



San Diego Campus Safety Guidelines

WEBSTER UNIVERSITY SAN DIEGO CAMPUS

2010 Clery Crime Report – Emergency Notifications/Fire Safety/Missing Persons

EMERGENCY RESPONSE

The Webster University San Diego Campus has a Crisis Management Plan that includes information about the University's response to emergency situations. Arden Realty Management, Inc. manages the facility and conducts exercises each year and tests the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. General information about the emergency response and evacuation procedures for the Webster University San Diego Campus is publicized and is made available on webster.edu/sandiego.

EMERGENCY NOTIFICATION PROCEDURES

In the event of a serious incident which poses an immediate threat to members of the Webster University community, Webster University San Diego Campus has systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include verbal announcement, email and phone calls. These systems are tested on an annual basis and may or may not be announced.

Webster University will post updates during a critical incident on the Webster University website at webster.edu/sandiego.

All members of the Webster University community are notified on an annual basis that they are required to notify the Campus director, the Campus Representative or the Evening Assistant of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. The Department of Public Safety along with the campus staff has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the San Diego police department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case,

Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. If the Campus director, the Campus Representative or the Evening Assistant confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Webster University community, the the Campus director, the Campus Representative or the Evening Assistant will collaborate with the San Diego police department to determine the content of the message and will use some or all of the systems described above to communicate the threat to the Webster Community. The Campus director, the Campus Representative or the Evening Assistant 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, in the judgment of the first responders compromise the efforts to assist a victim(s) or to contain, respond to, or otherwise mitigate the emergency.

SAFETY PROCEDURES FOR THE SAN DIEGO CAMPUS

EMERGENCY RESPONSE TESTING AND TRAINING

Arden Realty Management, Inc., the agency that manages the campus' facility, has instituted an annual mandatory training program for employees. Each member of the staff is required to complete safety training online and must obtain a certificate of completion that is placed in the employee's file. The Safety Handbook is available for review by students and others who use the facility.

FIRE/ LIFE SAFETY AND EMERGENCY PREPAREDNESS

Arden Realty, Inc., the management company for the Webster University campus, has developed a comprehensive Fire/Life Safety Emergency Preparedness Plan that includes fire, bomb threats, earthquake preparedness and power failures. By preparing in advance, you and your staff will know what to do and when to do it. The safety of our tenants is a priority for Arden. When you hear an audible alarm, proceed directly to the nearest stairwell and exit as instructed.

Each tenant needs to appoint an individual in the organization to be responsible for communicating emergency procedures to each employee and overseeing and evaluating the tenant's response to an emergency. During an actual emergency, this individual

serves as a liaison between the Management Office and the tenant's employees. Alternates should also be chosen in case the appointed individual is unavailable. Please see the Property-Specific section of this manual for additional property-specific emergency procedures and phone numbers.

SECURITY TIPS

We recommend the following precautions:

1. Never leave your reception area/lobby unattended.
2. Report all suspicious persons to The Management Office and the City's police department.
3. Do not allow delivery personnel to wander through your office unescorted.
4. Keep valuables (cash, wallets, purses, televisions, etc.) in a safe place.
5. Avoid putting purses under your desk or in the lower desk drawer.
6. Never assume you may safely leave your desk with valuables in sight.
7. Do not allow workmen free access to your suite. The Management Office will inform you when we are sending repairmen. Call our office to verify. Notice if they are in a uniform and if the uniform name correctly identifies their business.
8. Above all, be alert and question strangers. Ask for a business card or ID badge. Ask with whom they have an appointment and escort them to that person's office.
9. Store any flammable or combustible supplies properly in metal cans or safety containers. Check with the Management Office to ensure that these items meet our building insurance requirements.
10. Avoid using extension cords instead of permanent wiring. If used, extension cords need the three prong connections.
11. Turn off electrical appliances for coffee, heating before leaving the office.
12. Dispose of cigarettes, cigars, and pipe ashes carefully. Never empty ashes into trash containers. Smoking is prohibited in office buildings per state law.
13. Assign a specific person or persons to aid anyone in the office who requires special assistance in an emergency.

