

PACIFICA

GRADUATE INSTITUTE

Campus Safety Manual

2025-2026

Pacifica Graduate Institute

**249 Lambert Road
Carpinteria, CA**

**801 Ladera Lane
Santa Barbara, CA**

INTRODUCTION

The procedures described in this Emergency Preparedness Manual are intended to minimize confusion during campus emergencies. As such, this manual may assist faculty, staff, students, and visitors 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 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 reference for action during emergencies and should 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 that this manual does not provide definitive answers to every possible emergency that might occur on campus.

Questions or comments about this manual or emergency preparedness should be directed to Safety@pacific.edu. For any corrections or additions please contact the Director of Campus Operations/Safety.

Respectfully,

Adam Brown
Director of Campus Operations
Pacifica Graduate Institute

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QUICK REFERENCE EMERGENCY GUIDE

(SEE PAGE 5)

In Case of Emergency, Follow These Steps to Ensure Your Safety.
Call 911 and Campus Safety (805) 679-6100



Evacuation

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated evacuation point.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.



Fire

- Evacuate the immediate area.
- Activate the nearest fire alarm.
- **Call 911 & Campus Safety (805) 679-6100**
- If you hear a fire alarm:
 - Evacuate as soon as the alarm sounds.
 - Do not open doors if they are hot.
 - Use stairs only. Do not use elevators.
 - Proceed to the designated meeting point.
 - Do not re-enter the building until instructed to do so by emergency responders.



Criminal Activity

Immediately Call 911 and Campus Safety (805) 679-6100 from a safe location if you are the victim of or witness to:

- Assault.
 - Verbal or other threat of bodily harm.
 - Suspicious activity or suspicious packages/items.
 - Crimes in progress.
 - Weapons violations.
 - Activities presenting a serious risk to the individual or others.
- Do not confront the suspect or block their exit.



Hazardous Materials Spill

- Evacuate the affected area.
- **Call 911 and Campus Safety (805) 679-6100.**
- Stay in a safe location to provide information to emergency responders. (upwind & uphill)



Shooting

- **RUN-HIDE-FIGHT**
- If you can safely escape, **RUN**
- If running is not an option, **HIDE**
 - take cover
 - shelter in a secure area with:
 - At least 2 exits and locking doors.
 - Doors that can be locked or barricaded.
- As a last resort, **FIGHT**
 - Use accessible objects as weapons.
- Turn cell phone to vibrate.
- Continuously reevaluate & search for an escape.
- **Call 911 and Campus Safety (805) 679-6100.**



Earthquake

If you are inside:

- Duck, cover and hold until the shaking stops.
- Avoid windows, filing cabinets, bookcases and other heavy objects.
- Evacuate the building, after the shaking stops, if necessary, or told by building staff or emergency responders.

If you are outside:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms.
- Proceed to the designated evacuation point for your building.



Medical Emergency

- **Call 911 and Campus Safety (805) 679-6100**
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless it is absolutely necessary.
- Provide first aid **ONLY** if trained and if it is safe to do so.



Psychiatric Emergency

- **If necessary**
Call 911 and Campus Safety (805) 679-6100
- If 911 is not needed, call Campus Safety
- For individuals "in crisis" but not a danger to themselves or others, call the Holman Group
O 1-800-321-2843



Facilities Emergency

- **Call (805) 679-6100 EXT. 7**



Additional Information

Reception (805) 969-3626

Lambert 249 Lambert Rd.
Carpinteria, CA 93013

Ladera 801 Ladera Lane
Santa Barbara, CA 93108

Safety@pacifica.edu

EMERGENCY PROCEDURES

- A. In the case of building fire, safely make your way to the Evac area found on the campus map.
- B. In the case of earthquake safely make your way to the Evac 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 provide 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).
 4. File an incident report.
- 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)

805-679-6100

Safety@pacifica.edu

The Emergency Response Team Members:

