CAMPUS SAFETY

Safety Policy Statement

Accident prevention is of primary importance in all phases of operation and administration. Trinity Law School's administration endeavors to provide safe and healthy conditions and to establish and insist upon safe practices at all times by employees and students. The prevention of accidents is an objective affecting all levels of the organization and its activities. Each employee and student has the duty to accept and follow established safety regulations and procedures.

Injury Reporting

Employees and students are expected to assist the administration in accident prevention activities. Unsafe conditions must be reported. Students and employees who need help should be assisted. Everyone is responsible for housekeeping that reduces the potential for injury. Any injury that occurs on school premises, even a slight cut or strain, must be reported to the administration as soon as possible. In no circumstances, except in an emergency, should an employee or student leave the premises without reporting an injury that occurred.

Incident Reporting

The Santa Ana Police Department has the primary jurisdiction and responsibility to investigate crimes and provide police services at the Trinity Law School campus. All crimes occurring on campus must be reported immediately to the Santa Ana Police Department. Trinity Law School endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on the Trinity Law School campus can be reported in person or by dialing 911 from any telephone on campus. Telephones located on campus are tied into the 911 emergency system.

Non-emergency calls for assistance can be reported by dialing Campus Services at (714) 796-7130 or extension 7130 if using an on-campus phone. Upon reporting a crime occurrence, traffic accident, injury accident, or other incident, the proper response will be quickly determined and the appropriate action initiated. Calls for fire and medical emergencies should be directed to the police department dispatcher by dialing 911 from any on-campus phone. There are fire alarm boxes throughout the building that should be activated in case of fire. Members of the Trinity Law School community are encouraged to immediately report any suspicious activity to Campus Services. Crimes can be averted by the prompt reporting of suspicious activity. The reporting of physical hazards is encouraged so that they may be corrected to avoid personal injury.

During hours when the campus is open, students should contact Campus Services to report the presence of any individual on campus who is not there for business purposes.

Emergency Procedures

Fire Evacuation Procedures

Students should learn the emergency escape routes in case of fire. Escape routes are posted.

Students should not in any way impede the work of firefighters. Traffic lanes and sidewalks should be kept free for the fire-fighting equipment. Do not use the elevator to evacuate.

For emergencies (e.g., an unplanned fire alarm goes off, or there is a fire within the building):

- The administration or campus security will contact all pertinent agencies. If they are unavailable, students should call 911. Students should make a note of the location of each fire alarm and fire extinguisher.
- Once the alarm has sounded, students, faculty, and staff should proceed as per fire drill instructions. As persons assemble in the parking lot, they should stay together as a group.
- In the event of major injuries, first aid is of primary importance and must be attended to immediately. A first aid and disaster kit is located on both floors of the campus building.
- If the fire alarm rings during an examination, proctors will inform students of special procedures to follow.

Earthquake Emergency Procedures

Do not run outside. By going outside, a student can be seriously injured by falling debris. The safest place in the event of an earthquake is under a desk or table. Damage and injury from an earthquake usually occur due to panic, falling objects, and broken glass. Some steps to follow:

- In a classroom, the professor is in charge and everyone should immediately get under the desk or table until the shaking stops.
- In the library, the best place to be is under a library table. Stay away from bookshelves and windows.
- In an office, get under a desk or a table, but if not possible, "duck and cover." Be sure to stay away from windows, bookshelves, and file cabinets.
- During an examination, stop and get under the desk or table. When the shaking has stopped, the proctor will inform students of special procedures to follow.
- Do not attempt to use the elevator. In the event of a power failure, occupants could become trapped.
- At the first sign of an earthquake, students should take the appropriate action outlined above.

After the earthquake

- Be aware that there will be aftershocks. If a major earthquake occurs, aftershocks can be expected every few minutes, every few hours, or every few days.
- Do not immediately run outside or into the hallway. Because of strong aftershocks, risk of injury may persist. Take a survey of the area you are in:
  - Are you hurt?
  - Is anyone else hurt?
  - Is there a fire or gas leak?
  - Is there a life-threatening situation?
- The only reason to leave the building would be in case of a gas leak, fire, or any other life-threatening situation. Otherwise, occupants will be safer staying inside until a designated official tells occupants to evacuate. The response team will take a survey of the library and classrooms to check for structural damage before classes can resume. If it is necessary to evacuate, please follow the Fire Evacuation Procedures outlined above.