



Emergency Operations Plan (EOP)

Updated: September 2016

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INTRODUCTION

The safety and security of Colleges of Law (COL) students, faculty, staff, and visitors are a priority of the College's leadership and an integral part of our commitment to excellence. We strive to provide excellent, uninterrupted service to our constituency.

This Emergency Operations Plan (EOP) has been designed to provide faculty and staff with information in identifying the protocol if and when an "event" occurs that may jeopardize the safety of those on campus and/or prevents us from continuing our normal daily operations. This information cannot cover every conceivable situation, but will supply the basic guidelines necessary to cope with the most common campus emergencies. Accordingly, all College personnel should be familiar with and follow these procedures in the case of an emergency.

The EOP applies to both the Santa Barbara and Ventura campuses of the College:

Santa Barbara Campus
20 E. Victoria Street. Santa Barbara, CA 93101

Ventura Campus
4475 Market Street. Ventura, CA 93003

REVIEWING, EXERCISING, AND UPDATING THE PLAN

COL Administration reviews the EOP annually and will revise the Plan if necessary to incorporate changes to guidance, standards, or laws concerning emergency responsiveness, changes in institutional officers, and changes in hazards or threat profile. Following any emergency event, the EOP will be reviewed and any revisions made that would improve responsiveness to future events. All changes shall be made with the advice and counsel of local authorities. The EOP team will also exercise the plan on a yearly basis and provide a written summary of results and suggested changes to the plan, if any. The EOP team will conduct one emergency drill per year.

EMERGENCY NOTIFICATION & TELEPHONE NUMBERS

IN CASE OF EMERGENCY, CALL 9-1-1

Notify Administration at

(805) 979-9860 (SB) or (805) 765-9300 (Ventura)

Call 9-1-1 to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

If possible, afterward call COL Administration who can assess the situation and provide assistance:

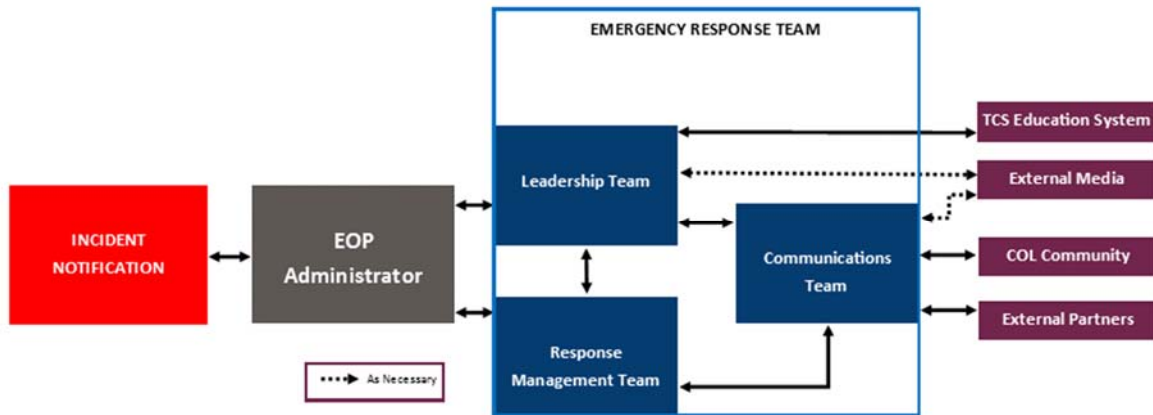
- Santa Barbara: (805) 979-9860
- Ventura: (805) 765-9300
- After Hours: (805) 335-4986

Other Emergency Contacts:

- SB Fire Department: (805) 965-5254
- SB Police Department: (805) 897-2300
- Ventura Fire Department: (805) 339-4300
- Ventura Police Department: (805) 339-4400

ACTIVATION OF THE EMERGENCY OPERATIONS PLAN

Upon the occurrence of an emergency, the EOP Administrator has initial responsibility for contacting the Emergency Operations Plan (EOP) leadership team to initiate the place protocols. Until the Leadership Team lead can be contacted, or the EOP Administrator is otherwise relieved by higher authority or local authorities, the EOP Administrator will direct all available COL resources to provide priority protection for life, safety and preservation of property.



It is the policy of COL to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of institution's personnel. The Colleges will seek the assistance of the municipal police department, fire department and other local agencies on an as needed basis. COL will then coordinate with such local agencies and comply with their directives.

EMERGENCY COMMUNICATIONS

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the Leadership Team, aided by the Communications Team will immediately notify the campus community. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, responds or otherwise mitigate the emergency.

Timely and accurate communication with the campus population during a campus emergency is critical. Key priorities of the Communications Team will be:

- Providing timely status reports and announcements to the COL community
- Communicating accurate information to the public, which will help prevent the spread of rumors

- Gathering information, reports, and recommendations on the status of the emergency situation

Notification Systems

No single system can be 100 percent effective, therefore Colleges of Law uses multiple independent communication channels to make sure that information gets out quickly to students, faculty, staff, and other members of the Colleges of Law community in the event of an emergency.

