT?

The type of incident (e.g. theft, accident, property damage, robbery, safety violation, etc.) will be identified and only information essential to the incident reported.

WHEN?

Reports should including the time and date of the incident, when Security was notified, the time they arrived on the scene of the incident and the time the reporting parties became aware of the incident.

WHERE?

The exact location where the incident occurred will be recorded, and if more than one location is involved, each location will be included in the report.

WHY OR HOW?

This information is determined through statements taken from field interviews with the parties and/or witnesses involved and should include the sequence of events leading up to incident, if known.

IDENTIFICATION

Acceptable I.D. is any document that verifies a person is who he/she claims to be. On the AFI Campus, a current AFI issued staff or Fellow I.D. card are acceptable forms of identification.

Credit or debits cards, social security cards and fraternal organization cards are not acceptable forms of identification. Temporary IDs even if issued by the state are not acceptable forms or identification.

In the state of California, the legally accepted form of identification is a state issued driver's license or state issued picture I.D. card. A government issued passport is also an acceptable form of identification.

If an individual is unable to provide valid identification when requested, he/she may be restricted access and/or use of any campus facilities.

DAILY CRIME LOG

All criminal activity and campus incident report information gathered by Campus Security Officers is updated and kept on file with the AFI Human Resources office in a daily crime log. The daily crime log contains detailed information regarding any reported campus incidents in addition to those crimes classified under the Clery Act statistics. Anyone requesting access to the information in the daily crime log may contact the Human Resources office in Warner Bros. Building room 104 or the Director, Campus Operations.

LOSS PREVENTION AND PROPERTY CONTROL

LOST AND FOUND

All lost and found items recovered on campus should be turned over to Security to be recorded in the Lost and Found Logbook with the Campus Information Center Officer. After recovered items have been recorded in the Logbook, the items are secured in the inventory control locker, located inside the Campus Information Center.

The Director, Campus Operations or Security Supervisor are notified, if available, to secure and catalog any money, electronics or items with an estimated value of over \$100.

Anyone searching for a lost item(s) should contact the Campus Information Officer in the Warner Bros. Building 1st floor lobby or at 323.856.7600 (or ext. "0). Whenever a recovered item is claimed, the Officer signing out the item(s) will make a copy of the recovering individual's photo ID and have them sign a return receipt should any disputes arise.

AFI PROPERTY

When on patrol, Security will be alert for anyone removing any equipment from a building or off the AFI Campus grounds. Fellows, faculty and staff are expected to cooperate fully with the Security team when they make reasonable requests for information regarding movement of equipment from the AFI Campus. Security may ask for ID and fully document the incident in their DAR.

PURSUIITS

The primary duty of the Security team is to observe and report hazardous situations or potential security threats. If a situation escalates to a pursuit, Security Officers will coordinate with base dispatch to contact local emergency response assistance to their location. Security will maintain a safe distance and visual of suspect(s) until law enforcement arrives. Should a situation escalate where direct intervention is needed, AFI Security can further respond as necessary and under the direction of campus administration.

ARRESTS

Situations where an arrest must be made are very dangerous and AFI Security Officers should maintain visual contact of a suspect or suspect until law enforcement arrives and conducts an arrest.

TITLE VII & TITLE IX

TITLE VII

The Civil Rights Act of 1964 Title VII prohibits discrimination on the basis of race, color, religion, gender, pregnancy, or national origin in employment contexts. Title VII applies to any employer with fifteen or more employees. Title VII also prohibits discrimination against an individual because of their association with another individual of a particular race, color, religion, sex, or national origin, such as by an interracial marriage. Title VII has also been supplemented with legislation prohibiting pregnancy, age, and disability discrimination.

TITIE IX

The Higher Education Act of 1965 Title IX – commonly called “Title IX” – refers to the 1972 educational amendment to federal civil rights law enacted to prohibit discrimination on the basis of sex in educational programs and activities. The Civil Rights Restoration Act of 1987 required all educational institutions receiving federal funds to comply with Title IX regulations. The United States Office of Civil Rights works with schools to ensure compliance with Title IX laws. The Office of Civil Rights also takes complaints of discrimination on the basis of sex, race, color, national origin, disability or age. The Office of Civil Rights’ Customer Service Team can be reached at 800.421.3481; an electronic complaint form may be found at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Both Title VII and Title IX complaints are overseen by AFI’s Manager, Equity and Access.

The AFI Employee and Fellow Handbooks defines and explicitly prohibits sexual harassment, discrimination, and violence including, but not limited to, sexual assault, physical abuse, rape,

stalking, domestic violence, dating violence, language of an intimidating, hostile or harassing nature and violations of federal, state or local laws. Such violations are grounds for discipline or termination.

CLERY ACT: VIOLENCE AGAINST WOMEN AMENDMENT

First enacted in 1990, the Clery Act requires colleges, universities, and graduate schools to keep and disclose information about crime on and near campus. This annual report includes the requirements that fall under this amendment, which can also be found at:

<https://clerycenter.org/policy/vawa-dfsca-ferpa/>

MEGAN'S LAW: REGISTERED SEX OFFENDERS

Megan's Law is a subsection to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act of 1994 amended into law on May 17, 1996. Megan's Law requires sex offenders to register with local law enforcement and requires law enforcement authorities to make this information available to the public.

