



Los Angeles  
Academy of Figurative Art

## 2023 EMERGENCY ACTION PLAN

CAMPUS ADDRESS: 16926 SATICOY STREET, VAN NUYS, CA 91406

EMERGENCY PHONE NUMBERS: 911

CAMPUS EMERGENCY: (818) 708-9232

### NON-EMERGENCY PHONE NUMBERS

POLICE: (818) 374-7611

FIRE: (818) 888-0980

POISON CONTROL: (800) 222-1222

ANIMAL CONTROL: (888) 452-7381

### BUILDING EVACUATION

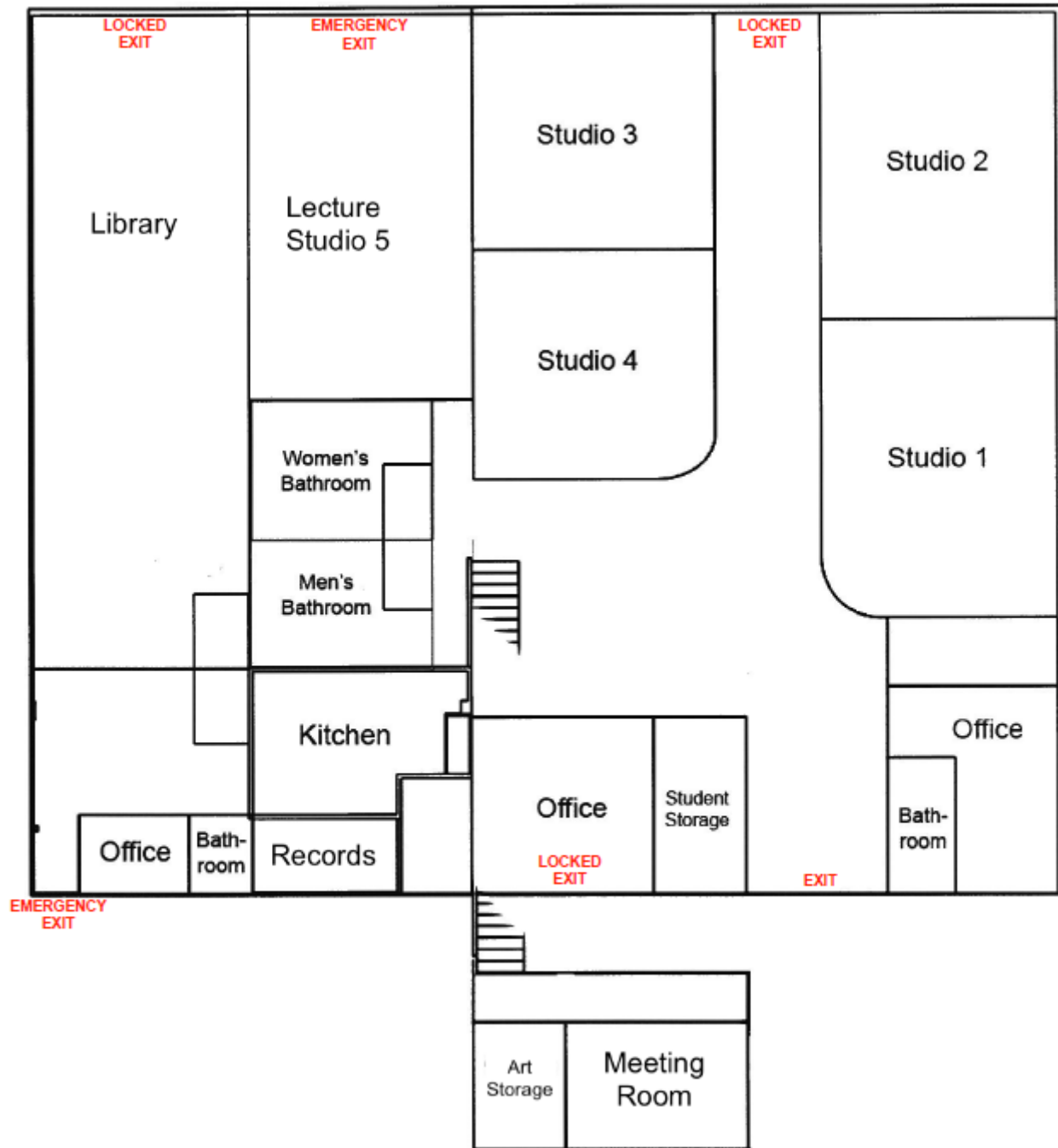
#### ACTION

- Remain calm.
- Evacuating the LAAFA building.
  - If you hear a continuous alarm sound, direct communication with management or via text and phone call.
  - Familiarize yourself with all marked exit signs and your route from each area of the building.
  - Please be aware of any individual with physical disabilities who may need assistance.
  - When exiting the building from the closest marked exit sign, please inform other people in the building to exit.
  - Once outside the building, move to the designated evacuation area.
  - **Do not return** to evacuated building until instructed by a civil authority or LAAFA management.

