



Center of Cinematography
ARTS AND TELEVISION

Emergency Plan

Revised November 2024.



Emergency Plan

This booklet contains information that may be useful in the event of an emergency in our building.

We urge you to read it and discuss it with your professors, peers, or other academic community members. It is designed to provide you with all the necessary information. Its primary purpose is to introduce the evacuation plan prepared for our staff, students, and visitors in the event of an emergency within the building's facilities.

General Instructions

The signal to evacuate the building will be the activation of the fire alarm by the Academic Director or a member of the administration at the time. They will also communicate with CCAT's emergency committee.

In the event of an emergency that requires evacuation, the evacuation committee, composed of the Academic Director, Branch Director, Librarian, and Student Affairs Officer, will coordinate the movement of individuals while maintaining calm, order, and control. Special attention will be given to individuals with disabilities during the evacuation process.

Initially, individuals in the directly affected area will be evacuated, followed by those in the areas closest to the affected zone. Total evacuation will only occur with the order of the Academic or Branch Director or their representative.

Emergency Committee

Claudia Garcia, Branch Director. Activate the protocol.

Arturo Sande, Academic Director. Evacuate Laboratories: TV, Computer, classrooms 2nd floor.

Lillian Ruiz, Student Affairs Officer. Follow the protocol for contacting students and emergency contacts.

Yvette Inufio, Librarian. Evacuate Library, Sound Studio, and classroom 1st floor.



Emergency Exit Routes

- **Administration**

First Floor:

Individuals in the Registrar, Finance, Admissions, Reception, Branch Director, Academic Director, and Financial Aid offices will move toward the main door and then head to the college parking lot.

Second Floor:

Faculty and Students on the second floor will move to the first floor using the main staircase, exit through the emergency door at the bottom of the stairs, and then move to the front of the building.

Fire Evacuation

Before:

- Inspect equipment before use.
- Do not use defective outlets or equipment.
- Report any malfunctions to a supervisor.
- Do not add electrical extensions without supervisor permission.
- Do not attempt to repair damaged equipment.
- Do not smoke in non-designated areas or near flammable materials.
- Read instructions before using new equipment.
- Properly dispose of matches and cigarettes.
- Ensure flammable materials are properly labeled.
- Keep fire extinguishers accessible and in working condition.

During:

- The building is equipped with smoke detectors and fire extinguishers.
- If you discover a fire, raise the alarm immediately.



- Staff should not attempt to extinguish the fire unless they are trained, the fire is small, or the alarm has already been activated.
- Follow the instructions of the evacuation team.
- The evacuation committee member will evacuate personnel to the designated area. All movement should be orderly, following instructions. Under no circumstances should the elevator be used.
- The fire department will be called (via 911).

After:

- Damage will be assessed.
- A damage report will be filed.

Bomb Threat / Explosive Device

All bomb threats should be taken seriously and treated as real. When receiving the call:

- Record or note the exact wording of the threat.
- Write down the time and the number from which the call was received.
- Try to gather information about the bomb:
 - Time and location of the explosion.
 - Background noises.
 - Type of bomb.
 - Identify the caller's voice (accent, tone, gender).
- Notify the security manager and a member of the evacuation committee.
- Do not touch any suspicious packages.
- Do not attempt to be a hero.
- Before notifying the Miami-Dade Police Department, each floor's team will conduct a quick visual inspection of work areas and outside the building to identify any unfamiliar objects.



- Each employee should identify all objects in their immediate work area and report whether they recognize any unclaimed items.
- Any positive or negative findings of suspicious objects should be reported to management, and the evacuation plan should be activated if necessary.
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Explosion

In the event of an explosion, employees should immediately drop to the floor, away from the blast wave. Exposed skin areas should be covered. After the initial blast, desks, tables, or other protective furniture can be used to shield against falling debris or flying objects.

Once the effects of the explosion subside, authorized personnel will immediately notify the relevant authorities. The explosion location, along with any fire, smoke, or casualties, will be reported. The Academic Director will provide further instructions. If an area needs to be evacuated, fire escape procedures will be followed.

Power Failure

Power outages can disrupt normal operations. If evacuation is necessary, follow the standard evacuation procedures.

Earthquake Instructions

Before:

- Position furniture as securely as possible to prevent accidents.

During:

- Remain calm.
- Assess the situation.
- Watch out for those around you.
- Take cover under a desk, table, or other sturdy furniture.
- Crouch down, covering your head and face.
- Avoid walls, windows, shelves, stairs, and large rooms.
- Do not use elevators.



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- Do not run.
- If you are in a wheelchair, lock the brakes and seek shelter.

After:

- Be prepared for aftershocks.
- Do not use elevators.
- Disconnect water and electricity.
- Take precautions against broken glass.
- Avoid using telephones or lighting matches/cigarettes.
- Inspect the area for fallen objects or items that could fall.
- Follow the evacuation team's instructions.

Active Shooter

In the event of an active shooter, and a dangerous situation has been confirmed on campus, administration, faculty, and students will be notified. Seek shelter immediately in a secure location and await further instructions. Do not try to locate the source of the shots. Stay on the ground for enough time after the shooting stops. The person in charge will then check on personnel and assess damages.

Close and lock the door if possible. If the door cannot be locked, use any available objects to barricade it. Turn off the lights, silence your phone, remove personal belongings, and remain silent.

When law enforcement arrives, they may not immediately know who the threat is. Stay calm, show your hands. While panic is a natural response in such situations, pre-planning will give you the best chance of survival.

By knowing what to do, you can increase your chances of survival and help protect others.

In the event of an active shooter, employees should drop to the floor and remain there until the situation is over. Do not try to locate the source of the shots. Stay on the ground for enough time after the shooting stops. The person in charge will then check on personnel and assess damages.