- **Adam Brown, Director of Campus Operations**
Work: 805-879-7331
Cell: 805-881-1228
Email: Abrown@pacifica.edu
- **David Court, Associate Director of Campus Operations**
Work: 805-879-7357
Cell: 805-302-8254
Email: DCourt@pacifica.edu
- **Nicholas Sabatino, Chief of Staff**
Work: 805-679-6118
Cell: 805-746-5358
Email: Nsabatino@pacifica.edu
- **Norma Mesa, Director of Human Resources**
Work: 805-679-6158
Cell: 916-768-9819
Email: Nmesa@pacifica.edu

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:

Follow the dispatcher's instructions and provide any requested information.

Pacifica's addresses and phone numbers 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 if safe to do so, remain where you are until contacted in person 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. **ERT 805-679-6100.**

EARTHQUAKE

In the case of an earthquake:

DROP, COVER and HOLD

- 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.
- 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.
- In the event of a severe earthquake, after the shaking stops, safely exit the building. **DO NOT RE-ENTER.**
- 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 they are 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 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 possible 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 and look for communications from the Safety Team and other local law enforcement.
- If instructed to relocate, do not return to a previous location until instructed to do so by emergency personnel.

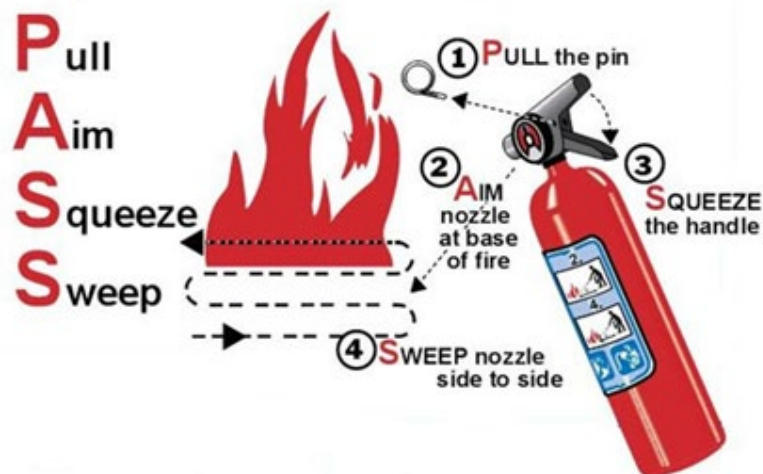
Wild Fires

- In the event of a rapidly advancing wild fire at the Ladera Campus, Pacifica may employ a “shelter in place” strategy. Students and employees should gather in the Barrett Center and wait for further instructions.

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 the ERT number.
- 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** (Pull, Aim, Squeeze, Sweep):
 - **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.

To operate an extinguisher:



- 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.
- Stay Calm and walk to the nearest exit. ALWAYS evacuate a building if the alarm is sounding.
- If you have a mobility impairment, request assistance from those nearest you and able. If no one is there to render assistance, proceed to the nearest stairway landing, shout for help and call the ERT.
- When a fire alarm sounds, **do not** use an elevator. For disabled persons use an Evac-Chair (Evac stair chair located by the elevator on the 2nd floor of Administration and by A-201 stairwell).
- 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.
- If your clothing catches on fire, **STOP, DROP, AND ROLL** until the fire on your clothing is out.
- Relocate to your designated evacuation area (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 the ERT if it's serious, you may also report this to reception, security, or the Facilities number listed on Quick Reference Emergency Guides.
- 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 the ERT.
- If possible, notify the ERT member of the extent and location of the spill.
- If there is any possible danger, **evacuate the area immediately.**
- Remain up hill and upwind from the hazardous material.

If a chemical fire occurs:

- Close the door as you leave and **immediately sound the fire alarm.**
- Call 911 and the ERT phone number.
- 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 disabled persons using the stairs.

