



FACULTY & STAFF EMERGENCY GUIDE

EMERGENCY CONTACT

- **Campus Phone call 9-911 or Campus Police at X4444**
- **Cell Phone call 911 or (949) 582-4444**

FACULTY/CLASSROOM EMERGENCY PREPAREDNESS TIPS

The instructor, as the authoritative figure in the classroom, can influence how students respond in an emergency. Calm, collected and clear directions by the instructor will have a calming effect. In order for an instructor to exhibit this controlled demeanor, they should mentally rehearse their potential responses prior to the onset of an emergency situation.

Review evacuation routes and assembly areas NOW!

Power Outage

Remain calm; provide assistance to others, if necessary. Move cautiously to a lighted area. Exits are indicated by lighted signs. Turn off and unplug computers and other voltage sensitive equipment.

Science faculty and staff should secure laboratory experiments, activities, and equipment that might present a potential danger. Do NOT touch light switches.

Classrooms WITH windows AND Natural Light – Continue classes if possible.

Classrooms WITHOUT windows – Instructors should evacuate the building and move to the designated assembly to await further instructions. Students/staff should take personal belongings with them.

Earthquake

Stay calm. Do not panic and run.

Drop, Cover, and Hold under a table or desk or against an inside wall, but not in a doorway, until the shaking stops.

After the shaking stops, check yourself and others for injuries, and move toward the nearest exit or alternate exit.

Always assist disabled persons.

If safe to do so, evacuate the building.

Instructors/Managers should secure the area and evacuate students and/or staff to the evacuation assembly area.

Do not re-enter buildings until authorized to do so by emergency personnel.

Fire

Activate the nearest fire alarm. Attempt to put out small extinguishable fires by using the nearest fire extinguisher. Point the foam/chemical stream at the base of the fire and sweep from side to side.

Evacuate the building if unable to control or extinguish the fire. DO NOT use elevators for evacuation. Crawl or stay near the floor while evacuating a smoke-filled building. DO NOT OPEN ANY DOOR THAT FEELS HOT. Assist the evacuation of any injured or disabled persons. Close doors when exiting the building. Do not reenter the building until authorized to do so by emergency personnel.

Report ALL fires to Campus Police, even if you were able to extinguish the fire before any damage occurred.

Suspicious Activity

If you SEE something, SAY Something!

PERSON:

Do not physically confront the person. Do not block the person's access to an exit. Call Campus Police and provide as much information as possible about the person and his/her location.

Do not let anyone into a locked building/office.

UNATTENDED PACKAGE OR BAG:

Do not touch or disturb the object. Notify Campus Police.

Active Shooter

Run, Hide, or Fight!

Assess the situation!!!

If outdoors, run away from gunshots and find a place of safety.

If you are in a classroom or office, assess the closeness of the shots. Run away from the shots if safe. If not, remain in location and secure all doors. Throw furniture in front of door(s) to form a barricade if needed/possible. Turn off the lights and ***silence your phones***. Stay quiet and stay put until police officers give further Instructions.

As a last resort, Fight! Throw items at the shooter. Do not be a sitting target!

Hazardous Materials Release

If there is an emergency or if anyone is in danger call Campus Police.

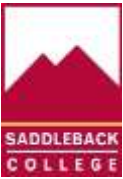
Move away from the site of the hazard to a safe location.

Follow the instructions of emergency personnel.

Alert others to stay clear of the area.

Notify emergency personnel if you have been exposed or if you have information about the release.

Assemble in the evacuation area.



ASSISTING STUDENTS IN CRISIS/DISTRESS/THREATENING

Crisis Intervention Team (CIT) (949) 582-HELP (4357)

A psychological crisis is a life event that one perceives as stressful and during which normal coping mechanisms are insufficient. Most crisis situations that arise require immediate or same day attention. Students do not need a pre-scheduled appointment to see a counselor if they have an urgent, emergency situation. Such crisis situations may include, but are not limited to:

- Extreme sadness or depression.
- Extreme panic or anxiety.
- Thoughts of self-harm or suicide.
- Thoughts of harming someone else.
- Death of a loved one, family member or friend.
- Experience of a traumatic event.
- Experience of odd, bizarre or intrusive thoughts.



