



**PACIFICA**  
GRADUATE INSTITUTE

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# Campus Safety Manual

**2018-2019**

**Pacifica Graduate Institute  
249 Lambert Road  
Carpinteria, CA 93013**

## **INTRODUCTION**

The procedures described in this Emergency Preparedness Manual are intended to minimize confusion during campus emergencies. As such, the Manual may assist faculty, staff, and students in responding to various types of emergencies.

As a community, Pacifica Graduate Institute is committed to the security and safety of its members. In emergency situations, Pacifica will provide an appropriate campus-wide response to safeguard everyone's well-being and to minimize material losses.

It is important to be reminded that emergency preparedness is an individual responsibility. Therefore, this Manual offers a quick reference for action during emergencies, and should to be kept in an easily accessible location. Faculty, staff, and students should take the time to read and become familiar with the contents of the Manual before an emergency occurs. Nonetheless, one's best judgment should be followed when confronted with an emergency. It should be noted, this Manual does not provide definitive answers to every possible emergency situation that might occur on campus.

This manual includes our current "Annual Fire Safety Report" in compliance with the Higher Education Act. Please see page 27 for more details.

Questions or comments about this Manual or emergency preparedness should to be directed to the emergency response team at the numbers listed herein. For any corrections or additions please contact the Director of Campus Safety.

Respectfully,

Adam Brown

Associate Director of Facilities, Campus Safety & Transportation  
Pacifica Graduate Institute

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# EMERGENCY PROCEDURES

**A. In the case of building fire, safely make your way to the **STAGING AREA** found on the campus map.**

**B. In the case of earthquake safely make your way to the **STAGING AREA** only after the shaking has stopped and you feel you have a clear path to it.**

**C. In the case of a severe or life-threatening emergency, stay calm and follow these steps:**

**1. CALL 911 and be prepared to give them the nature of the emergency and the following information:**

- The number from which you are calling, and the number of the Pacifica Emergency Response Team:  
**805-679-6100.**
- The location from where you are calling:
  - Lambert Campus – 805-679-6101 reception desk  
**249 Lambert Road, Carpinteria, CA 93013**
  - Ladera Lane Campus – 805-879-7301 reception desk  
**801 Ladera Lane, Santa Barbara, CA 93108**

If you are familiar with your classroom location or residence hall, state that. E.g. “Ladera Classroom A.”

**2. Follow the instructions given by the 911 operator and remember to Stay Calm.**

**3. As soon as possible - Notify the Pacifica Emergency Response Team:**

**805.679.6100**

**D. In the case of an urgent situation that does not warrant an immediate 911 call:**

**1. Contact the Pacifica Emergency Response Team:**

**805.679.6100**

**2. Follow the instructions provided by the Team.**

**3. Call and email your supervisor or program chair to inform them of the incident (if you are a Pacifica employee).**

**E. In the case of someone’s psychological or emotional distress that is beyond their ability to handle alone,**

**1. Encourage the individual to consult with their personal mental health professional or physician.**

**2. For individuals “in crisis” but not a danger to themselves or others, call The Holman Group and identify yourself as being from Pacifica Graduate Institute.**

**800.321.2843**

**3. Then contact the Pacifica Emergency Response Team: **805-679-6100****

## **EMERGENCY RESPONSE TEAM (ERT)**

### **The Emergency Response Team Members:**

- **Norma Mesa, Director of Human Resources**  
Work: 805-679-6158  
Cell: 916-768-9819
- **Alain Dussert, Sr. Director of Institutional Technology and Library Operations**  
Work: 805-679-6143  
Cell: 805-259-6140
- **Heather Slade, Director of Guest Services & Retreat Operations**  
Work: 805-879-7310  
Cell: 805-220-8060
- **Adam Brown, Associate Director, Facilities, Campus Safety & Transportation**  
Work: 805-879-7331  
Cell: 805-881-1228
- **Tracie Teague, Director of Financial Aid**  
Work: 805-679-6137  
Cell: 805-218-3750
- **Nicholas Sabatino, Academic Affairs Associate/ Program Administrator- DPT**  
Work: 805-679-6118  
Cell: 805-746-5358
- **David (D.P.) Leighton, Program Administrator - Clinical**  
Work: 805-679-6124  
Cell: 602-301-4825

## **REPORTING AN EMERGENCY**

When reporting an emergency, please make sure you first find a safe location.