Together, the Jacob Wetterling Act and Megan's Law provide two major information services: sex offender registry for law enforcement and community notification for the public. The subsequent Adam Walsh Child Protection and Safety Act supplements Megan's Law with new registration requirements and a three-tier system for classifying sex offenders according to certain listed offenses requiring registration. The details of what is provided as part of sex offender registration and how community notification is handled varies from state to state, and the following links provide registered sex offender information for the state of California and sex offender search tools.

State Of California Information site: <http://www.meganslaw.ca.gov>

Dept. Of Justice National Sex Offender Public Website: <https://www.nsopw.gov/en>

PREVENTION OF ILLEGAL POSSESSION, USE AND DISTRIBUTION OF DRUGS AND ALCOHOL

The AFI Conservatory prohibits all Fellows from unlawfully possessing, manufacturing, using or distributing drugs or alcohol on American Film Institute property or at any AFI Conservatory activity.

Violation of AFI policy will result in sanctions. Sanctions will be of varying and appropriate degrees of severity and may include warnings, probation, suspension, expulsion or required completion of a substance abuse program and/or referral to law enforcement agencies for possible prosecution.

Upon registration for the first year program, the Conservatory will distribute to each Fellow a handbook that will include a copy of our program and, as required:

- A description of the various federal, state and local laws relating to the unlawful use, possession or distribution of illicit drugs and alcohol and the sanctions imposed (see “Sanctions”)
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol (see “Health Risks”)
- A description of any drug and alcohol counseling, treatment, rehabilitation or reentry programs that are available to Fellows (see “Counseling”)
- A statement of any regulations established from time to time by the Conservatory with respect to the unlawful use, possession and distribution of drugs and alcohol on Conservatory property and at Conservatory activities (see “AFI Policies”)

At least every two years, the Conservatory will review this program to determine its effectiveness and implement changes to the program if they are needed and ensure that the disciplinary penalties described above are consistently enforced.

SANCTIONS

Local, state and federal laws have established severe penalties for the unlawful possession or distribution of drugs or alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment.

HEALTH RISKS

The use of any mind- or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired, and people often do not realize they are losing control over the use of the substance and that they need help.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long term damage. Short-term effects include nausea, vomiting and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage and even eventual death. Ingesting a large amount of alcohol at one time (five or more drinks at a sitting for men, and four or more drinks at a sitting for women) can lead to alcohol poisoning, coma and death. Drugs such as LSD, amphetamines, marijuana, cocaine and alcohol alter emotions, cognition, perception, physiology and behavior in a variety of ways. Health risks include, but are not limited to, depression, apathy, hallucinations, paranoia and impaired judgment. In particular, alcohol and/or drug use inhibits motor control, reaction time and judgment, impairing driving ability. Abuse of either or both alcohol or drugs during pregnancy increase the risk of birth defects, spontaneous abortion and stillbirths.

CLERY ACT CRIME STATISTICS

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, all information pertaining to Clery Crimes for the 2021, 2022 and 2023 calendar years is contained in the tables provided in Appendix B. These crime statistics are taken from all corresponding Campus Security incident reports and local law enforcement agencies.

Additional information on the statistics reported for all public property crime statistics can be obtained through local law enforcement agencies or online at the following website:

<https://www.crimemapping.com/map/ca/losangeles>

For additional information on the Clery crime classifications or to further review AFI's statistics, you can visit: <http://ope.ed.gov/security/>

**** SEE APPENDIX B FOR ANNUAL CRIME STATISTICS ****

AFI EMERGENCY RESPONSE INFORMATION

In the event of a campus emergency, the following descriptions layout the standard preventative measures and emergency responses procedures as approved by AFI's Safety Committee.

FIRE

Given the close proximity of AFI to Griffith Park, the campus is located in a high-risk fire zone. Each main building on the campus has a fire alarm system monitored by Johnson Controls in addition to fire extinguishers and sprinkler system in the Warner Bros. Building. To reduce the risk of fire on campus or the surrounding area, the use of any open flames and pyrotechnic equipment during production on campus is prohibited.

Should a fire break out on campus and it is small enough to safely extinguish, exercise caution and employ available fire extinguishers and alert Campus Security immediately. If fire is rapidly consuming an area, pull building fire alarms and immediately evacuate the area. Notify Campus Security to the fire's location and contact the Fire Department or dial 911.

If the fire alarm sounds on campus, never assume that it is a false alarm. Immediately evacuate the building in an orderly manner, following the instructions of Campus Security and ERT personnel or according to the evacuation routes and procedures listed on the evacuation maps posted throughout the campus. Evacuate to the nearest wait area and await further instruction from AFI administration.

EARTHQUAKE

Remain calm, and do not panic. Do not attempt to leave your current location until shaking stops and it is safe to move. Take cover under a sturdy object such as a desk, table or other furniture. If no cover is available position yourself against a sturdy interior wall. Avoid all windows, glass and lighting fixtures or any freestanding objects

Once the shaking has stopped, evacuate the building in an orderly manner, following the instructions of the ERT personnel or posted campus evacuation maps. Evacuate to the nearest wait area and avoid standing near any buildings or under any tall trees once outside. Do not attempt to reenter any buildings until it has been determined safe. Additional information or updates regarding campus access or building damage will be sent out via the AFI text alert system once an assessment is conducted.