- **Rave Alert:** The Rave system enables College officials to contact registered members of the Colleges of Law via text message, voicemail and/or e-mail to apprise them of emergency situations or other ongoing risks to public safety in our campus community. The Rave system can be accessed by visiting <https://www.getrave.com/login/tcsedsystem>.
- **Emergency Site:** In the event of a major emergency, information about the status of the College is posted online at www.collegesoflaw.edu/Emergency_Information.
- **Email Notifications:** The College of Law maintains a list of College email addresses for all students, faculty, and staff that are used to distribute timely information about crimes as well as emergencies and other situations posing a risk to campus safety. Members of the COL community are encouraged to check their Colleges of Law email account for safety and security information.
- **Departmental Phone Tree:** COL Administration maintains a stakeholder communication roster and a phone tree to expedite emergency communications. Please refer to Appendix A of the EOP.

Timely Warnings

In addition to yearly crime statistics provided in the Annual Security Report, the EOP administrator will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the greater campus area. These reports are intended to raise awareness regarding criminal activity so the community can increase or implement safety strategies. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings.

Decisions to disseminate a Crime Alert will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. Crime Alerts will contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes.

Anyone with information warranting a timely warning should report the circumstances to COL Administration.

INCIDENT MANAGEMENT TEAM (IMT)

The Incident Management Team (IMT) is responsible for taking action on behalf of COL in the event of a campus emergency or situation that calls a change in campus status: lockdown, lockout, or closure. The team comprises three specialized units, each dedicated to carrying out critical functions of the school's Emergency Operations Plan (EOP).

The Leadership Team is responsible for making key decisions within the framework of the EOP and acting as the spokespeople for the institution in the event of an emergency.

Led by an Area Captain at each campus, the Response Management Team is responsible for advancing the procedures outlined in the EOP, including fire emergency actions, campus evacuation, and campus closure.

Finally, there is the Communications Team, which is responsible for collecting critical information for decision making and activating COL's communication channels to notify constituents of actions taken by COL through the EOP.

To ensure continuity, each team includes a lead and ranked members, which assume leadership duties of the team in the event that other members are unavailable to participate. To follow is an overview of the model with the latest IMT roster found in Appendix A.

Leadership Team	
<ol style="list-style-type: none">1. Executive Director (Lead)2. Dean3. Assistant Dean4. Business Manager	<p>Duties:</p> <ul style="list-style-type: none">• Call 911 if first contact about an emergency situation.• Assemble IMT.• Decision maker for campus lockdown, campus lockout, and/or campus closure.• Initiate the notification system and act as COL spokesperson• Determine the segment of the campus community to receive a notification and the content of communications• Contact and update System leadership team on COL actions.• Confirm information to be released to the public about a campus incident.• If available, contact family of an individual affected by a campus incident.
Response Management Team	

<ol style="list-style-type: none"> 1. Business Manager (Lead) 2. Assistant Dean 3. SB Area Captain 4. Ventura Area Captain 	<p>Duties:</p> <ul style="list-style-type: none"> • Call 911 if first contact about an emergency situation. • Assemble IMT. • Conduct campus evacuation procedures. • Conduct campus lockdown, campus lockout, campus closure procedures. • Maintain incident report log. • Contact law enforcement in the event of a campus crime. • Clery Act reporting. • Acquire consulting services in the event of a community member death. • Respond to medical emergencies on campus.
Communications Team	
<ol style="list-style-type: none"> 1. COL Communications Associate (Lead) 2. TCS ES Communications Manager 3. Director of Admissions 4. Ventura Area Captain 	<p>Duties:</p> <ul style="list-style-type: none"> • Call 911 if first contact about an emergency situation. • Monitor local news outlets and police for information. • Draft and confirm information to be released to the community. • Be a source of information to the COL phone tree, including professors of classes affected by closure. • If order is issued to close campus, contact COL campus community via RAVE and/or email.

In addition, the IMT includes the roles of EOP Administrator and Area Captains for each campus with identified proxies for each should the primary role player not be available. An overview of each role:

EOP Administrator	
<p>Business Manager Proxy 1: Assistant Registrar Proxy 2: Assistant Dean</p>	<p>Duties:</p> <ul style="list-style-type: none"> • Maintains the EOP manual, including making updates as needed. • Maintains IMT roster. • Organizes annual trainings of EOP procedures. • COL contact for local first responder consultations and inspections. • Ensure that the latest EOP manual is found on the COL website.
Area Captains	
<p>SB Area Captain Proxy: SB Faculty Lead</p> <p>Ventura Area Captain Proxy: Business Manager</p>	<p>Duties:</p> <ul style="list-style-type: none"> • Public-facing contact for reporting of an incident on campus. • Assemble IMT as needed. • Lead for emergency and campus evacuation procedures.

FIRE EMERGENCY PROCEDURES

When an emergency strikes, every minute counts. Remaining calm and following these general guidelines can help keep you safe.

In the case of a fire...
Remember **C.A.L.M.**

CALL 911 first and make sure you provide accurate information such as street address and location of fire or potential emergency.

ALERT COL at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures. Provide accurate information about the fire or emergency information so that they can support the fire department when they arrive.

LISTEN to the instructions provided when calling 911 because they may provide you specific instructions on what to do to stay safe.

MOVE to safety or evacuate only if you are in immediate danger, otherwise stay where you are.

DO NOT

1. PANIC
2. BREAK WINDOWS
3. GO TO THE ROOF

FIRE EMERGENCY PROCEDURES FOR NON-BUSINESS HOURS

This emergency information was developed for the possible event of an emergency for when the College's administrative offices are closed, specifically on weekends and weekdays after 6:30 p.m. If the emergency is life threatening or extreme in nature, one should dial 911 immediately.