Never leave a student who is in crisis alone.

Use your classroom telephone to call one of the offices below for assistance. Or, if the student is safe, you may walk her/him to one of these offices and assist her/him in receiving crisis intervention counseling. When in doubt, err on the side of making a call for crisis intervention. The CIT at Saddleback College is composed of professional counselors from the Student Health Center and Counseling Services. The CIT counselors are available to assist when a student or staff member experiences an on-campus emergency and is in need of immediate help.

- CIT at (949) 582-HELP (4357).
- When not on campus, call 911 or have a trusted person take the individual to a local emergency room.

DISTRESSED STUDENTS

Distressed students may be irritable, sad, unruly, anxious, withdrawn, confused, lacking motivation or concentration, seeking constant attention, or demonstrating bizarre, erratic, paranoid, or concerning behaviors including references to self-harm. Call the CIT at (949) 582-HELP (4357) and notify your supervisor/department chair.

If in doubt call Campus Police at (949) 582-4585

THREATENING BEHAVIORS

Threatening students interfere in the college's learning environment with behavior that is reckless, disorderly, paranoid, aggressive, defiant, destructive, threatening, and dangerous to self or dangerous to others. If in doubt, call Campus Police at (949) 582-4444.

Vice President for Student Services (949) 582-4566

Campus Police (949) 582-4585

Crisis Intervention Team (949) 582-HELP (4357)

Student Conduct: Administrative Regulation 5401

If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the campus chief administrative officer or designee immediately. If the student is a threat to himself or herself or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor shall request that the student's parent or guardian attend a parent conference regarding the removal. During the period of the removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor. Upon removal of a student, the instructor shall give the student verbal and/or written notice of the reasons for the removal. Upon removal, faculty must notify the Office of the Vice President for Student Services at (949) 582-4566 or X4566.



RECOGNIZING BEHAVIORS

Unwanted Contact

Harassment, unwanted pursuit, or stalking can be emotionally consuming, psychologically exhausting and may lead to violence. Unwanted contact may be in violation of the Student Conduct Code and/or illegal. For student or employee assistance, contact your supervisor and/or Human Resources.

Student Conduct Code

The Student Conduct Code is the policy that governs **student behavior**. It explains students' rights and responsibilities and the processes that will be followed by the VP for Student Services when misconduct is alleged. Examples of behavior prohibited by the Code include:

- Conduct that threatens the health or safety of any person (including oneself), including:
- Physical assault, sexual assault, sexual misconduct, or domestic violence
- Threats that cause a person reasonably to be in sustained fear for one's own safety or the safety of his/her immediate family
- Intoxication or impairment through the use of alcohol or controlled substances to the point where one is unable to exercise care for one's safety.
- Obstruction or disruption of teaching, administration, disciplinary procedures, or other Campus activities.
- Use, display, storage, or manufacture of a weapon or destructive device
- Sexual harassment
- Racial, ethnic, religious, sexual orientation, disability, and other forms of harassment
- Stalking, hazing, and disorderly behavior

Complete details can be found at:
www.saddleback.edu/uploads/vpss/BP-5401-AR-StudentConduct--3.pdf

Recognize General Stalking Behaviors

- Repeated phone calls to home or work, including hang-ups.
- Unsolicited letters or email messages.
- Unsolicited contact through any social media sites (e.g., Facebook).
- Unsolicited sending or leaving of gifts.
- Notes on your car, at your work or residence.
- Surveillance behaviors, both on foot and by car.
- Driving past your residence (keeping you under surveillance).
- Unexpected/unwanted visits to your classroom or places you frequent (keeping you under surveillance).
- Contacting your friends, family, or co-workers without your consent or knowledge.
- Searching public and private records to gain personal information.
- Vandalism (residence, car, personal possessions).
- Entering your personal space to move things or steal personal items.

Office of the Vice President for Student Services
(949) 582-4566
Campus Police (949) 582-4585

Sexual Assault

STUDENTS

On Campus – If you are a witness to an assault, immediately call Campus Police at (949) 582-4444 to initiate a crime report and to seek additional assistance.