HAZARDOUS MATERIALS: SPILLS AND FIRES (con't)

- Relocate to your designated Evac/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

****AEDs are located at Reception of both campuses****

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 injured person still, comfortable, and warm.
- Protect the person from any disturbances.
- Search for emergency identification.
- Send someone to meet and direct emergency personnel.

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:

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.

Holman Group Phone Number: 800.321.2843

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

MEDICAL FACILITIES

Hospital:

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

Address:

400 West Pueblo Street, Santa Barbara, CA 93105

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 Facilities:

Med Center:

Monday-Friday 8am-6pm

805-965-3011

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.

Zugan Health Urgent Care:

Monday-Saturday 8am-8pm/Sunday 8am-6pm

805-395-4946

1100 Chapala Street, Santa Barbara, CA 93101

Take Highway 101 North to exit 98, W. Carillo St.
Turn right on Carillo St., left on Chapala.
Destination will be on the right

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, if safe 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 805.969.3626 Ext. 377.

EVACUATIONS

In the event of any emergency requiring evacuation stay calm and follow the evacuation directions on the Quick Reference Emergency Guides posted throughout campus.

- Stay Calm. Do not rush or panic.
- Proceed to the evacuation/staging area via the safest route.
- Do not use elevators if possible.
- Wait for instructions from first responders or an ERT member.

EVACUATIONS 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.
- 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.

- If you use a wheelchair, or have any other mobility impairment, please advise the safety office or ADA coordinator upon arrival on campus. Emergency evacuation stair chairs are located by the elevator on the 2nd floor of the Administration building and by A-102.
- 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.

EVACUATION – CAMPUS CLOSURE PROTOCOL

Severe Weather/Natural Disaster

Notification Protocols:

During the planning and decision process, the safety team will make every effort to keep employees and students notified of relevant information. As soon as a decision to evacuate or close the campus has been made, an email will be sent notifying students and programs, and will be posted on the Pacifica website and D2L homepage when possible. If there is a track in session or will likely be affected by the evacuation, the track(s) will also receive an emergency text notification. All email updates should come from the Pacifica Safety Team email.