ELEVATORS

There are two elevators on the AFI Campus, one in the Warner Bros. Building and the other in the Louis B. Mayer Library. Both elevators are equipped with an emergency line to the Campus Information Center that can be used in the event someone becomes trapped or in any other emergency situation.

If anyone is stuck in an elevator during an emergency on campus, try and keep the individual(s) calm. Do not attempt to rescue them from the elevator. Contact Campus Security to determine what action needs to be taken and/or call the Fire Department.

FIREARMS OR VIOLENT THREAT

Under no circumstances are any firearms or other weapons (e.g., knives with blades of 3" or more) permitted on the campus. Anyone who violates this policy is subject to disciplinary action, including suspension or termination.

AFI Fellow productions may use replica weapon(s) for filming only after AFI Production Services has inspected the weapons and approved their use.

If a firearm or other weapon is observed, quietly dial 911 and immediately notify Campus Security.

- If notified of a gunman on campus, begin campus lockdown procedures.
- Secure all doors, close any blinds and cover all windows including those in doors. Turn off lights and instruct people to stay below windows.
- Do not leave your secured location or let anyone enter until given the all clear from proper authorities or via the AFI text alert system.

WORKPLACE VIOLENCE

What constitutes workplace violence may vary widely and includes actions such as; verbal confrontations followed by violence, unarmed or armed physical assault, brandishing weapon, or a non-provoked assault.

If a situation begins to develop that looks like it might escalate towards violence, notify AFI Security and Campus Administration before attempting to defuse the situation and quietly evacuating bystanders from the area. If someone threatens violence implicitly or explicitly, report the situation to Security or Conservatory administration. Any probable targets of the violent person should be located and relocated to a secured area or off campus.

If an incident involving firearms begins, take cover and initiate lockdown procedures until given the all clear or evacuated by the proper authorities.

TRESPASSING

While the AFI Campus is open to the public, it is private property and administration reserves the right to deny entry any unwanted parties. People who are observed on the AFI Campus without prior business or acting suspiciously should be identified to Campus Security as possible trespassers.

Below is a list of behavior considered as trespassing:

- Anyone found on the AFI Campus after campus hours.
- Anyone found on the AFI Campus under the influence of any drug or alcohol or is not a guest attending an AFI sponsored or hosted event where alcohol is being served.
- Any person(s) found engaged in any lewd conduct while on the AFI Campus.
- Any person(s) whom Human Resources has identified in writing is prohibited from being on campus.

PREVENTION & REPORTING

As part of their onboarding, all employees go through a two-hour New Hire Orientation, and Fellows take part in orientation seminars which includes a thorough review of Campus and Security operations. Any criminal activity or emergency situations observed on campus or on the adjacent public property should be reported to Campus Security or Conservatory administration in a timely manner to allow for appropriate response.

CAMPUS EMERGENCY CONTACT INFORMATION

Appendix C lists several important numbers for use in contacting local law enforcement and emergency response personnel in addition to reporting suspicious or criminal activity observed on campus.

**** SEE APPENDIX C FOR EMERGENCY CONTACT INFO ****

AFI EMERGENCY COMMUNICATIONS

CAMPUS INFORMATION CENTER EMERGENCY PHONE

The RED emergency phone located at in the Campus Information Center is for incoming emergency calls on campus and from Campus alarms systems only. This phone runs on an analog line that will function as the primary lifeline in the event of a power failure or other catastrophic emergency. In the event of the main switchboard phone system going down, this emergency phone can be used to make calls to emergency services or contacting AFI employees on the emergency contact sheet.

CAMPUS EMERGENCY PHONES

Red emergency phones are located on each floor of the WB Building, on the first floor of the Library building and in the hallways of the SDAC. There is an additional red emergency phone outside in the parking lot between the Sony Digital Arts Center and the Louis B. Mayer Library. The emergency phones are to be used for emergencies only. When the receiver is picked up, the phone connects directly to the Campus Information Officer.

If the Campus Information Center notifies Security personnel of an emergency call, wait for the Security Officer(s) to respond with any follow up instructions. The Campus Information personnel will be responsible for alerting any appropriate agency (e.g. police, fire, etc.) if necessary.

If Security personnel are on patrol and want to test the emergency phone(s), they will notify the Campus Information personnel and any other Security Officer(s) on duty prior to commencing any test.

EMERGENCY TEXT ALERT SYSTEM (EVERBRIDGE)

AFI's emergency text alert service partner, Everbridge, is a national leader in emergency communications and offers a multilayered communication platform that can be integrated into several delivery methods whether a recipient is on campus or not.

Only Campus Facilities, Human Resources or AFI's executive office can initiate any communications sent by the Everbridge system. Communications will be sent in a timely manner as illustrated below:

- Campus Lockdown: Immediate notification by the first available authorizer.
- Campus Fire: Immediate notification by the first available authorizer.
- Earthquake: Immediate notification by the first available authorizer.
- Bomb or Violent Threat: Immediate notification by the first available authorizer.
- Gas Leak: Immediate notification by the first available authorizer.
- Power Outage: 30 minutes pending decision from most senior Administration on campus.
- Infrastructure Damage: Pending decision from CEO or CRO.