### EVACUATION PLAN

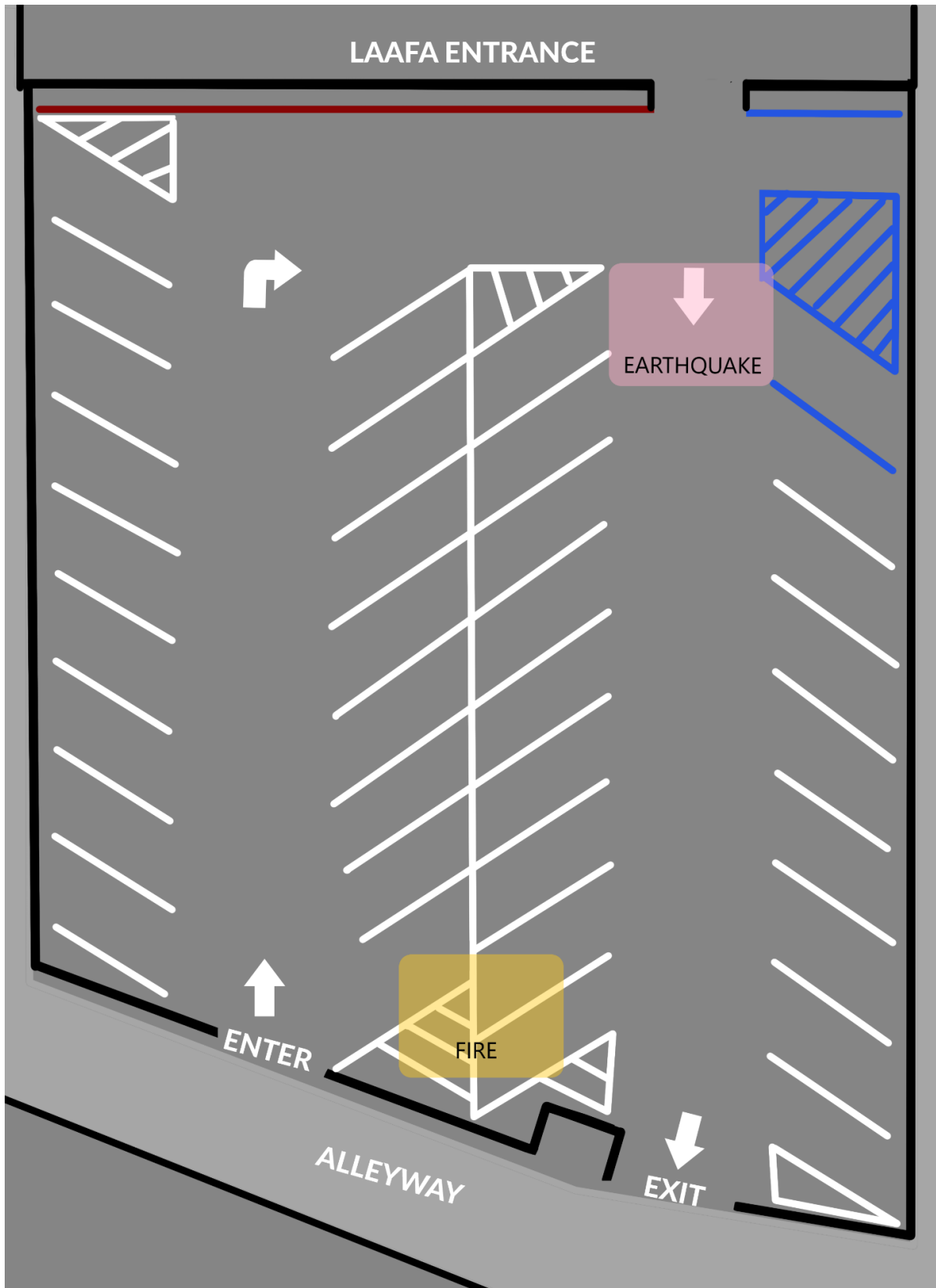
- All building occupants must go designated evacuation site upon an emergency evacuation.
- If evacuation site is not sufficient, follow a civil authority or management to another evacuation site.
- Do not leave evacuation site until civil authority or management have directed.

# MAP OF SCHOOL



## EVACUATION SITES

See areas marked Earthquake and Fire below.