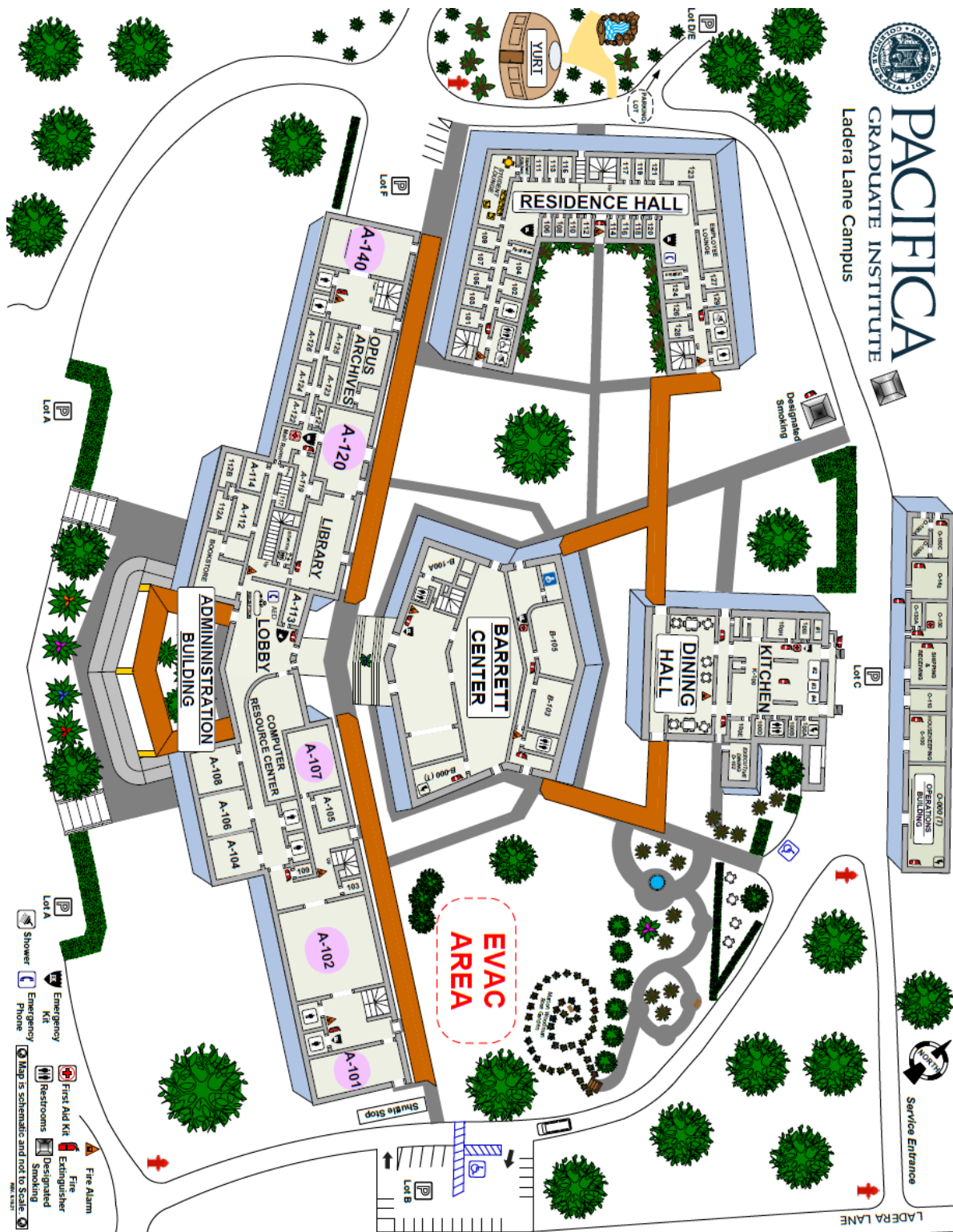
Evacuation Order in Surrounding Areas:

If the surrounding area is under an evacuation warning/order but the campus itself is not, the campus will remain open unless otherwise noted by the Safety Team or CEO. If guests or students are on campus, the Safety Team Chair or a qualified Safety Team member will reside on campus for the duration of the event. If students are on campus when a mandatory evacuation order for the surrounding area is given, not including Pacifica's campus, and the decision to continue business is made, then students will be promptly advised of the decision. An email will be sent and a meeting will be held with the students on campus. All faculty, and students are required to follow the decision made. If the decision made is to keep the campus open or to continue with classes until a designated time, faculty wishing to end class while campus is operational must notify the Safety Team and their Program Chair before executing that decision. Students may leave on their own will if they feel necessary for their safety, but will not be guaranteed excused absences if the decision to continue business as usual is decided. Staff must notify their supervisors if they opt out of working while the campus is open and may need to use a sick or vacation day. In any such event children under the age of 18 years old will not be permitted on the campus during the duration of the event.

Mandatory Campus Evacuation Faculty and Students:

If the Pacifica campus itself undergoes a mandatory evacuation all students and employees must leave the campus. The decision to continue classes, use zoom, or an alternative method will be made and the students will be notified in a timely manner. If it is decided to continue with the residential session, and student's accommodations are relocated for safety by Pacifica to an offsite location, students will not be refunded residential fees. Pacifica will make every effort to provide the best accommodations available based on location and availability for the group as a whole. If campus is evacuated, the remainder of the "on campus session" is cancelled, and there is sufficient time for students to find their own accommodations, students will be refunded for nights not stayed at Pacifica. Any person needing to enter campus for any reason during an active evacuation shall receive permission **before** entering from the Emergency Response Team via calling 805-679-6100; if permission is provided, the person shall sign in and out at reception.