- In all cases of emergency dial **911** then do the following:

**State:** “This is an emergency.”

**Follow the dispatcher’s instructions and provide any requested information.**

**Pacifica’s Addresses and Phone are:**

- **Ladera Campus:** 801 Ladera Lane, Santa Barbara, CA 93108  
805-969-3626
  - **Lambert Campus:** 249 Lambert Road, Carpinteria, CA 93013  
805-969-3626
- Do not hang up until the dispatcher tells you to do so. Advise the dispatcher of the situation and remain where you are until contacted by an officer or emergency response team (ERT) member.
  - After alerting **911**, alert an emergency response team (ERT) member. Repeat the above name, location, phone number, and nature of the emergency information and wait at the location for a team member’s arrival.

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## EARTHQUAKE

- To minimize earthquake effects, always maintain an earthquake safe environment. Move heavy objects from high shelves; secure bookcases and cabinets firmly to a wall; and maintain a personal earthquake kit in your car.
- In the case of an earthquake:

### **DUCK, COVER and HOLD**

- If you are indoors, stay there. Get under a desk or table and hold on; protect your head, neck, and face. Do not run outside. Do not run outside.
- In the event of a severe earthquake, after the shaking stops, safely exit the building.
- If you are outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in the vehicle until the shaking is over.
- If you are in a building with an elevator, do not attempt to use it. Take the nearest stairway.
- If you are in a crowded public place, do not rush for the exit doors. Move away from windows and shelves containing objects that could fall. Secure yourself if possible.
- After the shaking subsides, safely evacuate the building; stay clear of buildings, walls, power lines, and trees. Make note of any facility damage and report to an Emergency Response Team member.



## EARTHQUAKE (con't)

- Report any fire or smell of gas to any emergency personnel.
- Students, faculty, and staff should report to an ERT member so s/he will be able to account for everyone.
- Follow the procedures in this manual for Fire, Hazardous Materials, and Serious Injuries as necessary.
- Identify and assist the injured, however, **do not move any seriously injured individual unless absolutely necessary to save a life or to prevent a life threatening event.**
- Report any major damage, disruption, or injury to **911** and then report the same to an ERT member.
- Keep landline phones clear except when necessary to report serious hazards or injury.
- Do not return to an evacuated building unless directed to do so by an ERT member.
- Be prepared for aftershocks and move cautiously. Wear enclosed shoes to avoid injury.
- Make note of individuals who are missing. Provide information to emergency personnel. Tune a radio to a station broadcasting emergency information.
- It is possible that roads will be blocked and impassable. Be prepared to stay where you are for an extended period of time.

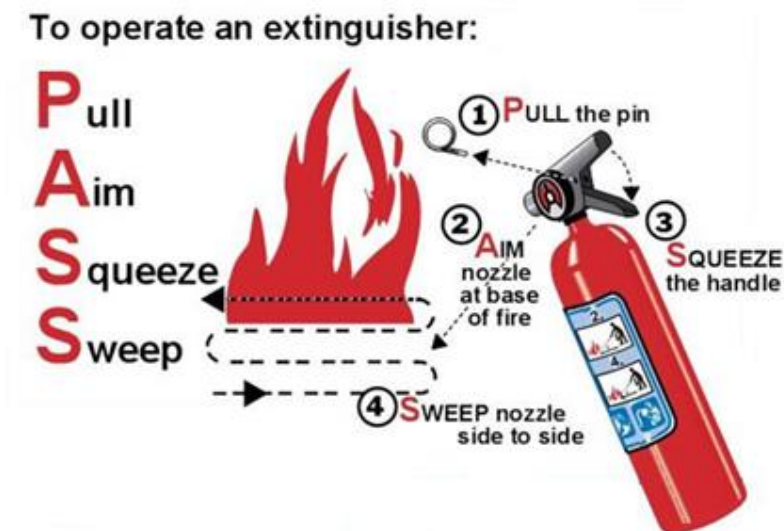
# FIRES

## **Fires: Brush**

- On either campus, call 911 and notify an ERT Member.
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to.
- If you are outdoors, seek shelter in a nearby building.
- If you are indoors and it's safe to do so, close all windows and doors; open all curtains and blinds.
- If the fire is large, you may be instructed to proceed to a designated evacuation area. At the evacuation area, report to an ERT member.
- Because of road closures, traffic congestion, and the possibility that the fire may outrun you, it may not be advisable to leave campus during a brush fire. Use personal discretion.
- If instructed to relocate, do not return to a previous location until instructed to do so by emergency personnel.