## **SHELTER IN PLACE**

If there is an emergency incident such as active shooter, hazardous environment, etc.... that requires you to remain where you are located, you will receive a text message and voicemail to notify you of the situation. If you receive the message to stay in place:

1. Remain calm.
2. Go to the nearest studio or office.
3. Lock doors.
4. Move away from windows and doors.
5. Wait for further instructions from management or civil authority.

## **MEDICAL EMERGENCIES**

### **ACTION**

- Call 9-1-1 immediately. Do not move victim unless directed.
- Communication is key during a medical emergency. Stay calm. Be prepared to give the following information:
  - School Address and call back number.
  - Answer questions by the call taker.
  - Do not hang up until directed to do so by the call taker.

## **FIRST AID**

### **MINOR INJURIES**

- First aid kits are available: Studios 1, 2, 3, 4, Kitchen and Main Office
- Eye Wash Stations are available: Studios 1, 2, 3, and 4

## **CRIME & VIOLENCE**

### **ACTION**

#### **INCIDENTS IN PROGRESS**

- CALL 9-1-1 first and then notify management at (818) 708-9232.
- Give your name, location, address, and type of incident.
- Let the call taker know that the incident is in progress.

#### **REPORT AN INCIDENT**

- Notify management.
- Management will dispatch appropriate emergency response.

## **REPORT CRIMES IN PROGRESS**

If you are a victim or witness to any in-progress criminal offense, report immediately to management or 9-1-1 depending on offense. Information needed:

- Say that incident is in progress.
- Nature of incident.
- Location of the incident.
- Description of the suspect (s) involved.
- Description of any weapon (s) involved.

- Phone number where you can be reached.

## **REPORT CRIMES NOT IN PROGRESS**

Please report all crimes. Police will investigate and may be able to identify suspects based on evidence at the scene, descriptions, and other known crimes in the area that are similar.

## **HAZARDOUS MATERIALS**

More in-depth information on the Safety Data Sheets (SDSs) within the Safety Guide found on the glass desk in the Plaza.

- Notify management.
- Secure the area.
- If safe, assist with any injuries if needed.
- Evacuate if necessary.

For spills and leaks:

- Report to management.
- Detail any chemicals involved and amount of exposure.
- If contaminated by spill, avoid contact with others. Immediately wash off contamination and use first aid if needed.
- If the contamination is large release of toxic or flammable vapors, or may cause a life-threatening situation, call 9-1-1.

## **NON-EMERGENCY ACTION**

For situations that are not health threatening, please inform management or trained staff and cleanup materials that are at the facility. Cleanup materials must be disposed of properly.

## **UTILITY FAILURE/POWER FAILURE**

### **EMERGENCY ACTION**

- Contact management at (818) 708-9232.
- If necessary, evacuate the facility.
- Flashlights are in Studio 1, 2, 3, 4, 5, Library, Kitchen, and all administrative offices.

If there is a major utility outage during school/office hours of 8:30am-6:30pm, Monday-Friday you will be contacted by management.

## **PLUMBING/FLOODING-WATER LEAKS FAILURE**

- Do not use electrical equipment and turn off any equipment near water if it is safe.
- Contact management at (818) 708-9232.
- Evacuate the area to prevent any injuries.

## **NATURAL GAS LEAKS**

- Do not turn on lights or unplug any equipment.
- Cease all operations.
- Immediately evacuate the area.

- Contact management at (818) 708-9232.

## FIRE

- Evacuate the building.
- Call 9-1-1.
- Contact management at (818) 708-9232.
- Evacuate to designated area.
- 911 must be called when employee, instructor, student, or model are aware of a fire.
  - A. Give Fire Department the following information:
    - Location: Los Angeles Academy of Figurative Art, 16926 Saticoy Street, Van Nuys CA 91406.
    - Location of the fire in the building.
    - Description of the fire.
    - If known, how the fire was started.
    - The phone number where you are calling from.
  - B. Be aware of the locations for fire exits and fire extinguishers. Unless you are trained, do not attempt to use fire extinguisher. Let the Fire Department handle the fire.
  - C. If there is a controllable fire, please contact management immediately. A trained staff member may attempt to use the fire extinguisher.
  - D. If you hear a fire alarm, quickly exit to the nearest marked emergency exit. Do not reenter building until management or civil authority give further instructions.
  - E. Do not go home. Management will need to conduct a head count for each person.
  - F. Before opening a door, check with your back to see if the door is warm. Do not open the door.
  - G. If you are trapped in a fire, stay near to the floor where the air will be less toxic, shout for help to alert rescue crew, remain calm.