1. All emergencies should be reported to a faculty or staff member.
2. "In Case of Emergency" flyers are posted in Ventura and Santa Barbara classrooms providing emergency contact information.
3. If the nature of the emergency requires that COL must call the student's emergency contact, then contact the Office of the Assistant Dean and Registrar (see Appendix A) who will obtain the student's information from CampusVue and initiate the call to the student's emergency contact person. A record of the incident should be added to the "Contact Manager" section of CampusVue.

EVACUATION PROCEDURES

In the event an evacuation is initiated, signals will sound and you will receive instructions from the Response Management Team and/or fire officials to evacuate.

Follow the procedures below:

1. The Area Captain is to alert the other members of the Response Team to assume their duties and begin the evacuation.
2. The Response Management Team is to walk the campus making sure that everyone is aware of the order to evacuate and directs all employees and visitors to proceed quickly to the emergency exit for a safe exit.
3. The Searchers are to search all rooms including restrooms. After a room has been searched, close the door and place a post-it at the bottom of the door to indicate to the fireman that the room has already been searched.
4. The Area Captain is the last one to leave the ground level. Before leaving, check offices and other rooms that were not inspected (if doors are open and do not have post-it notes). Make sure all doors are closed because this helps to contain fire and smoke.
5. Once an evacuation has begun, do not re-enter the evacuated area until it has been declared safe by the Fire Department officials.
6. The Area Captain should take a head count (using a current list of employees) and confirm that their evacuated personnel are present and accounted for at the designated evacuation area. If someone is not accounted for, immediately notify the firemen so that they may send help.

EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

In the event of a building evacuation, some individuals with disabilities may require special assistance. Everyone can help by becoming aware of those who may need assistance.

Mobility-Impaired/Wheelchair

A building occupant should remain with the disabled person in a room with an exterior window, a telephone, and a solid door. Send someone out to notify emergency personnel of the location of the person in need of assistance. Fire Department personnel then can assist the person.

Only when the Fire Department is not available and there is an imminent hazard should occupants evacuate wheelchair users. If this must be attempted one technique is the Two-Person Cradle Carry:

1. With a second person, wait until other evacuees have cleared area.
2. Both of you stand on either side of the individual.
3. Reach under the individual and lift them out in a cradle.
4. Control the descent by walking slowly and cautiously.
5. Never leave the wheelchair in a hallway.

A second technique is the Chair Evacuation:

1. Transfer the individual to a sturdy office or classroom chair.
2. First helper gently leans the chair backward.
3. The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
4. Control descent by bending legs slowly & keeping back straight.

