

UCLA

SCHOOL
OF THEATER,
FILM AND
TELEVISION

2017

LOCKDOWN MANUAL

UCLA School of Theater, Film and Television

The 2017 Lockdown Manual is provided by the UCLA School of Theater, Film and Television.

All information herein has been carefully reviewed
by the director of Emergency Management in the
UCLA Office of Environment, Health & Safety.

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Lockdown Basics

What is a Lockdown?

A lockdown is a temporary sheltering technique that is used to limit exposure to an incident by preventing unauthorized or dangerous individuals from entering buildings and/or rooms. Events that may require lockdown include, but are not limited to, active shooters and civil disturbances.

Purpose of a Lockdown

The purpose of a lockdown is to minimize accessibility to rooms or buildings on campus to reduce the risk of injury or danger to faculty, staff, students and visitors.

Decision to Lockdown

Once an emergency has been verified, campus emergency services will implement lockdown procedures and send out a lockdown order via the BruinAlert system.

Know What to Do

In a Classroom, Studio or Office

When a lockdown is declared, do not exit or enter the building. If you are in a room that can be locked, secure the door and stay where you are since evacuating may endanger your safety. If you or others are in a hallway, go to the nearest room or office.

- Make sure everyone in the space is aware of the lockdown order.
- Ensure occupants are in a safe place away from glass doors and windows.
- Lock and/or barricade all doors immediately.
- Turn off lights, radios and TVs; close blinds and silence cell phones.
- If gunshots are heard, lie on the floor and use desks, file cabinets or concrete walls for additional protection.

In a Performance Space

- If an emergency occurs during the staging of a production, the house manager — who has been trained to implement appropriate safety protocols — will instruct the stage/production manager to stop the show and give instructions to the audience.
- Lock and/or barricade all doors immediately.
- Lights should be lowered but not turned off.
- Silence cell phones.

Outside

- If shots are heard and the direction can be determined, run the opposite way.
- If you are outside when a lockdown is declared, seek safe shelter (e.g. an unlocked building, large trees, walls, cars in a parking lot) away from the danger area (if known).

THINGS TO REMEMBER

- If occupants want to leave a lockdown area, you cannot stop them. The one thing you can do is to warn them that they will not be allowed to re-enter the lockdown area.
- If police come to the door and ask if people are present, verify and give the number of occupants in the room or performance space. If you do not respond and the door is locked, police will open the door by any means necessary, including shooting the lock.
- Wait for the “all clear” to be given before leaving safe shelter.
- Keep calm, quiet and out of sight.

Know What to Do

Interacting with Police Officers

- Police officers are trained to proceed immediately to the area where shots were last heard. First responding officers might be from different agencies and dressed in different uniforms. They could even be wearing civilian clothes and an external bulletproof vest.
- Remain calm. Do as you are told and do not be afraid of the officers. Put down anything you are carrying and keep your hands visible at all times.
- If you know where the shooter is, or know the shooter's description, tell the officers.

Trapped with an Intruder

- Don't do anything to provoke an intruder. If he/she isn't shooting, do what they say and don't make any sudden movements.
- If possible, call 911 and talk with a police dispatcher. If you can't speak, leave the phone line open so the police can hear what is happening.
- If the intruder starts shooting, you have a decision to make: Stay still and hope he/she doesn't shoot at you, run for an exit (you're a much harder target to hit when running in a zigzag fashion) or attack the shooter. Playing dead might also be a consideration.
- It is not recommended to attack the shooter but you do have a choice to fight when there are no other options. The last thing the shooter will expect is to be attacked by you.

THINGS TO REMEMBER

- The first officers to arrive will not stop to aid injured victims. Rescue teams will follow shortly thereafter to attend to the injured and move everyone to safety.
- Once you have escaped to a safe location, the entire area is still considered a crime scene. Police will usually not let anyone leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

Be Informed

Modes of Emergency Communication via the UCLA BruinAlert System

Bruins Safe Online

Bruins Safe Online is the university's official resource during an emergency. You can check this site for the campus' safety status in real time and much more. Visit www.bso.ucla.edu.

SMS/Text Messaging

Faculty, staff and students may request to receive text messages in addition to the email communication.

Students: Log on to **MyUCLA** to enter or update cell phone information.

Faculty and Staff: Add/update preferences on the BruinAlert site at www.bruinalert.ucla.edu.