If an emergency situation is observed and requires immediate notification via the Everbridge system, notify Security, Campus Information Center or any available staff immediately.

CAMPUS SAFETY COMMITTEE

Key to helping shape AFI policies and emergency response procedures would be the Campus Safety Committee, which is comprised of key administrative, institute and Conservatory personnel. The members of the Safety Committee meet bi-annually to discuss campus safety measures and make recommendations to AFI Administration and the AFI Board regarding new safety technologies and preventative measures. The Campus Safety Committee members are also responsible for overseeing management of the Emergency Response Team and all planned campus emergency drills and notifications.

EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team (or ERT) is the second line response created by AFI administration to assist in responding to emergency situations on campus. The Emergency Response Team is comprised of a core group of staff members dedicated to serve AFI in response to crisis and emergency situations. These Emergency Response Team members all receive basic first-aid, CPR and first responder training biennially.

During normal times the duties of the ERT are routine matters such as reporting any unsafe conditions, attending periodic training meetings, and assisting during emergency or fire drills. These tasks are important in maintaining a state of readiness for the campus and helping to advise AFI administration to possible safety issues. In an emergency situation, the Emergency Response Team is integral in AFI's response and recovery efforts. The Emergency Response Team works with Campus Security and the Campus Information Center personnel to maintain vital and proper communications on campus.

As the safety and wellbeing of others may be at stake, not everyone can or should be in this position. ERT members are chosen for their communication skills, should work well in a small group setting, are able to keep calm in a crisis, and should be able to make rapid and well-reasoned decisions. Most importantly, they must have a concern for the well being of others. Those on the Emergency Response Team are responsible for evacuating campus buildings of incapacitated or injured persons in an emergency, and are the last person out of their designated area.

PRINCIPAL RESPONSIBILITIES

All ERT members have the responsibility to participate in meetings or training sessions scheduled periodically. They conduct periodic inspections of the workplace to document any hazards that require mitigation, and promptly report any condition which may affect the health and safety of any AFI staff, faculty, Fellows or visitors.

They must be responsive to comments and suggestions from co-workers and be willing to take the time to explain the operations of the ERT to others, particularly newly hired staff in their area. They must act as a conduit for information and inquiries to the ERT, and as liaisons on preparedness issues. They must be familiar with exit routes, first aid stations and wait areas on campus. They assist and provide feedback for scheduled and unscheduled fire or earthquake drills, helping to motivate others

to take part in any training or exercises.

EMERGENCY RESPONSE

In the event of an emergency situation on the Campus, the ERT will be called upon to assist Campus Administration respond to the specific situation based on established response protocol. This may include evacuation of injured persons, taking head counts of staff, faculty and Fellows in their assigned section, reporting missing persons or dangerous conditions to campus administration and working within any established emergency operations centers.

EMERGENCY RESPONSE TEAM ORGANIZATION

TEAM LEADERS

The Emergency Response Team is lead by the Director, Campus Operations and Human Resources Department in conjunction with Campus Security and Operations. In an emergency situation or preparedness drill, ERT members will receive specific instruction from these Team Leaders and/or Security personnel.

The Team Leaders will be responsible for scheduling ERT activities such as safety meetings, CPR & First Aid training, organizing emergency supplies, conducting workplace inspections and preparedness drills. Team Leaders will be responsible for selecting new ERT candidates to replace any vacancies within the Emergency Response Team.

Team Leaders are tasked with coordinating communications with AFI Administration in determining the level of response to a Campus incident, and overseeing the Emergency Response Team's course of action.

During emergency situations the Team Leaders will mobilize and direct rescue and recovery efforts on campus until relieved by emergency first responders such as the Fire or Police Department. Team Leaders are in charge of the distribution of the emergency resources the American Film Institute has at hand and determining if buildings or structures are safe to reenter.

PRIMARY TEAM MEMBERS

Primary Team Members will be required to attend regularly scheduled ERT meeting and biennial CPR & First Aid training in addition to reporting any unsafe conditions on the AFI Campus to the ERT Team Leaders or AFI Security. All ERT members should be familiar with evacuation and emergency response procedures for their area and general Emergency Response Team operations.

The Primary Team Member shall assist with evacuations and conduct an initial sweep of their assigned area to confirm all persons have safely exited in an emergency situations and preparedness drills. The Primary Team Member will coordinate with the Alternate Team Member to check for any injuries or missing persons and report this information to the ERT Team Leaders or AFI Security.

During an emergency or preparedness drill the Primary Team Member will be the main liaison and assist Team Leader and Security in distribution of emergency supplies and first aid.

The Primary Team Member should be aware of the location for emergency equipment in their area and it's proper application. The Primary Team Member oversees the First Responder Kit and first aid supplies for their respective area. It is the responsibility of the Primary Team Member to report to the Team Leaders any materials that need to be restocked or replaced within their First Responder Kit.

ALTERNATE TEAM MEMBERS

Alternate Team Members will be required to attend regularly scheduled ERT meeting and biennial CPR & First Aid training in addition to reporting any unsafe conditions on the AFI Campus to the ERT Team Leaders or AFI Security. All ERT members should be familiar with evacuation and emergency response procedures for their area and general Emergency Response Team operations.