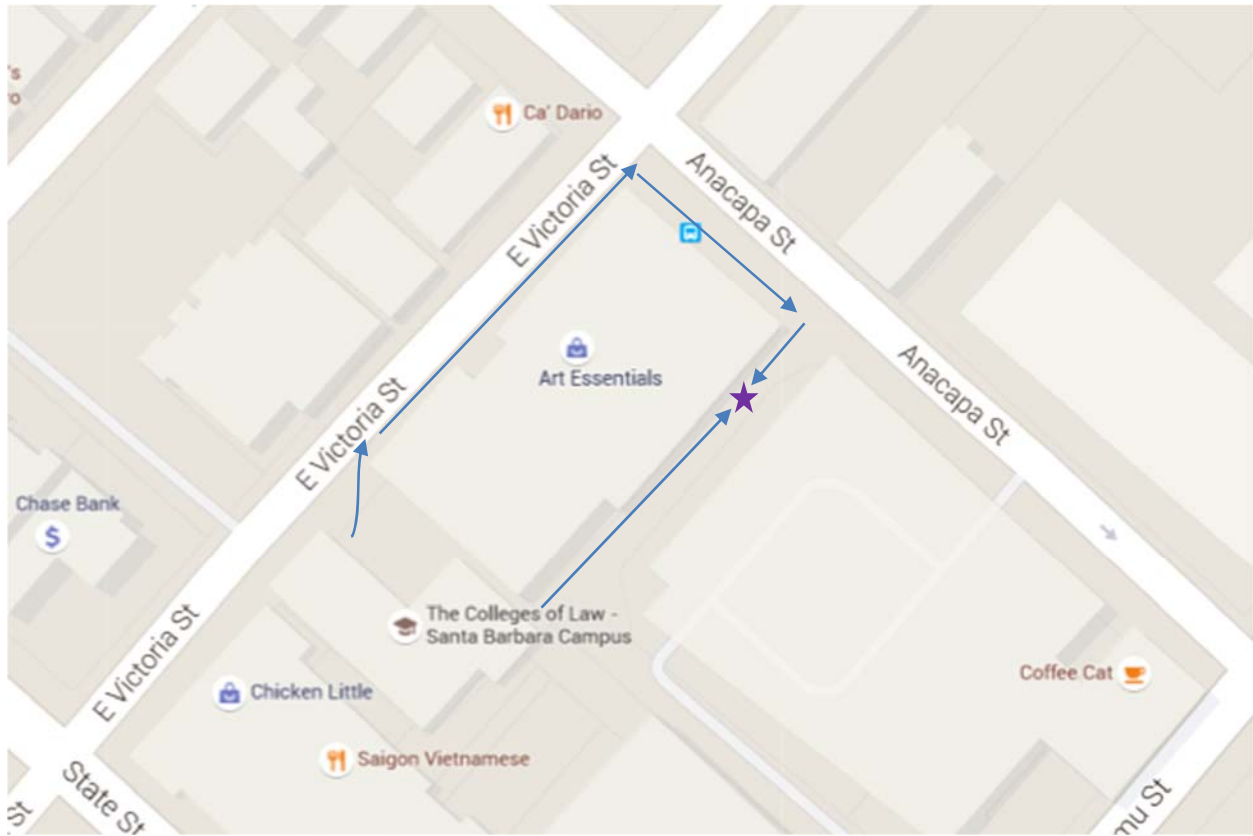
Hearing Impaired

People with hearing impairments may not hear audio emergency alarms and will need to be alerted by other building occupants. When these lights are activated from the fire/life safety system panel, they will flash on and off and are intended to alert the hearing impaired that there is an emergency.

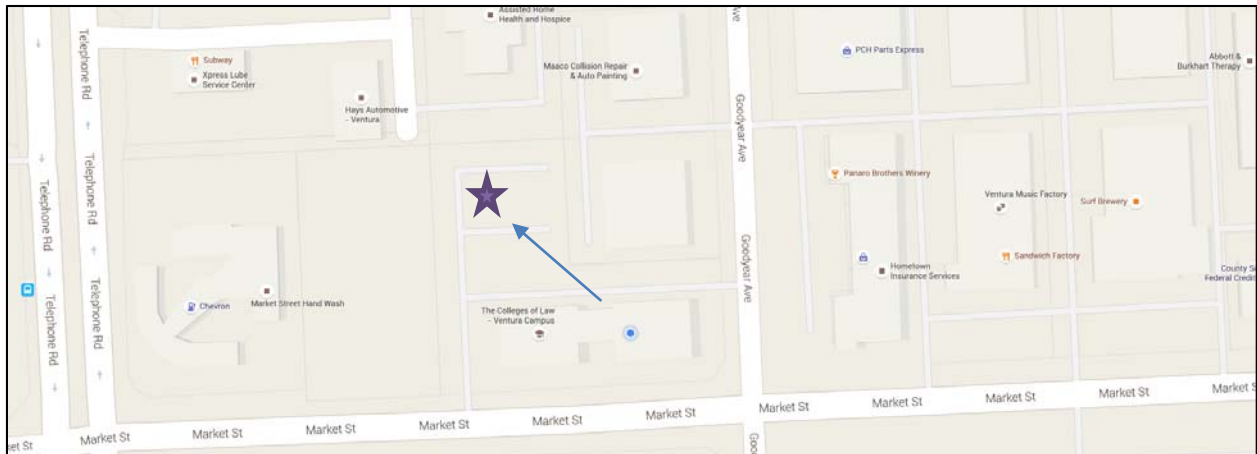
Visually Impaired

People who are visually impaired may need assistance in evacuating. The assistant should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route.

EVACUATION ASSEMBLY AREA: Santa Barbara and Ventura Campuses



★ Santa Barbara Campus evacuation rendezvous point



★ Ventura Campus evacuation rendezvous point

EMERGENCY TIPS

Fire:

If you are trapped inside a room by fire:

1. If you hear a fire alarm and you are inside a room, feel the door before opening it. If the door is hot, do not open it. Fire may be in the hallway.

If you must remain inside the room:

1. Call 911. Tell them your location and that you need Fire Department assistance to get out. Seal up the bottom of the door with cloth to prevent smoke from entering.
2. Do what you can to get yourself to an area where people would be able to hear you, or see you, so that they can help facilitate getting you out.
3. If you must have air and windows are available and operable, open the window. Break windows only as a last resort.
4. Signal from the windows to show the Fire Department your location.

Smoke:

Smoke does not necessarily mean there is fire. Smoldering carpet, for instance, will produce great amounts of smoke without a fire. In any case, your prime objective should be to leave your office at the first sign of smoke. Smoke will start to accumulate at the ceiling and work its way down. "Exit" signs may begin to disappear. Smoke is very irritating to eyes and your eyes will automatically close. Lastly, fresh air is at or near the floor level. Get on your hands and knees (or stomach) and stay there as you crawl or make your way out to safety.

Emergency Exits:

It is critical that you check the location of the nearest exit to your work area. You also should have alternative routes that will take you to the nearest exit (refer to the MAP OF EMERGENCY EXITS for the location of the exits). Keep in mind, if there is an actual emergency the Fire Department may direct you to use a specific exit. It may be necessary to crawl on your hands and knees to avoid the smoke. Be aware of the landmarks and position of desks and doors at this level. Once you're at the designated safety exit, there are a few additional rules to follow. Before you open or touch a door, test it to see if it's hot. NEVER open a hot door! If doors are normal, then proceed. Once you are through the door, be sure to close it tightly. Doors are an excellent "stop" to smoke and active fire. Some doors have a fire rating up to two hours, which will serve as excellent protection to the occupants on the safe side.

Strobe Lights:

Strobe lights are located throughout the campus. When these lights are activated from the fire/life safety system panel, they will flash on and off and are intended to alert the hearing impaired that there is an emergency. The strobe lights are tested annually to ensure they are operating properly.

Fire Safety Precautions:

- Keep hallway doors closed at all times. Never prop them open.