Twitter and Facebook

The UCLA Office of Emergency Management maintains an official Twitter account (www.twitter.com/uclabruinalert) to serve as a means of notification for individuals unable to receive email or SMS/text messages and those looking for an additional method of receiving a BruinAlert.

Text the number **40404** with the words "**follow@UCLABruinAlert**" to receive text message notifications when a new post is made to the BruinAlert account. You can also follow UCLA Emergency Management on Facebook at www.facebook.com/UCLAOEM/.

AM1630 Radio

AM1630 broadcasts seven days a week, 24 hours a day. In non-emergency situations, AM1630 broadcasts general campus information and services. In situations where a BruinAlert is issued, the radio station will begin broadcasting official emergency information.

Modes of Emergency Communication via the UCLA BruinAlert System

UCLA-Delivered Cable Stations and Emergency Advisory System (EAS)

UCLA manages cable television services campuswide. In the event of an emergency, UCLA staff, faculty and students can turn to any UCLA-delivered cable station and listen to the audio simulcast feed from AM1630.

In the event of a campuswide emergency, UCLA may also issue an EAS advisory on all cable channels through a scrolling **EAS message banner**. The EAS message may consist of information about the location of the emergency, immediate actions and directions to take, and other information vital to public safety and security.

Outdoor Siren and Voice Warning System

UCLA delivers an **outdoor mass notification** as part of the BruinAlert system that is meant to capture your attention and then provide instructions on how you should respond to the alert. The system consists of outdoor siren and audible voice messaging speakers placed in Dickson Court, Drake Stadium & Intramural Field, Student Residential Housing area, Bruin Plaza, on top of the UCLA Police Department building, and on top of Young Hall in the Court of Sciences. This system provides a siren-type alert, which is immediately followed by a voice advisory.

Other Forms of Emergency Communication

(800) 900-UCLA

In the event of a substantial emergency on campus, the UCLA community can call **(800) 900-UCLA** to obtain pre-recorded information and updates on campus closures, evacuations and any affected programs or other operations. This system will also be used to provide information about call centers, student support services, and other assistance available to the university community during a crisis.

Be Informed

Other Forms of Emergency Communication

Bruins Safe and ContactBridge Apps

Bruins Safe is UCLA's official mobile safety app. It sends important alerts and provides instant access to campus safety resources. Features include:

- **Safety Notifications:** Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- **Emergency Help:** Contact campus safety staff quickly for help in an emergency.
- **Campus Safety Resources:** Access all-important safety resources in one convenient app.

The **ContactBridge** app will notify you when you receive an emergency BruinAlert message. This is an additional method to receive BruinAlert messages that may be faster than SMS or e-mail. ContactBridge facilitates two-way conversations with mobile recipients. Users can deliver messages and push notifications to recipients on their mobile devices, request additional information through polling, and provide recipients with the ability to submit their own on-the-scene reports. Both Bruins Safe and ContactBridge are available in the Apple App Store and Google Play.

THINGS TO REMEMBER

UCLA TFT Internal Communication Protocol in the event of a BruinAlert:

- Everyone in a UCLA TFT building should take immediate action to find a safe place.
- Designated staff responsible for making sure the exterior doors are locked should immediately begin this process. Proceed with caution, ensuring it is safe to lock exterior doors.
- The UCLA TFT Dean's Office will be the point of contact for information dissemination and will take the lead on all communications and instructions, in addition to BruinAlerts.
- Administrative directors, department MSDs and other assigned department staff should take a head count, locate everyone in their departments, make calls as necessary, and if deemed safe, manage their area's actions and serve as the liaisons with the UCLA TFT Dean's Office.
- Wait for the BruinAlert declaring "all clear" before unlocking doors or moving around outside.
- If you are not on campus at the time of the alert, DO NOT come to campus.
- If you are on campus, in a location other than a UCLA TFT building, find a safe place.

Get Support

Staff/Faculty Counseling

Staff and Faculty Counseling Center (SFCC)

SFCC is an on-campus resource to assist staff and faculty with free and confidential crisis management services.

Up to three free counseling sessions are available for staff, faculty and their immediate family members/significant others. Skilled counselors provide crisis intervention, assessment, and short-term counseling and consultation services. Referrals may be made to community therapists to receive services for ongoing counseling. SFCC can help employees establish a workable plan for managing their personal or work-related problems.