The Alternate Emergency Response Team Member is to assist with evacuations and if needed assume responsibility in the absence or inability of the Primary Team Member to fulfill their duties during all emergency situations and preparedness drills.

The Alternate Team Member should be aware of the location for emergency equipment in their area and it's proper application.

During an emergency situation, the Alternate should work with the Primary Member to evacuate their area and take inventory of all regular staff, faculty and fellows. It is suggested for Alternate Team Members to organize evacuation check in at the designated campus wait areas while the Primary Team Member clears the building.

EMERGENCY RESPONSE TEAM EQUIPMENT

CPR & FIRST AID TRAINING

AFI will provide CPR and First Aid training classes free of charge to all ERT members at designated times during the year. These classes are designed to teach information on basic First Aid applications, CPR and rescue training, disaster prevention and response situations as well as the operation of Automated External Defibrillators or AEDs.

The certifications provided by AFI are valid for a period of two years, and all ERT members must undergo recertification on a regular basis to remain part of the Emergency Response Team.

FIRST RESPONDER KIT

Each primary ERT member will receive a First Responder Kit containing various first aid supplies and tools to assist in an emergency situation. These First Responder Kits are to be utilized by ERT members or other trained professionals to help administer aid and need to be employed during both campus training drills or real life emergencies. The First Responder Kit should be easily available at all times,

and both primary and alternate ERT members in an area should know where it is located. However the safety and evacuation of persons from each building should be the priority.

Each primary ERT member in possession of a First Responder Kit will be responsible for maintaining the inventory of items in their kit and reporting to Campus Facilities when any consumable materials need replenishment. Below is an inventory of items found in each First Responder Kit:

- Emergency First Aid Guide
- Plastic Tape, 1" x 10 yd spool
- Plastic Tape, 2" x 5 yd, 3-Cut spool
- Eye & Skin Flushing Solution, 16 oz
- Adhesive Bandages, Non-Latex Sheer Strip, 1", 100/bx
- Adhesive Bandages, Non-Latex Sheer Strip, Xlg, 25/bx
- Compress, Multi-Trauma Sterile, 10" x 30"
- Dressing, Sterile, 5" x 9"
- Elastic Bandage, 3" x 5 yds
- Gauze Pads, 4" x 4" 10/bx
- Non-Sterile Elastic Roller Gauze, 3" x 4.5 yd
- Ice Pack, Small
- Ammonia Inhalants, 10/unit
- Triangular Bandage, 40" NS, 1/unit
- 3-1 Antibiotic Ointment, 6/unit
- Clean Wipes, Alcohol Swabs, 10/unit
- Adhesive Eye Pads Strips, 4/unit
- Water-Jel, Burn-Jel, 6/unit
- Disposable Plastic Blanket, 54" x 80"
- Nitrile Gloves, 2 pairs
- Protective Airway Mask
- Sterile Kerlix Bandage, 4-1/2" x 4-1/2 yds
- Disposable Medical Penlight
- Emergency Scissors
- QR Wound Seal

EMERGENCY RESCUE SUPPLIES

While available to Operations team members, the following is a list of additional helpful items to consider in any emergency response kits at home in addition to first aid treatment supplies.

- Hi-visibility Reflective Safety Vest
- Heavy Duty Leather Work Gloves
- Long Pry Bar
- Hard Hat
- Hammer
- Hatchet
- Shovel
- Utility Knife
- Nylon Or Twine Rope
- Whistle or Air Horn
- Disposable Trash Bags
- Protein/Energy Bars
- Emergency Water Supply

EMERGENCY RESPONSE TRAINING

EMERGENCY RESPONSE DRILLS

AFI conducts a surprise campus wide preparedness drill on an annual basis in the Fall to coincide with other statewide drills during California's Great Shakeout events. These preparedness drills consist of a test to the Everbridge emergency text alert system in conjunction with campus wide evacuation drill. During the evacuation drill, a test of each building's fire/burglar alarm is initiated to signal the start of the evacuation drill. Safety Committee members, essential ERT team members, AFI and Conservatory Administration, determine the exact date of the drill in advance.

EMERGENCY RESPONSE EDUCATION

To assist in educating AFI personnel in proper emergency response, all AFI staff receive the following general First Aid information as indicated in Appendix D as part of their new hire packet. And as part of the Conservatory orientation curriculum, Conservatory Fellows are given on-set safety training in First and Second Year safety classes. In these classes Fellows receive a handout and instruction on basic first aid and preventative measures when working on production sets.

**** SEE APPENDIX D FOR FIRST AID INFORMATION ****

EMERGENCY OPERATION PROCEDURES

While the AFI Campus is under an emergency declaration with limited or no access to certified state, city or local emergency personnel, Campus Administration, the Emergency Response Team and emergency operations personnel will manage the staff, faculty and Fellows on hand to maximize available resources and minimize exposure to hazardous conditions.

Among the commodities that may be scarce and desirable are food, water, flashlights, batteries, toilet paper, and working cell phones. To prevent loss of resources and minimize disputes, it is imperative to institute an emergency command hierarchy from available Campus Administration, Security and Emergency Response Team members. The command structure should include specific authoritative assignments and support stations designed to aid in campus recovery efforts and may include additional volunteer personnel outside of ERT members.