## EARTHQUAKE

### DURING AN EARTHQUAKE

- Remain calm.
- **DROP down onto your hands and knees** before the earthquake knocks you down. This position protects you from falling, but allows you to still move if necessary.
- **COVER your head and neck** (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

### IF YOU ARE INSIDE

Do not run outside, stay where you are.

- If possible, within the few seconds before shaking intensifies, quickly move away from glass, hanging objects, bookcases, china cabinets, or other large furniture that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
- If available nearby, grab something to shield your head and face from falling debris and broken glass.

- **DO NOT stand in a doorway. You are safer under a table.** Doorways do not protect you from the most likely source of injury – falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (such as TVs, lamps, glass, or bookcases), or by being knocked to the ground.

## IF YOU ARE OUTSIDE

Stay where you are.

- Move away from buildings, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to outer walls of buildings.
- Go to an open area away from trees, telephone poles, and buildings. Once in the open, get down low and stay there until the shaking stops.
- The area near the outside walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. Stay away from this danger zone.

VISIT: <https://www.ready.gov/earthquakes>

## AFTER AN EARTHQUAKE

- Prepare for aftershocks. Continue to protect yourself.
- Watch for broken glass.
- If building looks unsafe, evacuate immediately outside to evacuation site. Stay clear of electrical power lines. Do not leave evacuation site until instructed. Do not return to the building until instructed.
- Check if anyone has been trapped or injured. If yes, call 9-1-1 or management.
- Call management for emergency assistance, if needed. Do not make phone calls unless necessary.
- DO NOT use gas or anything flammable.
- If earthquake causes fire, see fire procedures.
- Report any damages to management.

## SUSPICIOUS PERSON

The key to reduce a threat is to recognize suspicious behavior. Watch for these behaviors.

- Going into offices and studios.
- Loitering in hallways and common areas.
- Entering unauthorized areas.
- Selling any products.
- Asking for money.
- Leaving any packages.

If you see someone engaging in suspicious activities, please contact and report to management immediately at (818) 708-9232.

- Nature of incident
- Location of incident.
- Description of person who is involved.
- Location of person.
- Your location.

## **ACTIVE SHOOTER (RUN, HIDE, FIGHT)**

### **Run**

- Escape or evacuate the premises immediately.
- Have an escape route and plan in mind.
- Encourage others to follow, if possible, without slowing down.
- Leave your personal items behind.
- Help others escape, if possible.
- Prevent other from entering an area where the active shooter may be located.
- Keep your hands visible.
- Follow the instruction of police officers.
- Do not attempt to move wounded people.
- Once safe, call 9-1-1.

### **Hide**

- Find a place to hid if you are unable to get out safely.
- Be quite and quick when setting up a secure hiding spot.
- Turn lights off, lock/block doors, and put your phone on silence.
- If you are unable to find a safe room, find a large object to hide.
- Remain quiet and calm.
- Keep out of shooter's view, but try to keep options open to escape.

### **Fight**

- If your life is at risk, if alone or in a group, Fight.
- Act with emotional and physical aggression, improvise a weapon, attempt to incapacitate, disarm shooter.
- Commit to the action of taking down of shooter.
- Keep aware of your surroundings.
- Have an exit plan.

When law enforcement arrives:

1. Keep calm and follow any instructions.
2. Keep your hands visible and up if possible.
3. Avoid yelling and/or pointing.
4. Help is on the way.

Watch this video to help you be prepared. Your action can make all the difference for your safety:

<http://www.youtube.com/watch?v=5VcSwejU2D0>

## **BOMB THREAT**

To ensure the safety of everyone, all bomb threats must to taken seriously. Evacuation can be executed by voice. A suspicious item is anything that is out of place and cannot be accounted for or any item that is suspected of being an explosive device.

- Notify management right away at (818) 708-9232.
- Do not touch any suspicious object.
- Evacuate the area.
- DO NOT RETURN to building until management gives authorization.



## TELEPHONE THREAT

- Keep calm. Do not hang up. Listen.
- Try to gather information by listening and keeping the caller calm.
- Attempt to ask why the caller is upset.
- Note any characteristics about the call and/or caller:
  - Time of call
  - Approximate age
  - Sex of caller
  - Speech pattern, accent, nationality
  - Emotional state of caller
  - Background noise
- Note any details about what type of threat (What, When, Where and How.)
- Ask Caller
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

## WRITTEN THREAT

- Do not handle a threat received by mail.
- If threat is by email, save all documents and attachments for the police.
- Contact management right away.

## NEWS

Please refrain by taking any calls by the media. You may take down their information for management to call them back. We do not want to give any information if there may be an investigation into the issue. Please let management handle the situation directly.