

## ATC Los Angeles Emergency Response and Evacuation Procedures

- All students are encouraged and required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus
- The campus community will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgement of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- Upon any emergency event, the campus community will quickly assess the significance of the event and will determine the appropriate action to be taken. The phone paging system will notify all directors, supervisors and heads of department to alert the occupants of the building and issue instructions for responding, including evacuation, if deemed necessary.
- Below are the names of the appropriate personnel as well as the departments that will initiate and/or will be responsible for carrying out the emergency process.

### Campus Personnel – ATC- Los Angeles:

Roberta Ross – School Director

Minor Garcia – Security Officer

Records Department

- The campus community, in conjunction with the building security officer, will carry out at least one emergency evacuation annually. These emergency evacuation exercises may be pre-announced, or unannounced. Students and employees should evacuate the building immediately unless notified otherwise. Move to the rear of the parking lot or up or down the sidewalks around the building. Do not re-enter the building until told to do so.

**The complete Campus Crime report, policies and procedures is provided to students during orientation and is available on request by prospective students and members of the public. Request a copy from the Director, or the education and records office.**