14. Report any potential fire hazards to the Management Office, i.e. blocked stairwells, faulty fire protection equipment, leaks or damaged wiring.
15. Personal heaters and candles or open flames are prohibited.

FIRE

Call 911. The fire code requires all fire or smoke to be reported as it is discovered. When calling 911, report your address and cross streets, floor and suite number, and explain what the problem is (i.e. fire or smoke). Then notify the Building Management Office.

The following guidelines should be used in the event of a fire emergency. If fire or smoke is detected:

- Remove anyone in immediate danger.
- Activate the manual pull station if available and in close proximity. This will notify the Fire Department.
- After notifying the Fire Department, notify Building Security.
- When you evacuate the floor, proceed down the nearest safe stairwell to the lobby level and exit the building. Move to the open Refuge area as directed by Fire Department. Keep away from the building's and Fire Department operations. Security will inform you when it is safe to return to your workplace.
- Physically Impaired: All physically impaired individuals should be assigned a "buddy" to stay with the person in the stairwell until help arrives.
- **Fire extinguisher locations:**
 - **At the main entrance to Suite 230**
 - **At the emergency exit near classroom 4 in Suite 230**
 - **In the main hallway on the 2nd floor on the wall near the men's room**

Online Fire Life Safety

Because your safety and your time are very important to us, Arden Realty now provides all Arden tenants with complimentary unlimited access to on-line fire life safety training. Occupant fire safety training is required by Federal, State and local code and is designed to help save lives in the event of an emergency. This new online, interactive

and animated e-learning training system has been designed in conjunction with RJWestmore, Inc. Please contact your property manager for additional information.

Medical Emergencies

The following should be used in the event of a medical emergency:

- Notify the Fire Department Paramedics. Dial 911. Give the following information:
 - Building name – Governor Office Park
 - Address and nearest cross street – Governor Drive
 - Floor & suite number – 2nd Floor, Suite 230
 - Nature of the emergency
 - Victim's name and location
 - Your call back telephone number
- Note: Do not hang up until the emergency operator does so.
- Notify Building Security or Management 1-866-644-3898.
- Try to make the victim comfortable, if you are trained in first aid or CPR, assist as needed.
- Have someone at the elevator lobby on the floor to direct the Paramedics to the victims.

MEDICAL ASSISTANCE

Should you need medical assistance, call 911 and request an ambulance. When speaking with the 911 operator, report the nature of the emergency, along with your address and cross streets, floor and suite number. Then notify the Building Management Office.

BOMB THREATS

Call 911. Report to the 911 operator the nature of the emergency, along with your address and streets, floor and suite number. Then notify the Building Management Office.

Bomb threats should be taken seriously. Do not assume that they are made only to Building personnel. Anyone can receive a bomb threat and everyone should be prepared.

Should a bomb threat occur, use the following procedure:

1. Try to keep the caller talking. Ask the caller to repeat his or her message.
2. Stay calm.
3. Write down the message in detail. Ask the caller:
 - What is the location of the bomb?
 - Is the bomb outside or inside the building?
 - What does the bomb look like?
 - How did it get into the building? Was it mailed or was it hand carried?
 - Who are you?
 - Where is the caller calling from?
 - Why was the bomb placed there?
4. Remain as calm as possible. Write down everything you can remember about the caller. The following is of great value to the police.
 - The sex, age, and vocal characteristics (educated, low, high-pitched, an accent).
 - Speech pattern (fast, slow, nervous or slurred).
 - Manner (calm, angry, hysterical, humorous, etc.)
 - Background noises (road traffic, music, aircraft, other voices, etc.)
5. Notify the Police Department. Dial 911. Give them the following information:
 - Building name
 - Address and nearest cross street
 - Floor/suite number
 - Nature of the emergency

- Victim's name (if applicable) and location
- Your call back telephone number

Note: Do not hang up until the emergency operator does.