## Fires: Buildings

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building alarm.
- From a safe location dial 911 and an ERT member.
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If you have been trained to operate a fire extinguisher and the fire is small (no larger than a wastebasket) you may wish to put out the fire with a fire extinguisher.
- To use the extinguisher after you have called 911, remember **P A S S** (**P**ull, **A**im, **S**queeze, **S**weep):
  - **P** - Pull the pin, hold extinguisher with nozzle away from you.
  - **A** - Aim low. Point the nozzle at the base of the fire.
  - **S** - Squeeze the trigger handle slowly and evenly.
  - **S** - Sweep nozzle from side to side.



- If the fire is large, smoky, or spreading quickly, leave the building immediately. Inform others in the building who may not have responded to the alarm to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building. ALWAYS evacuate a building if the alarm is sounding.
- Stay Calm and walk to the nearest exit.
- If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, shout for help, and wait there until help arrives.
- When a fire alarm sounds, **do not** use an elevator. Assist, or carry, all disabled persons using the stairs. (Evac stair chair)
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present. If the door is warm or hot, do not open the door. Back away from the door and find another exit.
- If there is smoke in your exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes. Use wet paper towels or wet clothing to protect you from flames and smoke.

- If your clothing catches on fire, **STOP, DROP, AND ROLL** until the fire on your clothing is out.
- Relocate to your designated evacuation area and stay out of the way of emergency personnel. (See maps at the back of the manual to locate evacuation areas for each campus.) Report to an ERT member and do not return to the building until instructed to do so by emergency personnel.

## FLOODING AND WATER DAMAGE

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken windows, construction oversights, or inclement weather.

### **If a water leak occurs:**

- On campus, call an ERT Member.
- Advise the dispatcher, or coordinator, of the exact location and severity of the leak. Indicate whether any valuables, art collections, or books are involved, or are in imminent danger.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. **If there is any possible danger, evacuate the area immediately.**
- If you know the source of the water and are confident of your ability to stop it (i.e. unclog the drain, turn off the water, etc.) do so cautiously.
- Be prepared to assist, as directed, in protecting Pacifica and any personal property which may be in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area. **In no event should you risk your own personal safety, even if instructed to do so.**

## HAZARDOUS MATERIALS: SPILLS AND FIRES

### If a hazardous material spill occurs:

- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
- Call 911 and an ERT member.
- If possible, notify the ERT member of the extent and location of the spill.
- If there is any possible danger, **evacuate the area immediately.**

### If a chemical fire occurs:

- Close the door as you leave and **immediately sound the fire alarm.**
- Call 911 and an ERT member.
- If the fire is large, smoky, or spreading quickly, stay calm and leave the building **immediately**. Inform others in the building who may not have responded to the alarm to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building. **Always evacuate a building if the alarm is sounding.**
- **Do not** use an elevator. Give assistance to (carry if necessary) all disabled persons using the stairs.

## **HAZARDOUS MATERIALS: SPILLS AND FIRES (con't)**

- Relocate to your designated staging area and stay out of the way of emergency personnel. Report to an ERT member and do not return to the building until instructed to do so by emergency personnel.
- Notify emergency personnel immediately if someone is trapped in the building

**Unless you have been trained specifically in fighting hazardous materials fires, do not attempt to extinguish the fire! Using the wrong device could cause the fire to flare up.**



## **MEDICAL EMERGENCY**

### **In the case of a serious medical emergency:**

- Call 911 and follow instructions
- Alert Campus Safety by calling **805-679-6100**
- If you are staff, call your supervisor.
- Keep the person still, comfortable, and warm.
- Protect the person from any disturbances.
- Search for emergency identification.
- Wait for emergency personnel to arrive.