EMERGENCY OPERATIONS RECOVERY ORGANIZATION

In a campus wide state of emergency, following buildings evacuations and the establishment of secure holding areas, if the AFI Campus will remain under an emergency declaration for an extended period with limited or no access to certified state, city or local emergency personnel, it will be important to establish several positions outside of Campus Administration and core ERT members to assist in any prolonged recovery operations. These positions will generally aid in disaster recovery by managing aid stations and survivors on campus. Each position will report to and take overall guidance from Campus Administration and ERT Team Leaders, while autonomously handling their respective area. Below are descriptions of several vital positions that can be filled by ERT members or other responsible volunteer personnel present.

EVACUATION OR HOLDING AREA MANAGER(S)

The first Emergency Response Team member to arrive at an evacuation point is automatically designated the Evacuation Area Manager. This person is in charge of the area until professional emergency response arrives, until relieved by an ERT Team Leader or until command of the area is voluntarily rotated to another ERT member. The Evacuation Area Manager is responsible for coordinating with other ERT members to ensure buildings are clear and all campus personnel is accounted for.

The Evacuation Area Manager should appoint available ERT members or volunteer personnel as lookouts to alert ERT members to any hazards such as spreading fire or smoke, and watch for arrival of groups of evacuees, medical personnel or Police response. Runners should be appointed to communicate with ERT members in other evacuation areas and aid stations if radios or cellular

phones are not available or functional.

LOGISTICS MANAGER

All supplies that may be useful in firefighting, medical treatment, rescue and shelter construction should be inventoried and placed under the control of the Logistics Manager for distribution. The Logistics Manager would be required to track who uses what equipment, and whether it is returned later in a usable condition. The Logistics Manager would consult with Campus Administration and ERT Team Leaders, as it may become necessary to control some of these resources, and ration them out to make sure that the supply lasts for the duration of the emergency.

DEPARTURE MANAGER

Designate a Departure Manager, who will be responsible tracking all staff, Fellows and campus visitors who request to and leave the confines of the campus and secure holding areas. If any persons that request to leave could have difficulty reaching their homes, the Departure Manager should try to match people with resources with others who need them.

ARRIVAL MANAGER

The Arrival Manager would be responsible for tracking the arrival of any persons that AFI might take in following an emergency. They should maintain a head count and record the names of everyone upon arrival. The Arrival Manager would send any injured persons to available aid stations and coordinate with the Logistics Manager to account for any redistribution of available resources.

RECORD KEEPER(S)

Appoint several Record Keepers from any available volunteers or ERT members to assist in taking roll and to document all activities and decisions. The times of all events should be monitored within recorded notes.

Record Keepers would assist the Logistics, Departure and Arrival Managers maintain a list of names and available supplies. They would monitor and record those being transferred to the medical response areas and treatment records. Upon the arrival of professional emergency personnel, all records should be made available to them in order to assist in their response.

Following the resumption of normal business, a timeline of the events can be reconstructed from the notes of Record Keepers. Copies should be kept of all recorded notes to assess the effectiveness of ERT member response, to commend and reward those who provided assistance or performed well, and analyze areas of improvement for future emergency actions.

EMERGENCY AID & RECOVERY STATIONS

In addition to emergency operations positions, Campus Administration, Security and the Emergency Response Team will need to establish Aid and Recovery stations as described below. These Recovery stations will provide sustained emergency operations until certified state, city or local emergency

personnel, can assist with recovery efforts.

ESTABLISH A SECURE HOLDING AREA

Following an emergency situation, it is important to set up an area for evacuated personnel and other survivors to begin recovery efforts. Observe the area to identify any potential dangers such as suspicious packages, vehicles or people. Look for hazards that may affect the area such as blowing smoke, the smell of natural gas or any other contaminant, spreading fire, ground displacement or instability from earthquake or fire damage, and move upwind and uphill of any hazards to an area with minimal debris. Once secure holding area(s) are identified, limit movement of survivors, to prevent people from wandering away from the evacuation area.

Holding areas are for uninjured persons who are not being used in recovery efforts. An ERT member should remain in each holding area to supply information, deal with any problems or conflicts, boost morale, and watch for trouble. If people are just standing around at an evacuation point, their mental state may become restlessness. If there are tasks to be performed that will keep people busy and improve morale, they can be encouraged to keep areas clear for new arrivals, begin planning for resumption of work activities, and generally be engaged.

INCIDENT COMMAND CENTER

The Incident Command Center should be headquartered near the general holding area, but not in it. It is important that the Command Center be in a place in which decisions may be made without undue distraction, and with some level of privacy. Even if the Incident Command Center is only a large car or van within the established evacuation area. A Record Keeper should be present to take notes for any meetings and decisions made by AFI Administration or emergency personnel within the Incident Commander Center.

SANITATION AREA

A Sanitation Area must be established in the absence of functioning restroom facilities. This area would be located away from the general populace in any holding and wait areas and would need to be screened from public view. If feasible it should be located near trash collection areas, though not downwind of them. Waste collection bags, buckets, alcohol or antibacterial soap for disinfection should be stored near the sanitation area.

While no manager is required for the Sanitation Area, during prolonged recovery efforts, the area should be regularly maintained to make sure that it is usable including the replenishment of supplies or removal of waste. Waste and supplies discarded from the Sanitation Area should be disposed of in an area separate from the general holding area or buried.