LADERA CAMPUS / EVACUATION AREA MAP Floor 1



LADERA CAMPUS / EVACUATION AREA MAP Floor 2



PACIFICA
GRADUATE INSTITUTE
Ladera Lane Campus

SECOND FLOOR AND BASEMENT



- Fire Alarm
- Fire Extinguisher
- Designated Smoking
- Restrooms
- First Aid Kit
- Emergency Kit
- Emergency Phone
- Shower
- Evac Chair
- Map is schematic and not to scale.

PERSONAL PREPAREDNESS

Consider These Things Now:

- Make an overnight kit that is stocked with supplies for 2-3 days.
- 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 supplies to sustain you during your relocation.
- Have a designated out of state contact person that you will check in with.

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:

- Change of clothing
- Water
- Flashlights
- Batteries
- Toiletries
- Bedding
- Medications
- Special dietary foods
- Valuable papers
- Photographs
- Contact lists
- Photo id
- Pens and paper
- Personal hygiene supplies
- Cash

Never bring alcohol, drugs, or firearms to campus or to a relocation shelter.

Annual Fire Safety Report for Student Housing

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 Campus Safety Manual and on Pacifica Graduate Institute's website for downloading and printing. You may also request to view the report at any time by emailing Safety@pacifica.edu. 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 and heat sensors are located in each individual housing unit, the halls and public areas. Automatic alarm systems utilizing sound and light are located in hallways and in the public areas of the residence hall. Fire extinguishers are located in prominent and public locations throughout the residence hall, with those locations being noted on every housing unit door map as part of the evacuation plan. The Campus Operations department is responsible for 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

Building evacuation routes (primary and secondary) are posted on the back of the door of each Residential Hall room and in the public areas. They are also provided in the Pacifica Campus Safety Manual, which may be found on Pacifica's Campus Safety Website. Everyone must evacuate during a fire alarm and proceed to the designated Evacuation/Staging area until notified that it is safe to return to the building and rooms. 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. Anyone residing in the residence hall who fails 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. Two evacuation chairs are mounted on the 2nd floor administration (one next to the elevator and one by the semi suits).

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. Supervised fire drills are conducted at least twice a year and verbal feedback is provided at that time regarding the evacuation.

Residence Hall Fire Safety Regulations

Pacifica Graduate Institute prohibits smoking (including vaping) in the residence hall, classrooms, offices, hallways, staircases, campus grounds and walkways. Smoking is allowed only in the gazebo positioned in strategic locations on either campus. Any open flames, candles, incense, electrical wax pots, potpourri pots, candle burners and electric plates are prohibited. 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 plumbing fixtures. Extension cords must never be plugged into another or a power strip. 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 2025-2026 academic year includes implementing multiple fire alarm drills per year. Increasing smoke and Carbon Monoxide detectors. Providing articles highlighting safety, emergency preparedness and procedures for students, Staff, and Faculty. Updating the Lambert campus map, with room designators and accurate reflection of emergency response resources. The Institute will work to continue their positive relationship with the Carpinteria/Summerland Fire Department and provide property access for training. We will promptly address any concerns, and brush clearing of the Ladera and Lambert forest areas will continue. Pacifica's safety team will aim to provide fire extinguisher suppression training to employees.

Reporting

All students and employees must immediately report fires to 9-1-1, then notify the Pacifica's Campus Safety Team at (805) 679-6100. All students and employees must report all potential fire hazards to the Safety team or receptionist on duty. 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. The log is available to view by emailing a request to Safety@pacifica.edu, or by visiting pacifica.edu/about-pacifica/campus-safety/

Statistical Reporting of Fire Incidents in Individual Residence Halls

For the 2024-2025 academic year there were no fires reported in our residence hall on campus. There was one fire incident that occurred on Southern California Edison's transformer equipment servicing the Ladera Lane campus. Additionally, there were several false alarms, believed to be caused by "vaping" in the Residence Hall Shower area.

