



Student Safety Preparedness Information

Use this information to prepare for emergencies you may encounter on the NYFA campus or in your own home.

Before Classes Begin:

- Sign up for NYFA's free Emergency Alert System:
<https://asp.schoolmessenger.com/nyfas/subscriber>
- Become personally prepared for an emergency:
 - Review NYFA's Emergency Response Guide
 - Keep friends and family up to date on your safety with the help of free personal safety apps such as *Circle of 6* or *Watch Over Me*
 - Make your own home emergency supply kit in the case of earthquakes. Sample emergency supply list:
<http://www.fema.gov/media-library/assets/documents/90354>

On the First Day of Each Semester:

- Check building evacuation maps, posted near stairwells and elevators, for building exits
- Know at least two evacuation routes from each of your classrooms and the building specific assembly areas

Basic NYFA Emergency Evacuation Procedure:

- When told to do so, evacuate immediately and stay with your classmates and instructor
- Calmly walk out of the building by way of the staircase, in a single file line, keeping to the right side
- DO NOT take the elevator
- Go to an assembly area, and await further directions from your instructor
- Do not re-enter the building until cleared to do so by authorized emergency responders

Local Hospitals:

If someone suffers from an injury or illness a first aid kit and over the counter medicine cannot accommodate, the assistance of trained medical professionals may be necessary.

- Closest emergency room open 24 hours, 7 days a week:
 - Providence Saint Joseph Medical Center
501 S. Buena Vista St. Burbank, CA 91505
- Closest urgent care facility open 11am to 10pm, 7 days a week:
 - Regal-Lakeside and Affiliates Urgent Care
191 S. Buena Vista St. Suite 150 Burbank, CA 91505

Additional Resources for International Students:

- Disaster situations may impact international students in unique ways. The US Department of Homeland Security, Immigration and Customs Enforcement provide some specific tips on how international students can be prepared:
<http://www.ice.gov/sevis/emergency/evacuation.htm>

Administration Contact Information:

You should always feel safe in and out of class and with any instructor, staff or fellow student. Feel free to contact administration for any situations in or out of class that do not resolve on their own.

- Dan Mackler, Director of School: dan@nyfa.edu
- Brad Ben-Hain, Director of Operations: brad@nyfa.edu
- Eric Conner, Dean of Students: eric@nyfa.edu



LA CAMPUS EMERGENCY RESPONSE GUIDE

FIRE OR EXPLOSION

- Do not panic; report the fire to the nearest NYFA administrative personnel.
- Evacuate the building via the nearest and safest fire exit, following evacuation procedures.
- DO NOT use elevators.
- Check all doors for heat prior to opening them.
- If you are caught in the smoke, crouch down and crawl out of the area.
- If you are trapped by fire: Retreat and close as many doors as possible between you and the fire; if possible place a moist cloth material under the door to keep the smoke out; and be prepared to signal from windows.

EARTHQUAKES

- Stay calm.
- Immediately DROP, COVER and HOLD ON under a table, desk or against an interior wall until the shaking stops.
- Protect your head and neck with your arms.
- Do not exit a building during the shaking – there is danger from falling debris.
- Wait for a signal to evacuate.
- If you are told to evacuate, DO NOT use the elevators.

SUSPICIOUS PACKAGE/MAIL

- Immediately contact NYFA administration.
- Do not come into contact with the object.
- Evacuate the immediate area.
- If chemicals are detected, stay upwind.
- Wash hands with soap and warm water.
- Create a list of people who were in the area or may have come in contact with the package/envelope since the arrival on campus.

HAZARDOUS SPILL OR LEAK

- Immediately contact NYFA administration.
- Avoid direct contact with spilled material and treat all chemicals as hazardous materials.
- Stop the source of the spill, if you can do so without endangering yourself.
- If indoors, evacuate immediately.
- If outside, stay upwind, away from the toxic fumes or smoke.

BOMB THREAT

- Students and staff will be asked to evacuate the campus and gather at the assembly points until it is safe to return back to campus.
- For any threats made toward our campus, you will be notified of important information through the NYFA School Messenger System.
- If you see or hear of a bomb threat made toward the NYFA campus, remain calm, take it seriously and inform the nearest NYFA administrative personnel.
- If it is a phone call, record the number displayed on Caller ID. Speak to the person as long as possible and gather details.
- If it is on the Internet, screen shot the page if possible.

VIOLENT INDIVIDUAL(S)

- A violent individual is any person(s) equipped with any type of legitimate or improvised weapon who poses a threat to NYFA staff, students or campus buildings.
- In a violent individual situation, you may have limited options; RUN, HIDE, FIGHT.
- Always call 911 as soon as you are able to.
- Use these guidelines, trust your instincts and have a plan in mind to safeguard your life.
- RUN
 - If there is an escape path, attempt to evacuate immediately.
 - Evacuate whether others agree to or not.
 - Leave your belongings behind.
 - Help others escape if possible.
 - Prevent others from entering the area as you evacuate.
 - If you must move in open areas, take cover and evacuate quickly and quietly away from the building.
 - Await alerts from the NYFA School Messenger System.
- HIDE
 - If escape is out of the question, shelter in a secure room.
 - A secure room would be one with a lock and no windows that are visible from the hallway.
 - Lock/blockade the door.
 - Shut off lights.
 - Silence your phone.
 - Hide behind large objects.
 - Remain very quiet.
 - Do not let anyone peek out to see what is happening.
 - Await alerts from the NYFA School Messenger System.
- FIGHT
 - If confronted by the violent individual, those who agree can fight for their lives.
 - Attempt to incapacitate the violent individual.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to your actions.

- When law enforcement arrives, remain still and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on the way.

HOSTAGE SITUATION

If you become aware of a hostage situation:

- Immediately remove yourself from any danger.
- Call 911 and provide the following information if you have it:
 - Location of the incident
 - Number of possible hostage takers and their physical descriptions.
 - Number of possible hostages.
 - Any weapons the hostage takers have.
 - Any injuries to hostages you witnessed.
 - Your name, location and phone number.

CIVIL DISTURBANCE

- Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.
- Call 911 if the disturbance escalates into a situation of imminent threat to life or safety.
- Do not interfere, interrupt or become involved in the disturbance.
- If the disturbance is outside, stay away from the doors and windows and remain inside.
- If the disturbance is inside, evacuate as soon as it is safe to do so.