Off Campus – Contact the police or sheriff in the city where the crime took place, either by telephone or in person, to initiate a crime report.

If your alleged attacker is a Saddleback College student or employee, contact the Office of the Vice President for Student Services at (949) 582-4566 to initiate a complaint under Student Code of Conduct regulations.

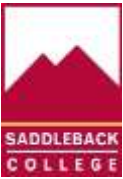
Preserve evidence (do not shower and do not destroy under garments) until you have considered whether or not to file a report with Campus Police. Document all that you can recall about the assault for Local Law Enforcement.

If you suspect you may have been drugged, ask for a urine test when you receive your medical care.

Contact the local rape center in your area.

Support and Recovery

If you come in contact with a student or staff who may have been assaulted, contact the Crisis Intervention Team at (949) 582-HELP (4357) or the Rape Crisis Hotline at (949) 831-9110. Counselors have special expertise in assisting students who have been impacted by sexual assault.



INFORMATION AND REFERENCE NUMBERS

On Campus

Campus Police Emergency	(949) 582-4444
Campus Police	(949) 582-4585
Health Center	(949) 582-4606
Psychological Services	(949) 582-4606
Crisis Intervention Team (CIT)	(949) 582-4357
Vice President for Student Services	(949) 582-4566
Dean of Counseling	(949) 582-4573
DSPS	(949) 582-4885
Veterans Ed. & Transition Services	(949) 582-4252

Off Campus

Child Abuse Hotline (24 hrs.)	(714) 940-1000
Rape Crisis Hotline (24 hrs.)	(949) 831-9110
Sexual Assault/Rape Crisis OC	(714) 957-2737 (949) 831-9110
National Sexual Assault Hotline	(800) 656-4673
Suicide Prevention Hotline	(800) 784-2433 (310) 391-1253
Suicide Crisis Hotline	(714) 894-4242
Domestic Violence Hotline	(800) 799-7233 (714) 992-1931
HOPE Hotline	(714) 639-4673
Human Options: Battered Women	(949) 854-3554
Interval House	(714) 891-8121
Laura's House	(949) 361-3775
LGBTQ Hotline	1-888-843-4564

Community Resources

California Department of Public Health, Sexual Violence Prevention
<http://www.cdph.ca.gov/HealthInfo/injviosaf/Pages/SexualViolencePrevention.aspx>

Centers for Disease Control, Sexual Violence
<http://www.cdc.gov/ViolencePrevention/sexualviolence/index.html>

National Institute of Justice, Rape and Sexual Violence
<http://www.nij.gov/topics/crime/rape-sexual-violence/pages/welcome.aspx>

Office on Women's Health, U.S. Department of Health and Human Services, Sexual Assault
<http://www.womenshealth.gov/publications/our-publications/fact-sheet/sexual-assault.html>

EMPLOYEE ASSISTANCE PROGRAM – SOCCCD

The District provides two free and confidential Employee Assistance Programs (EAP) 24 hours a day, every day of the year for benefit eligible employees. EAP's highly trained staff members can offer information and advice to help you or your family solve a wide range of problems from relationship and family concerns to anxiety, depression, substance abuse, stress, grief, and even financial or legal issues.

- Contact OptumHealth at (800) 234-5465 or visit www.liveandworkwell.com.
- Contact Anthem EAP at (800) 999-7222, or visit www.anthemEAP.com, they can refer you to a licensed counselor in your area who is a member of their network.

Visit District SharePoint site for more information:

- <https://sharepoint.socccd.edu/Pages/default.aspx>



Campus Police Department

Emergency
 SCPD General Assistance

911 or (949) 582-4444
 (949) 582-4585

Employee Safety Videos & Information

<http://www.saddleback.edu/police>
<https://www.saddleback.edu/police/svi>

DID YOU KNOW THAT YOU ARE A DISASTER SERVICE WORKER

Government Code Section 3101. Saddleback College faculty, classified staff, and management are "disaster service worker". The term "public employees" includes all persons employed by a public district, excluding aliens legally employed.

Government Code Section 3102. (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.