Helpful Numbers

Emergency Dispatch 9-1-1
Emergency Response Team (805) 679-6100

On Campus Fire Drill and Response - Summary Report - 2024				
Pacifica Graduate Institute				
Date of Drill: 8/8/2024		Campus: Lambert Rd.		Announced/Unannounced
Type of Alert: Alarm/Verbal		Students on Campus: No		Unannounced
Building	ERT Member Present	Time of Alarm	Time of All Clear	Duration of Evacuation
Drill Facilitator	Adam Brown			
Town House	N/A			
Guest House	Kai Cordell	12:45 PM	12:47 PM	2 Min
South Hall	Adam Brown	12:17 PM	12:18 PM	1 Min
Library	Kai Cordell	12:21 PM	12:22 PM	1 Min
Admin. Building	Adam Brown	12:25 PM	12:26 PM	1 Min
Studio	Adam Brown	12p	12:31 PM	1 Min
Staging Area	N/A			
Date of Drill: 7/9/24		Campus: Ladera Lane		Announced/Unannounced
Type of Alert: Alarm & Text System		Students on Campus: Yes	Track P-CLIE	Unannounced
Building	ERT Member Present	Time of Alarm	Time of All Clear	Duration of Evacuation
Drill Facilitator	Adam Brown			
Res. Hall 1st and 2nd	Arcelia Hernandez	11:55a	11:57a	2 minutes
Admin. Building 2nd	Roberto rodriguez	11:55a	11:59a	3 minutes
Admin. 1st/basement	Roberto rodriguez	11:55a	11:59a	3 minutes
Yurt/Res hall basement	Adam Brown	11:55a	12:02p	7 minutes
Facilities Building	Tim Sherman	11:55a	12pm	5 minutes
Dining Hall/Fac./kitchen	Luis Zamora	11:55a	11:59a	4 minutes
Barrett	Santos Artiaga	11:55a	11:55 AM	< 1 min
Text Alert System		11:55a	100% delivery rate	

2025 Defensible Space



For full report of 2025 Occupancy Inspections from Carpinteria/Summerland Fire Dept. email Safety@pacifica.edu.

For full report of Defensible Space from Carpinteria/Summerland Fire Dept. email Safety@pacifica.edu.