The Center helps employees with problems that affect their work performance due to:

- Alcohol or Drug Problems
- Emotional Difficulties
- Family Issues
- Stress
- Violence in the Workplace
- Work-related Concerns
- Work/Life Issues

Critical Incident Debriefing

SFCC conducts counseling sessions to help employees and departments cope with traumatic events such as earthquakes, fires, floods, workplace violence, sudden deaths and suicides.

Staff and Faculty Counseling Center (310) 794-0245

ADDRESS

10920 Wilshire Blvd.
Los Angeles, CA 90024-6504

OFFICE HOURS

Monday – Friday 8:00 a.m. to 5:00 p.m.
Closed Saturday and Sunday

Student Counseling

Counseling and Psychological Services (CAPS)

CAPS supports the mental health needs of students as they pursue their academic goals. CAPS services are designed to foster the development of healthy well-being necessary for success in a complex global environment.

Services available to students include:

- Campus mental health and wellness promotion
- Crisis counseling available by phone 24 hours a day/7 days a week
- Emergency intervention
- Group therapy
- Individual counseling and psychotherapy
- Psychiatric evaluation and treatment
- Psychoeducational programs and workshops
- Training for student leaders, mentors, staff and faculty on how to identify and refer distressed students

Counseling and Psychological Services (310) 825-0768

ADDRESS

221 Westwood Plaza (2nd Floor)
Los Angeles, CA 90095-1556

OFFICE HOURS

Monday – Thursday 8:00 a.m. to 7:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.

On-Campus Training

Safety Presentations

UCLA Police Department offers presentations to the campus community on many safety related topics including:

Active Shooter	Office Safety and Equipment Security
Auto Theft Prevention	Personal Safety
Domestic Violence	Residential Security
Drug and Alcohol Awareness	Robbery Prevention
Email and Computer Crimes	Sexual Assault Awareness and Prevention
Fraud Prevention and Identity Theft	Stalking and Terrorist Threats
Hate Crimes and Incidents	
New Student Orientation	

In addition to the presentations listed above, others can be individually designed for specific audiences that combine topics or address specific concerns and issues. For more information, call the Crime Prevention Office at **(310) 825-6111**.

Community Emergency Response Team Training (CERT)

The Office of Emergency Management offers CERT Training, which provides staff with the basic life-saving, rescuer safety and response organizational skills necessary to protect themselves, their workplace, and their local communities when disasters occur. Training components include:

Damage Assessment	First Aid
Disaster Psychology	Hazardous Materials
Disaster Simulation Exercises	Light Search & Rescue
Fire Safety	Utility Control
Fire Suppression	Workplace Preparedness

For more information, call **(310) 825-6800**.

Preparedness Training

Student Affairs organizes several “Active Shooter” trainings per year that are open to all UCLA students. Information about safety training can be found at www.oem.ucla.edu.

Psychological First Aid Online (PFA)

PFA Training is available at all times via the National Child Traumatic Stress Network (NCTSN) website. PFA Online includes a six-hour interactive course that puts the participant in the role of a provider in a post-disaster scene. This professionally narrated course is for individuals new to disaster response who want to learn the core goals of PFA, as well as for seasoned practitioners who want a review. It features innovative activities, video demonstrations, and mentor tips from the nation’s trauma experts and survivors. PFA Online also offers a Learning Community where participants can share experiences about using PFA in the field, receive guidance during times of disaster, and obtain additional resources and training. Find out more at <https://learn.nctsn.org>.

At a Glance

BruinAlert

www.bruinalert.ucla.edu

Bruins Safe Online

www.bso.ucla.edu

California State Warning Center (CSWC)

www.caloes.ca.gov/cal-oes-divisions/warning-center

Community Emergency Response Team Training (CERT)

(310) 825-6800

Counseling and Psychological Services (CAPS)

(310) 825-0768

Crime Prevention Office

(310) 825-6111

Psychological First Aid Training (PFA)

<https://learn.nctsn.org>

Staff and Faculty Counseling Center

(310) 794-0245

Student Affairs Active Shooter Training

www.oem.ucla.edu

Urgent Matters and After-Hours Counseling

(310) 825-0768

102 East Melnitz Hall, Box 951622
Los Angeles, CA 90095-1622
(310) 206-2736
Visit us online at www.tft.ucla.edu