### **In the case of a serious psychological crisis (suicide attempt, disorientation, panic):**

- Call 911, follow instructions
- Notify Campus Safety by calling **805-679-6100**
- Stay with the person unless your safety is threatened and wait for emergency personnel to arrive.
- Remain calm.

### **In the case of someone's psychological or emotional distress that is beyond their ability to handle alone:**

4. Encourage the individual to consult with their personal mental health professional or physician.
5. For individuals “in crisis” but not a danger to themselves or others, call The Holman Group and identify yourself as being from Pacifica Graduate Institute.

**Holman Group Phone Number: 800.321.2843**

6. Then contact the Pacifica Emergency Response Team or Security for after hours:

**805-679-6100**

## **MEDICAL FACILITIES**

### **Hospital:**

**Cottage Hospital, Santa Barbara:** Emergency Department  
805-682-7111, 805-569-7210

#### **Address:**

400 West Pueblo Street, Santa Barbara, CA

Take Highway 101 North to Pueblo St. Exit. Turn right on Pueblo St.

Hospital is on the left between Castillo St. and Bath St. Emergency and main entrance are on Pueblo Street.

### **Medical Facility:**

**Med Center:** 805-965-3011

#### **Address:**

319 N. Milpas St., Santa Barbara, CA

Take Highway 101 North to Milpas St., continue 3-4 blocks to Med Center. Nearest cross street is Montecito St.

Hours are M-F 8:00 A.M. to 8:00 P.M. and Saturday 8:00 A.M. to 2:00 P.M.

## **CRIMES IN PROGRESS / CIVIL DISTURBANCE**

- Call 9-1-1 and notify Campus Safety at **805-679-6100**
- Give your name, location, and telephone number. Do not hang up until the dispatcher tells you to do so. Advise the dispatcher of the situation and remain where you are until emergency personnel arrive or until your location is unsafe.
- If a hostile intruder is discovered in your immediate area, and you deem it unsafe to evacuate, retreat to a secure location such as an office or room which may be locked. Turn off all lights, remain quiet, low to the ground, and behind a desk or other furniture.
- Do not attempt to apprehend, or interfere with the intruder except for self-protection.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, age, clothing, method and direction of travel, and name, if known. If the criminal is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics of the vehicle.
- In the event of a civil disturbance, continue in as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows; notify the ERT.
- Do not interfere with those persons creating the disturbance or with authorities on the scene.
- If questioned by authorities, or others, call Pacifica's legal counsel before responding at 805-689-9626.

## SEVERE WINDS

- Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by heavy rains.
- At the time of the warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down.
- Close and secure all windows and doors.
- The best protection is refuge in a permanent building. Evacuation is not prudent.
- Immediately after cessation of severe winds, both campuses will be inspected for damage.
- **Note: if severe winds cause a power outage, an alarm will beep seven times. Do not be distressed as it is a safety feature and you do not need to respond or leave your location.**

## EVACUATION OF PERSONS WITH DISABILITIES

In the event of an emergency, individuals who use wheelchairs and other individuals with disabilities should make individual decisions based upon the circumstances presented. Only suggested procedures are as follows:

- Move toward the nearest and safest exit and follow the general procedures for evacuation.
- As a first choice, use the building elevator, if any, **but never in the case of a fire or earthquake.**
- If there is a fire or an earthquake—or if there is an obstruction in the pathway—request assistance from others in the area and/or if a telephone is available notify 911 and an ERT member of your exact location.
- If assistance is not immediately available, stay in the exit corridor or the stairway landing. Continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting attention.
- Emergency personnel will first check all exit corridors and exit stairwells for any persons who may be trapped.
- If you use a wheelchair, or have any other mobility impairment, please advise the safety office upon arrival on campus.
- It is suggested that any individuals requiring additional assistance during an emergency preemptively instruct co-workers or fellow students on how best to assist them in an emergency.

## **PERSONAL PREPAREDNESS**

### **Consider These Things Now:**

- Find out where the nearest shelters are likely to be located.
- Discuss your planning with friends/roommates/family members.
- Identify alternate meeting places in case of separation.
- Alert family members about your plans.
- Make arrangements for special needs.
- Store sufficient personal survival supplies.
- Store supplies to sustain you during your relocation.