- Keep corridors and hallways clear at all times so as not to impede fire evacuation.
- All COL facilities are non-smoking areas. Smoke only in designated outdoor areas.
- Use of candles or any other open flame within buildings is prohibited.

False Alarms:

The best policy with false alarms is to be safe rather than sorry. If you are responsible for a false alarm or know that the fire department was called, notify COL administration at (805) 979-9860 (SB) or (805) 765-9300 (Ventura) during business hours or (805) 335-4986 (after hours). Your cooperation is appreciated.

Fire Extinguishers:

The campus has several fire extinguishers located in various locations. These extinguishers can be effectively used on any type of fire within the building. Instructions on how to use the extinguishers are prominently displayed on the front of each extinguisher. Please familiarize yourself with the locations of and usage directions of these extinguishers.

To use a fire extinguisher remember P.A.S.S.:

1. PULL pin
2. AIM low and point the hose at the base of the fire
3. SQUEEZE the handle to release the extinguishing agent
4. SWEEP from side to side at the base of the fire until it appears to be out

Only use a fire extinguisher to fight a fire if the following conditions exist:

1. The fire is small (confined in a wastebasket, small piece of equipment, electrical box, etc.).
2. You can fight the fire with your back to an exit.
3. Your extinguisher works properly and you know how to use it.
4. You've been trained to get out quickly if your extinguishing effort is failing.

Do not attempt to fight a fire with a fire extinguisher if:

1. The fire is spreading rapidly.
2. The fire could block your escape route.
3. You are not sure or do not know how to operate an extinguisher.

Daily Fire Prevention Tips:

- Make sure appliances such as coffee makers and toaster ovens are turned off when not in use. If electrical equipment or a fluorescent light is not working properly, or if you smell an unusual odor, disconnect or turn off the light and notify COL administration at (805) 979-9860 (SB) or (805) 765-9300 (Ventura) during business hours or (805) 335-4986 (after hours).
- Leave plenty of space for air to circulate around electric office equipment since it normally gives off heat.
- Space heaters are a fire hazard and are not allowed in the building. If you have a heating concern, contact the Office/Facilities department.
- Do not stack materials in closets or storage rooms close to the ceiling so as to obstruct the sprinkler head. Provide a minimum clearance of 18" between the ceiling and sprinkler head.
- Do not overload electrical plugs or have extension cords running throughout the space where they can be stepped on and do not plug more than one extension cord into another.
- Do not block exit doors.
- Do not prop open room doors or allow office suite doors to remain open. Open doors permit the spread of fire and smoke.
- All aisles leading to an exit must maintain 44" wide path free of obstructions for a safe means of way out.

EARTHQUAKE

A major earthquake may cause damage and injuries throughout southern California, and create many emergencies on campus. Although College campus buildings have been constructed to resist earthquake shaking, falling objects inside buildings may be a significant hazard.

In the event of a major earthquake that causes strong shaking:

1. **Drop, cover, and hold.** Protect yourself from falling objects such as light fixtures or bookcases. Stay away from windows. Get under a table or desk, or stay in an area free of falling hazards.
2. **During the shaking,** do not run for exits or attempt to leave the building, since heavy objects may be falling in your path.
3. **If you are in a hallway,** drop to the floor and cover your head and neck. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door and other debris. A doorway should only be used if it is in close proximity and is a strongly supported load-bearing doorway. If no cover is near, duck and cover near an interior wall or corner of the building.
4. **If outside,** move away from structures, power poles, or other possible hazards. Stay in an open area.

When the shaking stops:

1. Check for injuries to people in the area. Call for medical assistance, and render first aid if required.
2. Check the area for hazards such as building damage, fires, or gas leaks. If the building appears to be unsafe, leave the building, and report any urgent problem.
3. Do not use candles, lighters or matches! There may be gas present.
4. Do not smoke inside the building and be extremely careful where you smoke outside. Flammable materials may have been spilled during the main shock, and an aftershock may cause you to drop your cigarette.
5. If you are trapped, use a flashlight, whistle, or tap on a pipe or wall to signal your position. Avoid kicking up dust. Shout as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
6. Expect aftershocks.

FLOODING

A flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled. Flooding can be a result of building system failures or natural occurrences, such as heavy rain fall. In the event of severe flooding, local authorities and COL Administration should be notified.

Broken water pipes, water leaks and overflowing or clogged drains that do not present an emergency situation should immediately be reported to Administration.

If a water leak/flooding occurs, individuals should:

- Remain calm and evacuate the area.
- Contact COL Administration at (805) 979-9860 (SB) or (805) 765-9300 (Ventura), during business hours or (805) 335-4986 (after hours).
- Use extreme caution and do not use any electrical appliances or outlets near the leak.
- Upon investigation of the problem area, Facilities personnel shall notify building management.

SEVERE WINDS

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by heavy rains. When facing severe winds:

- 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, buildings will be inspected for damage.

UTILITY FAILURE

In the event of a major utility failure contact COL administration at (805) 979-9860 (SB) or (805) 765-9300 (Ventura) during business hours or (805) 335-4986 after 6:30 p.m. or on weekends.

During a power outage:

- Remain calm.
- Provide assistance to students, visitors, and staff in your immediate area.
- Turn off computers and unplug electronic equipment to prevent a power surge from damaging equipment when the power comes back on.
- Evacuate the building if the fire alarm sounds or upon notification by COL administration, an IMT member, or other emergency personnel.
- Before leaving, secure your files, lock windows and doors, turn off lights, and if time allows for you to do so safely, take your personal belongings.

