

## **FIRE SAFETY AT RESIDENCE HALL**

Each apartment is equipped with a smoke detector and a carbon monoxide detector. LCAD and Federal law prohibits tampering with, disabling, or destroying smoke detectors. The hard-wired smoke detectors will go off in the event of smoke or fire, at this time a signal is sent to an alarm company who then contacts the Laguna Beach Fire Department. Fire sprinklers are placed in every unit and directed so water hits every square inch in the event of a fire. Portable fire extinguishers are provided in every unit. Keeping the apartment ventilated when you're cooking will help keep it from going off. If you have any problems with your smoke detector, contact the Residence Advisor or the Assistant Dean of Students.

If the fire alarms sound, you **MUST** leave your room immediately. Never assume the alarm is false. Mandatory fire drills are conducted each year. The fire drills are discussed at monthly mandatory meetings. The Assistant Dean of Students and the Resident Advisors conduct the drills along with the Director of Security and Safety. Fire Evacuation procedures are posted in every unit near the front door.

### **FIRE DRILL LCAD STUDENT RESIDENCE HALL**

- 1) IF YOU SEE A FIRE EVACUATE THE BUILDING IMMEDIATELY
- 2) DIAL 911 TO REPORT THE FIRE
- 3) DO NOT WASTE TIME GATHERING PERSONAL BELONGINGS
- 4) STAY LOW TO AVOID SMOKE INHALATION
- 5) MAKE SURE EVERYONE IS VACATED FROM YOUR UNIT
- 6) IF YOU ARE THE LAST PERSON TO EXIT YOUR UNIT CLOSE THE DOOR BEHIND YOU TO PREVENT THE FIRE FROM SPREADING
- 7) AFTER EXITING, MEET IN DESIGNATED SAFETY AREAS
- 8) ONCE YOU ARE IN A SAFETY ZONE CALL YOUR RESIDENT MANAGER
- 9) UNDER NO CIRCUMSTANCES SHOULD YOU REENTER A BURNING BUILDING
- 10) WAIT IN SAFETY ZONE FOR FURTHER INSTRUCTION FROM RESIDENT MANAGERS

### **THE FOLLOWING AREAS ARE DESIGNATED AS SAFE ZONES FOR FIRE EVACUATION:**

- 1) Front of Tivoli Too (if the fire is in 787 or 793...see map)
- 2) Parking lot in front of the Café (if the fire is in 775 or 785...see map)

Tampering with fire-fighting equipment, alarms, or bomb threats will result in immediate expulsion from the Residence Hall and disciplinary action

(including possibly expulsion) from Laguna College of Art + Design. LCAD prohibits portable electrical appliances, smoking and open flames in the Residence Hall. Those in violation will be referred for disciplinary action.

**Clery Annual Fire Safety Report:**

LCAD is committed to reporting crime statistics that are required by the Jeanne Clery Act regarding fire and arson at our Residence Hall located at 775, 785, 787 and 793 Laguna Canyon Road. A fire is defined as an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

<b>Fires---Summary for 775, 785, 787 and 793 Laguna Canyon Road</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Fires</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Deaths</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

A Fire Log is available at the Main Campus and Big Bend Reception Desk that includes fires both on campus and at all Residence Hall buildings.

Fires at the Residence Hall should be reported to Julian Velarde, Assistant Dean of Students at 949- 376-6000 x245. The information required will be the nature of fire, date and time fire occurred, the general location fire occurred and whether there were any injuries or deaths.

**FIRE SAFETY ON CAMPUS**

LCAD will conduct fire evacuation procedures annually. If fire breaks out in any of the buildings, a verbal evacuation order will be given. Never assume it is a false alarm. Immediately evacuate the building in an orderly manner. Move away from the building into the parking lot and await instructions from administrative staff. In case of fire in the surrounding hillsides, depending on the location of the fire, instructions will be given for vehicle departure. Report any fire immediately to faculty or administrative staff. LCAD will provide a timely warning to the campus community when a local fire is a threat to students, faculty and staff on campus. In the case of an emergency LCAD will communicate to our community through our OmniaAlert System, by telephone, SMS or e-mail.

The following areas are designated as safe zones for fire evacuation.

- Main Campus: Far South Side of the Main Parking Lot
- Big Bend: Main Parking Lot