### **After a Disaster:**

- Locate any missing friend/roommate/family members.
- Advise out-of-area family contact of your status.
- Use safety glasses, leather gloves, etc., when working.
- Do not enter damaged buildings.
- Exercise extreme care with fire.
- Avoid electric appliances around water.
- Stay away from power lines.
- Check water and food before consumption.
- Monitor and obey directives from government and campus officials.
- If you have phone service, use it only for emergencies.

## **Suggested Items for Relocation:**

- Water
- Flashlights
- Batteries
- Toiletries
- Bedding
- Games, books
- Medications
- Special dietary foods
- Valuable papers
- Photographs
- Contact lists
- Photo id
- Pens and paper
- Personal hygiene supplies

**Do not bring alcohol, drugs, or firearms to a relocation shelter.**





**PACIFICA**  
GRADUATE INSTITUTE  
Ladera Lane Campus

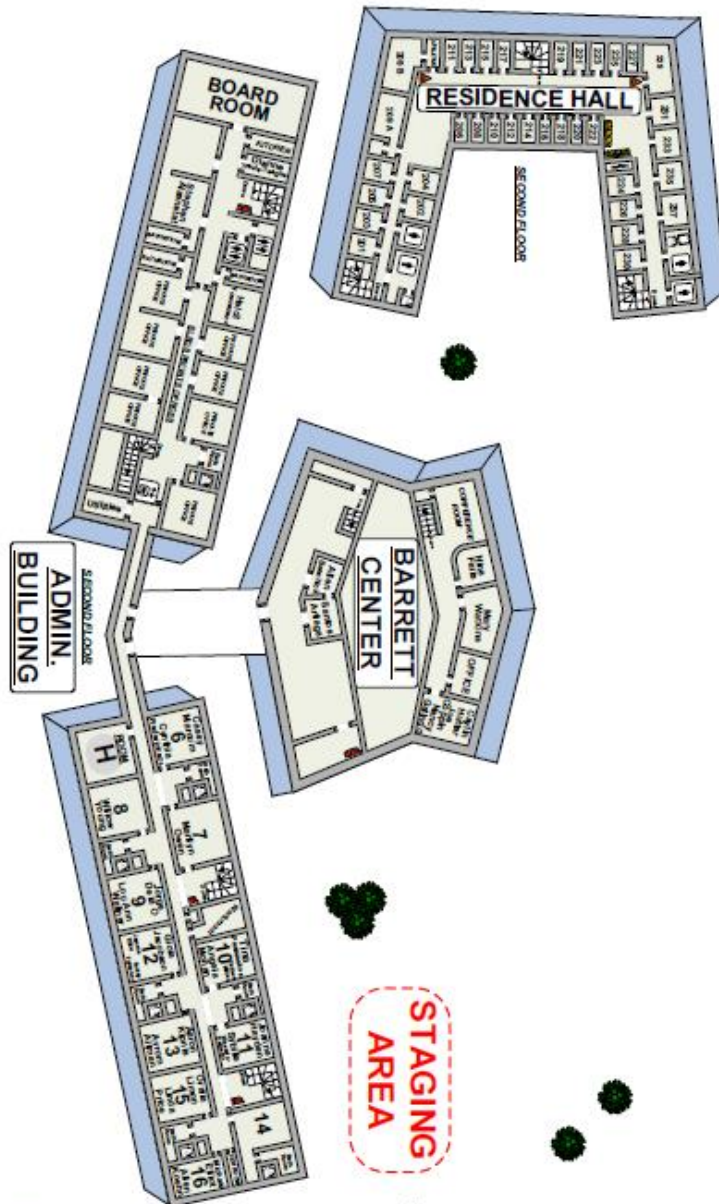


# LADERA CAMPUS / EVACUATION AREA MAP Floor 2



**PACIFICA**  
GRADUATE INSTITUTE  
Ladera Lane Campus

## SECOND FLOOR



## **Annual Fire Safety Report for Student Housing (Updated Fall 2018)**

Each year, Pacifica Graduate Institute publishes a Fire Safety Report and a Campus Security Report to the community in compliance with the Higher Education Act (HEA). The required policy information and statistics for both crime and residence hall fire related issues are available in the student handbook which can be found on Pacifica Graduate Institute's website for downloading and printing. The fire safety report outlines fire safety practices, standards, training measures and all required residence hall fire statistics. The report provides information on the fire suppression and notification systems and policies related to smoking and open flames in student housing facilities.