CLERY DATA

Pacifica Graduate Institute 2024 Annual Campus Fire and Security Report									
249 Lambert Road Campus					801 Ladera Lane Campus				
Criminal Offenses	2022	2023	2024		Criminal Offenses	2022	2023	2024	
Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0		Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0	
Manslaughter by Negligence	0/0/0	0/0/0	0/0/0		Manslaughter by Negligence	0/0/0	0/0/0	0/0/0	
Rape	0/0/0	0/0/0	0/0/0		Rape	0/0/0	0/0/0	0/0/0	
Fondling	0/0/0	0/0/0	0/0/0		Fondling	0/0/0	0/0/0	0/0/0	
Incest	0/0/0	0/0/0	0/0/0		Incest	0/0/0	0/0/0	0/0/0	
Statutory rape	0/0/0	0/0/0	0/0/0		Statutory rape	0/0/0	0/0/0	0/0/0	
Robbery	0/0/0	0/0/0	0/0/0		Robbery	0/0/0	0/0/0	0/0/0	
Aggravated Assault	0/0/0	0/0/0	0/0/0		Aggravated Assault	0/0/0	0/0/0	0/0/0	
Burglary	0/0/0	0/0/0	0/0/0		Burglary	0/0/0	0/0/0	0/0/0	
Motor vehicle theft	0/0/0	0/0/0	0/0/0		Motor vehicle theft	0/0/0	0/0/0	0/0/0	
Arson	0/0/0	0/0/0	0/0/0		Arson	0/0/0	0/0/0	0/0/0	
Hate Crimes	0/0/0	0/0/0	0/0/0		Hate Crimes	0/0/0	0/0/0	0/0/0	
Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0		Murder/Non-negligent Manslaughter	0/0/0	0/0/0	0/0/0	
Rape	0/0/0	0/0/0	0/0/0		Rape	0/0/0	0/0/0	0/0/0	
Fondling	0/0/0	0/0/0	0/0/0		Fondling	0/0/0	0/0/0	0/0/0	
Incest	0/0/0	0/0/0	0/0/0		Incest	0/0/0	0/0/0	0/0/0	
Statutory rape	0/0/0	0/0/0	0/0/0		Statutory rape	0/0/0	0/0/0	0/0/0	
Robbery	0/0/0	0/0/0	0/0/0		Robbery	0/0/0	0/0/0	0/0/0	
Aggravated Assault	0/0/0	0/0/0	0/0/0		Aggravated Assault	0/0/0	0/0/0	0/0/0	
Burglary	0/0/0	0/0/0	0/0/0		Burglary	0/0/0	0/0/0	0/0/0	
Motor vehicle theft	0/0/0	0/0/0	0/0/0		Motor vehicle theft	0/0/0	0/0/0	0/0/0	
Arson	0/0/0	0/0/0	0/0/0		Arson	0/0/0	0/0/0	0/0/0	
Simple assault	0/0/0	0/0/0	0/0/0		Simple assault	0/0/0	0/0/0	0/0/0	
Larceny-theft	0/0/0	0/0/0	0/0/0		Larceny-theft	0/0/0	0/0/0	0/0/0	
Intimidation	0/0/0	0/0/0	0/0/0		Intimidation	0/0/0	0/0/0	0/0/0	
Destruction/Damage/Vandalism of property	0/0/0	0/0/0	0/0/0		Destruction/Damage/Vandalism of property	0/0/0	0/0/0	0/0/0	
Violence Against Women (VAWA)	2022	2023	2024		Violence Against Women (VAWA)	2022	2023	2024	
Domestic Violence	0/0/0	0/0/0	0/0/0		Domestic Violence	0/0/0	0/0/0	0/0/0	
Dating Violence	0/0/0	0/0/0	0/0/0		Dating Violence	0/0/0	0/0/0	0/0/0	
Stalking	0/0/0	0/0/0	0/0/0		Stalking	0/0/0	0/0/0	0/0/0	
Arrests	2022	2023	2024		Arrests	2022	2023	2024	
Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0		Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0	
Drug abuse violations	0/0/0	0/0/0	0/0/0		Drug abuse violations	0/0/0	0/0/0	0/0/0	
Liquor law violations	0/0/0	0/0/0	0/0/0		Liquor law violations	0/0/0	0/0/0	0/0/0	
Disciplinary Actions	2022	2023	2024		Disciplinary Actions	2022	2023	2024	
Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0		Weapons: carrying, possessing, etc.	0/0/0	0/0/0	0/0/0	
Drug abuse violations	0/0/0	0/0/0	0/0/0		Drug abuse violations	0/0/0	0/0/0	0/0/0	
Hazing					Hazing				
Liquor law violations	0/0/0	0/0/0	0/0/0		Liquor law violations	0/0/0	0/0/0	0/0/0	
Unfounded Crimes (Falsely reported)	2022	2023	2024		Unfounded Crimes (Falsely reported)	2022	2023	2024	
Must be investigated by law enforcement	0	0	0		Must be investigated by law enforcement	0	0	0	
KEY					Fire Incidents				
# / # / # = On Campus / Student Housing Facility / Public Property					Residence Hall				
* = "Public" data is provided by the Sheriff's Dept.					Administration				
In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Pacifica's crime statistics and campus policies concerning crime and security are distributed annually and are available on our website and upon request by emailing Safety@pacific.edu.									

Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for

Pacifica Graduate Institute

(115746)

were completed and locked on **September 4, 2025**.

Thank you for your participation in the 2025 data collection.

This certificate was prepared on **September 5, 2025**

NOTES