TRIAGE & FIRST AID STATION

If there are injuries among the group, a Triage Area needs to be set up. This is an area setup to receive injured persons and assess the seriousness of their injuries and how immediate the response and treatment should be. The Triage Area should be close to the main evacuation route but somewhat away from the general population of evacuees so that the treatment of injured persons

cannot be readily witnessed or heard by evacuees. It should be on a flat area so blankets may be spread and injured parties laid out for proper treatment and allow space to quickly accommodate new arrivals.

A Triage Area Manager should be appointed from the available Emergency Response Team members. The Triage Manager should be someone who is trained and comfortable in the administration of emergency first aid care. The Triage Manager must appoint, one or more volunteers to record the activities in the Triage Area including the arrival of injured persons, their apparent condition and what treatments they receive.

As additional ERT members become available, they and any volunteers from the general populace can be assigned useful activities in the Triage area including carrying victims who cannot walk, arrangement of blanket or privacy barriers, monitoring the injured, sanitation and waste removal.

MONITORING SURVIVORS

If some people are panicked or showing aggressive behavior, these feelings may be manifestations of the helplessness that is often felt in an emergency. A way of calming them is to give them something useful to do; sometimes this will be a manual task such as cleaning up broken glass. If they are having difficulty getting along with others using them as a lookout may be helpful, since it puts them away from other people, at the edge of the group.

If someone refuses to calm down or threatens others, they should be asked to leave the area entirely. Only use this method when discussed with the Director, Campus Operations or the CRO.

MORGUE

If there are casualties, a separate Morgue area must be established. If casualties are less than 5 people and the building has been evacuated, this can be a tarpaulin or sheet in a shaded area. If there is a potential of larger numbers arriving, an area should be selected which is of sufficient capacity, close to the Triage Area, and is shielded from view. Bodies in the Morgue area should be wrapped in plastic and placed where they are not accessible to the general populace. If the bodies are stored indoors it should be in an area with a tile or other non-porous floor. Do not leave them in a carpeted area or one with a wood floor. Be aware of the possibility of drainage, and place absorbent material in the Morgue area.

Always follow precautions against infectious materials, using barriers such as dust masks and latex gloves inside leather gloves. Keep records such as the identity of the person, where and when the body was located, the apparent cause of death, what other persons (living or dead) were with the decedent, and an inventory of articles found. Place a tag or tape a piece of paper to the covering of the bodies that has this information on it, so that the person does not need to be unwrapped to confirm their identity. If the identity of the person is not known, record them as John or Jane Doe. Do not remove watches, rings or other identifying materials and place any loose items in a plastic bag and keep it with the body.

NOTE: If a body cannot be moved to the Morgue area, clearly mark the area with marker or spray paint with the letters "DOA" and an arrow pointing to the area where the body is. If there is more than one body in the area, put a number before the marker, such as "2DOA."

DISASTER RECOVERY OPERATIONS

STRUCTURE EVALUATIONS

In the event of any building evacuations, and in the absence of trained first responder intervention, it is vital to properly perform preliminary assessments of the damage to structures before they can be deemed safe to reenter. Building evaluations should be the primary responsibility of Campus Administration with the assistance of ERT Team Leaders and Campus Operations until a proper assessment can be completed. Buildings should be classified using the following classifications:

- BUILDING SAFE:** All areas safe, no observable damage or hazards present and personnel may return to business as usual.
- LIMITED USE:** Some or all of the building is safe. All staff may return, but some utilities or business systems may be inoperable. Glass hazards or unfinished cleanup efforts may exist, but do not pose a threat of injury if handled properly. The building may be used for shelter even if business operations are not possible.
- RESTRICTED:** Some of the building may not be safe to occupy, these areas should be clearly identified and personnel barred entry. Certain areas may be usable for shelter or the recovery of business equipment and data. No severe structural damage or floor collapse has occurred. Walls may have sustained cracks, but are not bowed or tilted, the building appears to be on its foundation.
- LIGHT DAMAGE:** While most of the building is intact structurally, internal walls and false ceilings may have collapsed, electrical hazards or other conditions may exist which make it uninhabitable. ERT members wearing safety gear, or similarly equipped escorted personnel are the only persons allowed to enter the building. Using the building for shelter is not advised, and the only reason that the building should be entered is to search for victims or secure critical supplies.
- MODERATE OR HEAVY DAMAGE:** If severe structural damage is observed or if there is a known hazard to life, the building may not be entered for any reason. Team members must not risk their lives if survivors are known to be alive within. Instead, survivors should be called out to and given instructions to move to exits where they can be rescued. Brave rescuers have died in damaged buildings due to falling objects or electrocution. If portions of the building have collapsed, those

areas may only be searched if rescuers are sure that nothing further will fall.

If there is any doubt as to how to categorize the building, select the option that provides maximum protection for the ERT and rescuers. (i.e. if some ERT members think the building is "Limited Use" and others are of the opinion that it should be classified "Restricted," assume that it is "Restricted.")

LIMITED STRUCTURE USE

If a building is "Safe" or "Limited Use" and telephone service is functional, the first people to return following ERT members should be Security or Campus Information Center staff to answer the phones and inform callers that there has been a temporary local emergency, and campus services are returning to normal. If the building is categorized "Limited Use" or "Restricted," ERT personnel should immediately assign cleanup tasks to selected members in order to reduce potential hazards and give people something useful to do. Safety gear should be distributed as required by the tasks, and only after hazards have been mitigated should the general population be allowed into an area.