Arden Realty building management will advise each Tenant of the situation if reported. It is the Tenant's decision, whether or not to evacuate their employees unless otherwise directed by local authorities.

POWER FAILURES

In the event of a building-wide power failure, please see the Property-Specific section of this manual.

If the power failure only affects your suite, contact InfoCentre and advise them of your situation. Engineers will be dispatched to assist in restoring power.

CIVIL DISTURBANCES

In the event of a disturbance (such as a riot) at or near your building, please follow these directions:

- Call the Police Department. Dial 911.
- Call the Building Management Office, 1-866-644-3898
- Remain in your present location until further notice from the Building Management Office or the local authorities.

EARTHQUAKE PREPAREDNESS

Earthquakes are unpredictable and can occur at any time. In the event of an earthquake, remain calm, **seek shelter under a sturdy object** (such as a desk or conference table) and **stay away from windows or any glass walls**. Once the movement has stopped, you may exit your suite and or the building via the stairwells.

- Plan your course of action before an earthquake. It is essential to store emergency supplies: food, water, first aid kit, radio, batteries and flashlights.
- People who take medication should keep at least one week's supply.

- Be sure to secure files, office equipment, bookshelves and other potentially dangerous objects.
- Become familiar with your immediate work area and floor plan. Floor plan is posted on the campus bulletin board.

EVACUATION PROCEDURES

The stairwells are the only means to exit the building during an emergency. Do not attempt to use the elevators because of the danger of power failure. If you are in an elevator during an emergency, exit at the next stop and proceed to a stairwell. Evacuation location maps are displayed in the elevator lobby of each floor. Please familiarize yourself with exit and fire extinguisher locations.

BLACKOUT SUGGESTED PROCEDURES

The following should be used as a guideline to prepare for a blackout:

- Assess where employees should relocate, if necessary. Generally, areas with the most natural light are best. Rolling blackouts are temporary, generally lasting roughly 1-2 hours.
- Plan for accommodating employees who have limited mobility to ensure they will be able to safely move about or exit the building safely.
- Ensure that your company's phone list is current, and that a complete and continuously updated list of emergency contacts is distributed.
- Emergency supply areas should be fully stocked with such items as flashlights, radios, batteries and some water.

The following should be used as a guideline during a blackout:

- In the event of a blackout, emergency lighting systems will switch on in common areas and stairwells. Aisles should be kept clear of obstacles to avoid tripping and falling.
- Generally, buildings higher than 4 floors have at least one elevator powered by an emergency generator, otherwise they would typically stop where they are when the power goes out. Passengers in an elevator during a power outage should follow procedures posted in the elevator.

- Phone systems may not function, depending on your setup and whether the outage is widespread. Verify this with your phone service.

Safety Precautions

Blackouts may occur at any time without warning. Therefore it is important that you are prepared for such an event to ensure your own safety.

- Avoid using the elevators; if possible, take the stairs instead. If you are in an elevator, remain calm and follow the emergency instructions posted inside the elevator. The phone in your elevator may only be connected to the elevator's service operator, who may or may not be able to respond before the blackout ends.
- If you have a disability and need special assistance to exit the building, notify the Emergency Floor Warden of your location so that assistance may be provided.
- Make sure you know where the emergency exits are located in your building.
 - Emergency exits for Suite 230 are located at the main entrance to the Suite and near classroom 4 in the kitchen area.
 - Stairwells are located at the center of the building and at the rear exit near classroom 4.
 - Fire extinguishers are located in the main hallway near the men's room, at the main entrance to Suite 230 and near the rear exit near classroom 4.
 - Make sure all aisles, exits, and entrances are clear and unobstructed.
 - Keep a flashlight in your workspace and in your vehicle and keep a coat or sweater at your desk in case the heating, ventilation, or air conditioning system is not functioning.
 - Make sure you know the location of the first aid/emergency supply area and the location of the evacuation plan.
 - First aid supplies for Suite 230 are available in the bottom left cabinet in the kitchen area.