HAZARDOUS MATERIALS: SPILLS AND FIRE

If a hazardous material spill occurs:

- If toxic chemicals come in contact with your skin, immediately flush the affected area with cold clear water for at least 15 minutes.
- Notify 911 and COL administration at (805) 979-9860 (SB) or (805) 765-9300 (Ventura) during business hours or (805) 335-4986, and/or a IMT member.
- If there is any possible danger, evacuate the area immediately.

If a chemical fire occurs:

- Remain calm and if time permits, close windows/door in the room where the fire is

located. Close the door as you leave and immediately sound the fire alarm.

- Call 911, and/or an IMT member at (805) 979-9860 (SB) or (805) 765-9300 (Ventura) during business hours or (805) 335-4986 (after hours).
- 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.
- Relocate to your designated staging area and stay out of the way of emergency personnel. Report to an IMT member and do not return to the building until instructed to do so by emergency personnel.
- Notify emergency personnel if someone is trapped in the building.
- Unless you've been trained specially in fighting hazardous material fires, do not attempt to extinguish the fire!

SUSPICIOUS MAIL OR PACKAGES

Individuals should be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No return address
- Misspelled words
- Envelopes or packages sealed with excessive tape
- Poor type or illegible/unusual handwriting
- Incorrect name, address, or title
- Powder or other substance seeping through the package
- Excessive postage
- Protruding wires
- Strange odors emanating from the item
- Oily stains, crystallization or other discolorations on packing material

Should a piece of mail or package that displays the above-listed characteristics be received and there is suspicion the item may contain an explosive, chemical, biological or radiological threat:

- Isolate the item immediately
- Do not open, move, smell or taste the suspicious item
- Leave the immediate area and warn others in the area to do the same
- Call Facilities for further instructions and assistance
- If possible, wash your hands and face with soap and water

Should you open a piece of mail or package that appears to be contaminated:

- Do not move the item
- Call a IMT member for further instructions and assistance, see Appendix A
- Turn off any fans and supplemental air conditioners
- Isolate the area and evacuate the adjoining areas

- Deny access to the letter/package to everyone except emergency responders
- The individual who opened the parcel and anyone else who has come into contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from responding emergency personnel
- If possible, the individuals who had contact with the parcel should wash their face and hands with soap and water

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. An active shooter incident is unpredictable and can evolve quickly.

If you hear or think you hear gunshots react quickly:

- If there is an escape path, GET OUT.
- Evacuate whether others agree to follow.
- Leave belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when safe to do so.

Provide law enforcement or the 911 operator the following information:

- Location of the active shooter/s
- Number of shooters
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

If evacuation is not possible:

- HIDE OUT
- If you are in an office or classroom, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- Your hiding place should:
 - Be out of the shooter's view
 - Provide protection if shots are fired in your direction
 - Not trap you or restrict your options for movement

Once in a hiding place, KEEP THE SHOOTER OUT:

- Lock the door.
- Blockade the door.
- Silence your cell phone and electronic devices.
- Turn off any source of noise (radios, TV).
- Hide behind large items.

If there are two or more of you:

- Spread out.
- Do not huddle together.
- Quietly develop a plan in the event the shooter enters.
- Remain quiet. Remain calm.
- Dial 911 if able (if you can't speak, leave line open).

As a last resort, and only when your life is in imminent danger, it is your sole decision to TAKE ACTION and attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to react to law enforcement:

- The first responders on the scene are not there to evacuate or tend to the injured. They are there to stop the shooter.
- Remain calm, and follow officers' instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help; just proceed in the direction from which officers are entering the premises.
- As soon as possible notify family members that you are safe.

INDICATORS OF POTENTIAL VIOLENCE

Individuals typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be treated. Potentially violent behaviors by an individual may include one or more of the following (this list is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol or drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to change in policy & procedures
- Repeated violations of COL campus policies
- Increased severe mood swings
- Noticeably unstable emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal comments

- Behavior which is suspect of paranoia
- Increasingly talks of problems at home
- Escalation of domestic problems in the workplace; severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms and other dangerous weapons or violent crimes

If one's actions arouse suspicion or make you feel uncomfortable report your observations and feelings to:

- COL administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours).
- Students should report observations to Staff or Faculty.
- Employees should report observations to a member of the Senior Management team.

ARMED SUSPECT / HOSTAGE / SHOOTER PROTOCOL

In the event of a campus emergency such as a shooter, a person with a gun or a hostage situation the following security measures should be taken. This is primarily for incidents that originate on campus.

- NEVER confront an armed suspect. Retreat to safety and call 911 and COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours). Report location of suspect.
- Report the exact location of the suspect within the building.
- Establish an outer perimeter (performed by law enforcement). All roads leading into campus must be shut down.
- COL Administration may request lockdown of campus be executed by the IMT.

Activate a campus wide lock down:

- All building exterior doors are to be locked.
- Students are to remain inside the classroom until all cleared.
- "All clear" signals may be given by local law enforcement or COL Administration. An "all clear" signal may be sent via RAVE as well. No one should leave their lockdown location without specific direction to do so.

BOMB THREAT

If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

- Remain calm. When the bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
- DO NOT put the caller on hold
- DO NOT attempt to transfer the call
- The person taking the call should immediately notify another staff person in the office,

preferably while the caller is still on the line.