Smoke detectors with battery backups are located in each individual housing unit, the halls and public areas. Automatic alarm systems utilizing sound and light are located in every hallway and in the public areas of the residence hall. Pacifica has plans to install these systems in each unit as well. Fire extinguishers are located in prominent and public locations throughout the residence hall, with those locations being noted on every housing unit door as part of the evacuation plan. The Pacifica Emergency Response Team coordinates regularly scheduled checking and reporting by trained staff on the status of residence hall fire extinguishers, emergency sounders, lights and smoke alarm systems.

### **Evacuation Procedures**

Evacuation procedures are printed and provided in the Pacifica Emergency Preparedness Manual, as well as placed in every housing unit in the residence hall. Students must evacuate during a fire alarm and proceed to a designated assembly point until notified that it is safe to return to the building and rooms. Building evacuation routes are posted on the back of the door of each room and in the public areas. It is the responsibility of every student and guest to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells, phones, and elevators. Students who fail to evacuate during a fire alarm may be subject to disciplinary action.

Persons with disabilities who may need assistance should inform the Pacifica's Disabilities Coordinator of the nature of the disability and type of assistance that may be needed. Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so the emergency responders can be notified. They also can call 911.

### **Fire Prevention**

It is the policy of Pacifica Graduate Institute to provide students, faculty, staff, and visitors with the safest possible environment, free from known fire hazards. The institute's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of fire systems and residence hall facilities, keeping facilities in compliance with all applicable state and federal fire codes, and increasing the fire safety awareness of residents by conducting fire drills. The Carpinteria-Summerland Fire Department, Facilities Management and Emergency Response Team conduct periodic inspections. All staff are provided fire extinguisher training annually, and instructions are provided in the Emergency Preparedness Manual. Supervised fire exit drills are conducted throughout the year.

## **Residence Hall Fire Safety Regulations**

To minimize the potential for fires, Pacifica Graduate Institute prohibits smoking in the residence hall, classrooms, offices, hallways, staircases, campus grounds and walkways. Smoking is allowed only in the gazebo positioned in a strategic location. Any open flames, candles, incense, electrical wax pots, potpourri pots, candle burners and electric plates are prohibited. Candles and explosives are not permitted in the residence halls. Appliances in rooms must be in good working order. Appliances that are not permitted include popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, grills, halogen lamps, etc. Extension cords must be in good working order. Cords must not be spliced or changed in any way. Extension cords should not be used under rugs or furniture or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used. Curling irons, hair dryers etc., are to be used in the bathroom and are not to be left plugged in even if they are turned off. Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. U.L. adapters may be used. Irons are to be used designated areas within the residence hall.

### **Plans for Improving Fire Safety**

Pacifica's plan for improving and revitalizing the fire safety program in the 2018-2019 academic year includes implementing multiple fire alarm drills per year. Placing new "emergency survival guides" in high traffic areas, classrooms, board rooms, and bedrooms. Articles highlighting safety, emergency preparedness and procedures are sent to students, staff and faculty in monthly newsletters. The Institute has a good working relationship with the SB County EOC, SBCC Emergency Services, and Carpinteria-Summerland Fire Department; evacuation drills will be planned annually with them, as well as pre-planning done in conjunction with the Fire Department for all buildings on campus.

### **Reporting**

All students and employees must immediately report fires to 9-1-1, then notify the Pacifica Emergency Response Team at (805)679-6100. All students and employees must report all potential fire hazards to Facilities Management. Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident to the Emergency Response Team. Knowledge of all fire situations is an important aid to investigation and follow up aimed at prevention of similar future incidents and to alerting others in the hall to potential dangers. A daily safety log is maintained. A copy of the log is available at the reception desk in the Main Lobby of the Administration Building.

### **Statistical Reporting of Fire Incidents in Individual Residence Halls**

For the 2017 Calendar year there were no fires reported in our residence hall on campus. During the 2017/2018 academic year Pacifica Graduate Institute conducted one fire drill.

## NOTES