If the condition of the building is no worse than "Restricted," managers wearing safety gear and escorted by ERT members may enter and remove software, backup disks and other essential business materials. Any other staff, faculty or Fellows who know the location of personal articles that they will need, such as car keys and prescriptions, should give detailed written instructions to ERT members on how to find these items if those area of the building are accessible but not yet safe for return.

SEARCHING STRUCTURES

In an emergency with no access to trained search and rescue personnel, it is possible that there may be people injured or trapped, and unable to signal their location. It is important that they are located and assisted by ERT members after the area is cleared of people who can leave voluntarily. If an evacuation has been ordered, an orderly departure of all known building occupants should quickly take place. ERT members should immediately communicate with a Team Leader to report what is known and determine the safety of the situation. If it is determined that all persons in the building are accounted for then it is not necessary to reenter the building until the emergency is declared to be over.

Any ERT members taking roll call must take into account the possible presence of visitors, service personnel and building staff. If there are any doubts as to whether all persons were evacuated safely then a search team, preferably consisting of two or three ERT members, should search the area. If ERT members are needed elsewhere, at least one ERT member and a volunteer may search the area. Search teams should wear full safety gear and take any tools that may be needed in rescue efforts – pry bar, hatchet, utility knife, duct tape, rope, flashlight, shovel and whistles. They should proceed with extreme caution upon reaching the area to be searched, and the ERT member with the most knowledge of the area should take command.

If the area is well lit, a rapid search can be made looking behind closed doors, under desks and in restrooms. If an ERT member and a volunteer are performing the search, the volunteer should remain in a safe area and assist the ERT member only upon request. Rescuers should call out to see if anyone

responds; listen for knocking from people trapped or injured in such a way that they cannot speak. If the area is dark then the lead person should employ a flashlight staying close to the wall and moving in one direction around the room, working towards the center. A small piece of reflective duct tape can be placed on each area that has been cleared to prevent repeating effort.

RESCUE FROM STRUCTURES

Upon encountering anyone trapped inside a structure, notify them that help has arrived and assess the situation. If they are unconscious or uncommunicative, you should suspect a head injury and avoid moving them unless absolutely necessary. It may be best to perform essential first aid and leave them with a promise to return with professional rescuers, unless doing so abandons them in a hazardous situation. Any person left in an area should be provided with available water and food, an emergency blanket, and anything else that may enhance their comfort and fulfill basic needs. A light stick should be used to mark the injured person and provide light for them.

Injured persons who cannot walk may be moved by being team carried or with a stretcher, pulled on a blanket or pushed in a wheeled chair. Care should be taken to avoid spinal injury by preventing the head from rolling or moving during transport. If a person cannot be reached due to fallen debris or hazard to rescuers, the trapped person should be advised that help is on the way and the area should be marked with a light stick. If at any time the search and rescue operations become dangerous to rescuers, the area should be exited immediately.

ESTABLISH COMMUNICATIONS

If communication is possible through cellular or analog phone lines, make immediate contact with local law enforcement authorities or emergency personnel. If previous attempts are unsuccessful, continue until successful or the depletion of communication resources.

All news stations or emergency radio channels should be constantly monitored, and announcements should be made to the general population regarding the reported condition of freeways, infrastructure and localities. This will reduce the spread of rumors and help people plan their departure from the area.

MEDIA ANNOUNCEMENTS

Following a campus emergency, should the news media be observed on campus, they should immediately be asked to communicate with the Chief Communications Officer's office to receive the most up-to-date information. All media communications will originate from the Communications office.

EMERGENCY COUNSELING

There may be psychological stresses to ERT members and Campus personnel if the emergency was one in which there was substantial property damage, injury or loss of life. AFI will supply grief counseling for those that need to further explore their feelings after a traumatic event or emergency situation.

DOCUMENTATION OF AN EMERGENCY

The documentation of ERT activities and Campus Administration decisions is important in maintaining an accurate account of events. The information recorded should include:

- What caused the evacuation to be called and what approximate time was the emergency perceived?
- Who declared the emergency, and approximately when was the emergency situation communicated.
- How long it took groups of evacuees to arrive at the evacuation point and any persons missing in the initial evacuation.
- Was a call to 911 made, by whom, and when?
- How long it took for emergency response professionals to arrive at the scene.
- The use of emergency resources such as fire extinguishers, first aid supplies, and extrication gear.
- Any property damage, criminal activity, injuries or fatalities.
- All major decisions by Campus Administration and ERT management.

If time and personal responsibilities permit, each ERT member should write out a description of what actions were taken by them during the emergency. Making sure to record what they observed from beginning to end of the event. Emphasis should be placed on analyzing what happened, how it was responded to, and how well that response worked. Volunteers or others who were particularly helpful should be reported and singled out for commendation.

Whenever an emergency operation is brought to a close ERT members should have a meeting, and all incident records should be retained for further review. These reviews are to be turned in to the ERT Team Leaders or Campus Administration and should not to be shared with other ERT members until a comprehensive review of the entire response to the event is complete.