Pay attention to the caller and his/her words and speech:

- Does the caller have any distinguishing voice characteristics such as an accent, stuttering or mispronunciation?
- Is the caller angry, excited, irrational or agitated?
- Is the caller a man or woman; young, middle aged or old?
- If you have caller ID, note the phone number of the caller
- Listen for background noises (traffic, train whistle, music, radio, TV, children, airplanes, etc.).
- It is important to document all that you know and hear. This should include filling out the Bomb Threat Checklist.
- Call 911 and/or COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours).
- Do not evacuate until told to do so.

Bomb Threat Checklist:

- STAY CALM AND COLLECT ALL THE INFORMATION YOU CAN
- Name of Call Taker
- Date and time received
- How threat was reported (telephone, email, in-person, by mail)?
- Location threatened
- Exact words used to make threat

Questions to ask the person making the threat:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Who placed the bomb?
- Why was the bomb placed?
- Where are you calling from?

Description of Callers Voice:

- Young, Old, Accent, Male, Female, Background Noises,
- Remarks, etc...
- Completed by: (your name)
- Phone: (your phone number)

DEATH ON CAMPUS

In the event of a campus emergency involving a death on campus, the following actions should be taken. This is primarily for incidents that originate on campus.

1. Dial 911
2. Contact COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures.

IMT Procedures:

- Response Team
 - Lock down incident location.
 - Document facts for law enforcement officers and emergency medical staff, including time of discovery, who discovered, and information about the individual.
 - Document facts collected from law enforcement and emergency personnel.
 - Contact source for counseling services.
 - Maintain calm across campus.
- Leadership Team
 - Determine whether to close campus.
 - Contact TCS ES leadership team and maintain communication with System communications team.
 - Identify spokesperson for college.
 - Work with Response and Communication teams on a statement about the incident.
 - Be the primary source of all known facts about the event.
- Communication Team
 - If order is issued to close campus or cancel classes, contact COL campus community via RAVE or email.

CAMPUS LOCKDOWN AND SHELTER IN PLACE

In some unusual situations, it may be necessary to remain inside the building, or “shelter in place,” rather than evacuate. Examples include a civil disturbance, area shooting, or terrorist incident. College staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been contained, which allows students and staff in place and remove any innocent bystanders from immediate danger. Exterior campus doors are locked by the IMT.

Once you receive notification by phone, email, text message, or COL personnel of a shelter in place:

- Proceed to the nearest room or classroom, preferably a room that can be locked.
- Lock the door if possible.
- Move furniture to barricade the door if possible.
- Shut the blinds covering the windows.
- Turn off the lights.
- Sit/crouch down in areas that are out of sight from doors and windows.
- Switch your cell phone to “vibrate.”

- Remain quiet and calm until police arrive and/or you are notified by the IMT.

Steps to implement lockdown after possible threat has been identified:

3. Dial 911 if issue is associated with COL.
4. Contact COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures

IMT Procedures for a Campus Lockdown:

- Leadership Team
 - Assemble IMT.
 - Determine whether to lockdown campus based evaluation of the situation and/or information collected from IMT members.
 - Contact TCS ES leadership team and maintain communication with System communications team.
 - Identify spokesperson for college.
 - Be the primary source of all known facts about the lockdown.
- Response Team
 - Lock and secure all exterior doors and entrances.
 - If possible, visit classrooms and offices to notify campus of lockdown.
 - Maintain calm across campus.
- Communication Team
 - Monitor local news outlets and police for information:
 - Ventura Office of Emergency Services: <http://www.vcemergency.com/>
 - Santa Barbara Office of Emergency Services: <http://www.santabarbaraca.gov/gov/depts/fire/oes/default.asp>
 - ABC7 Ventura Co.: <http://abc7.com/ventura-county/>
 - KEYT News: <http://www.keyt.com/>
 - Ventura Co. Police Scanner: <http://www.broadcastify.com/listen/ctid/238/web>
 - Santa Barbara Co. Police Scanner: <http://www.broadcastify.com/listen/ctid/224/web>
 - Draft and confirm information to be released to the community.
 - Be a source of information to the COL phone tree.
 - If order is issued to close campus or cancel classes, contact COL campus community via RAVE and/or email.

CAMPUS LOCKOUT

This procedure, allows operations to continue, but curtails outside activity, and allows no unauthorized personnel into the building. This protocol is most commonly used when an incident is occurring outside a College building or off-school property, including specific instructions from law enforcement.

Steps to implement lockout after possible threat has been identified:

1. Dial 911.
2. Contact COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures.

IMT Procedures:

- Leadership Team
 - Assemble IMT.
 - Determine whether to lockdown campus based evaluation of the situation and/or information collected from IMT members.
 - Contact TCS ES leadership team and maintain communication with System communications team.
 - Identify spokesperson for college.
 - Be the primary source of all known facts about the lockdown.
 - Allow only AUTHORIZED personnel into building.
 - Consider modified release of students who must report to work off campus if safe to do so.
- Response Team
 - Lock and secure all exterior doors and entrances.
 - If possible, notify students, faculty, and staff outside immediately return to campus.
 - If possible, visit classrooms and offices to notify campus of lockout.
 - Maintain calm across campus.
- Communication Team
 - Monitor local news outlets and police for information:
 - Ventura Office of Emergency Services:
<http://www.vcemergency.com/>
 - Santa Barbara Office of Emergency Services:
<http://www.santabarbaraca.gov/gov/depts/fire/oes/default.asp>
 - ABC7 Ventura Co.: <http://abc7.com/ventura-county/>
 - KEYT News: <http://www.keyt.com/>
 - Ventura Co. Police Scanner:
<http://www.broadcastify.com/listen/ctid/238/web>
 - Santa Barbara Co. Police Scanner:
<http://www.broadcastify.com/listen/ctid/224/web>
 - Draft and confirm information to be released to the community.
 - Be a source of information to the COL phone tree.
 - If order is issued to close campus or cancel classes, contact COL campus community via RAVE and/or email.

CAMPUS CLOSURE

A campus closure directive may be issued when local situations and/or emergencies are endangering the College community or prohibit COL from operating on a normal schedule. Examples could include:

- Severe weather, i.e., extreme winds, tsunami
- Gas leak
- Chemical spill/biological disaster
- Civil unrest/disruptive protests
- Natural disaster
- Fire or explosion in proximity to campus
- Prolonged road closures in proximity to campus
- Prolonged campus utility disruption, e.g., water, power, sewer

Steps to implement campus closure after emergency or situation has been identified. The same procedures can be used to cancel classes.

1. Contact COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures.

IMT Procedures:

- Leadership Team
 - Assemble IMT.
 - Determine whether to close campus based evaluation of the situation and/or information collected from IMT members.
 - Contact TCS ES leadership team and maintain communication with System communications team.
 - Be the primary source of all known facts about the closure.
 - Based on evaluation of situation and/or information collected from IMT members, determine when to reopen campus.
- Response Team
 - Visit classrooms and offices to notify campus of closure.
 - Post signage at campus entrances announcing closure.
 - Lock and secure all exterior doors and entrances.
 - Maintain calm across campus.
- Communication Team
 - Monitor local news outlets and police for information:
 - Ventura Office of Emergency Services:
<http://www.vcemergency.com/>
 - Santa Barbara Office of Emergency Services:
<http://www.santabarbaraca.gov/gov/depts/fire/oes/default.asp>
 - ABC7 Ventura Co.: <http://abc7.com/ventura-county/>
 - KEYT News: <http://www.keyt.com/>
 - Ventura Co. Police Scanner:
<http://www.broadcastify.com/listen/ctid/238/web>

- Santa Barbara Co. Police Scanner:
<http://www.broadcastify.com/listen/ctid/224/web>
- Draft and confirm information to be released to the community.
- Be a source of information to the COL phone tree, including professors of classes affected by closure.
- If order is issued to close campus, contact COL campus community via RAVE and/or email.
- Once order is given to reopen campus, contact COL campus community via RAVE and/or email that the campus is open and operating on a normal schedule.

MEDICAL EMERGENCY

In case of a serious medical emergency on campus:

1. Dial 911 and following instructions.
2. Contact COL Administration at (805) 979-9860 (SB), (805) 765-9300 (Ventura), or (805) 335-4986 (after hours), which will activate IMT procedures.

Guidelines for medical emergencies:

- If you are assisting someone in an emergency, stay with the victim.
- If the victim is conscious, ask what the problem is.
- If the victim is unconscious, check for breathing and bleeding; only trained individuals should administer First Aid and/or CPR.
- Keep the victim still, comfortable, and warm.
- Protect the victim from any disturbances.
- Search for emergency identification.
- Wait for emergency personnel to arrive.
- REMAIN CALM.

Appendix A: COL Incident Management Team (Updated September 2016)

EOP Administrator					
Name	Title				
Lex Burdick	Business Manager				
Matt Nehmer	Proxy EOP Administrator				
Leadership Team					
Name	Title	Phone 1	Phone 2	Email 1	Email 2
Matt Nehmer	Executive Director (Incident Commander)	805-765-9308		nehmer@collegesoflaw.edu	
Jackie Gardina	Dean (Proxy 1)	805-765-9306		jgardina@collegesoflaw.edu	
Barbara Doyle	Asst. Dean (Proxy 2)	805-765-9302		bdoyle@collegesoflaw.edu	
Lex Burdick	Business Manager (Proxy 3)	805-765-9307	After hours 805-335-4986;	alexisburdick@collegesoflaw.edu	
Response Team					
Lex Burdick	COL Lead	805-765-9307		alexisburdick@collegesoflaw.edu	
Barbara Doyle	Proxy Ventura Area Capt.; Proxy COL Response Lead	805-765-9302		bdoyle@collegesoflaw.edu	
Christian Winnewisser	SB Area Capt.	805-979-9862		cwinnewisser@collegesoflaw.edu	
Jennifer Mackie	Ventura Area Capt.	805-765-9301		jmackie@collegesoflaw.edu	
DeeDee Barthelmess	Proxy SB Area Capt.	805-979-9865		jbarthelmess@collegesoflaw.edu	
Communications Team					
Johanna Atienza	Communications Associate (COL)	415-314-0338		johannaatienza@collegesoflaw.edu	
Noelle Kull	PR & Communications Manager (TCS ES)	312-488-6051		nkull@tcsedsystem.edu	
Shawn Taylor	Director of Admissions	805-765-9719		shawntaylor@collegesoflaw.edu	
Jennifer Mackie	Ventura Area Captain	805-765-9301		jmackie@collegesoflaw.edu	