# Table Of Contents

**EMERGENCY/URGENT CONTACTS**
- Emergency Contacts ........................................... 2
- Urgent (Non-Emergency) Contacts ........................... 3

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT**
**EMERGENCY PREPAREDNESS & RESPONSE GUIDE**
- Introduction ...................................................... 6
- District’s Emergency Planning Overview ................... 7
- General Preparedness ........................................... 8

**REPORTING EMERGENCIES/RECEIVING ALERTS** .................................. 11

**INCIDENT REPORTING** ........................................ 13
- Tips for Recognizing & Emergency Requiring Medical Assistance ............................................... 14
- Incident Report Form .......................................... 15

**(FIRE) EVACUATIONS AND SHELTERING-IN-PLACE**
- (Fire) Evacuations ............................................. 17
- Evacuation Guidance for Persons with Access & Functional Needs ........................................... 18
- Sheltering-In-Place ............................................. 20

**SPECIFIC RESPONSE PROCEDURES**
- Earthquake – Drop! Cover! Hold! ............................. 21
- Elevator Failure .................................................. 21
- Gas Leak ............................................................ 21
- Hazardous Materials Incident .............................. 22
- Utility Failure ..................................................... 22

**MEDICAL SITUATIONS**
- Severe Allergic Reaction (Anaphylaxis) ..................... 23
- Burns ............................................................... 24
- Choking ............................................................ 26
- Cuts ................................................................. 26
- Diabetes Emergencies ........................................ 27
- Fainting ............................................................ 28
- Suspected Heart Attack – Stoppage of Breathing ....... 29
- Head Injury ......................................................... 29
- Nosebleed ........................................................ 29
- Poisoning .......................................................... 30
- Puncture Wounds .............................................. 30
- Seizures ........................................................... 31

**PUBLIC SAFETY INCIDENTS**
- Active Shooter ................................................... 32
- Bomb Threat or Suspicious Device .......................... 32
- Bomb Threat Checklist ......................................... 33
- Crime in Progress/Violent and Disruptive Behavior .... 34
- Demonstrations/Civil Disturbances ........................ 34
- Hostage Situation ................................................ 34
- Police Action ..................................................... 34

**DISTRESSED, DISRUPTIVE OR VIOLENT INDIVIDUALS**
- Crisis Intervention Resource Team ........................ 35
- Student Misconduct Issues ................................... 35
- Student Psychological Services ............................... 35
- Workplace Violence ........................................... 36
- Indicators of Violence .......................................... 36

**SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING & HATE CRIMES** .......................................................... 37

**FIRE PREVENTION/FIRE EXTINGUISHERS** ........................................... 40

**DISTRICT EMERGENCY MAPS**
- Santa Rosa Campus .............................................. 43
- Petaluma Campus ............................................... 44
- Public Safety Training Center ................................ 45
- Shone Farm ....................................................... 46
- Southwest Santa Rosa Center .............................. 47

**TRAINING MATRIX** ............................................... 48

**DISTRICT EOC ORGANIZATIONAL CHART** ........................................... 49
# EMERGENCY/URGENT CONTACTS

If this occurs

- Violence or threat of violence
- Threat of suicide
- Medical emergency
- Fire, alarm sounding, or the smell of smoke or something burning
- Chemical or suspected hazardous spill
- Natural gas smell or leak
- A person behaving out of the ordinary, or in a suspicious manner, perhaps needing an officer’s assistance

Call (707) 527-1000 from any phone or cell phone to reach District Police

From District Phones ext. 1000

If unable to contact District Police call 911

<table>
<thead>
<tr>
<th>SEE SOMETHING</th>
<th>SAY SOMETHING</th>
</tr>
</thead>
</table>

## Contacting District Police or 911

District Police is going to need to know the following:

1. **Where** is the incident or emergency and where you are calling from?
2. **What** happened?
3. **When** did it happen? Is the incident or emergency still in progress?
4. **Who** is affected by the incident or emergency? What are the names of everyone involved?
5. **Weapons:** If it is an act of violence are weapons involved?
6. **Welfare:** What is the current status of the people involved? Is everyone safe?

**Do not hang-up until the dispatcher tells you to**

If you accidentally dial 911 or District Police, do not hang-up. Wait until dispatcher answers then tell them you misdialed.
## Urgent (Non-Emergency) Contacts

| **Student Psychological Services (SPS)** | **Santa Rosa**  
559 Plover Hall  
(707) 524-1595 |
|------------------------------------------|-------------------|
| Students experiencing a psychiatric emergency should call (707) 527-1000, or go to an emergency room. For urgent (non-emergency) mental health situations, students may visit the SPS offices, with a clear request to the front office staff that they need to be seen right away | **Petaluma**  
610 Richard W. Call Building  
(707) 778-3919 |

| **Crisis Intervention Resource Team (CIRT)** | **For a CIRT consultation contact any CIRT team member:**  
http://cirt.santarosa.edu  
**Or contact Student Psychological Services** (see above) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a student that is concerning you, due to what you have observed in their behavior or class work? If you have observed distressed, disruptive or possibly dangerous behaviors, contact the Crisis Intervention Resource Team (CIRT). Contact District Police directly at (707) 527-1000 if urgent dangerous behaviors are observed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sonoma County Mental Health Emergency Services</strong></th>
<th><strong>(707) 576-8181</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For urgent (non-emergency) situations when Student Psychological Services are not open.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>National Suicide Prevention Hotline</strong></th>
<th><strong>(800) 273-8255</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Non-Emergency Contacts (CONTINUED)

<table>
<thead>
<tr>
<th>Department</th>
<th>Santa Rosa Campus</th>
<th>Petaluma Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Health Services</strong></td>
<td>4017 Race Building</td>
<td>610 Richard W. Call Building</td>
</tr>
<tr>
<td>Anyone experiencing a medical</td>
<td>(707) 527-4445</td>
<td>(707) 778-3919</td>
</tr>
<tr>
<td>emergency should call (707)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>527-1000, or go to an emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>room. Students experiencing a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-emergency health concern may</td>
<td></td>
<td></td>
</tr>
<tr>
<td>visit the offices listed here or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>call Student Health Services for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assistance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Facilities Operations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility failure, water loss or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>leak, sewage leak, power outage,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or elevator malfunction.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Health and Safety</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency management, injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prevention, ergonomics, hazardous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disability Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides assistance and resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>for persons with disabilities and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>functional needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Relations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responds to media inquiries and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>acts as official SRJC spokesperson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency procurement of materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receiving</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency delivery of materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For emergency personnel and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>employee needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of the President</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District wide emergency direction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and proclamation of District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>emergencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY/URGENT CONTACTS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Santa Rosa Campus

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr VP Finance and Administrative Svcs/Asst Super</td>
<td>Douglas Roberts</td>
<td>(707) 527-4421</td>
</tr>
<tr>
<td>Sr Vice President Academic Affairs/Asst Superintendent</td>
<td>Mary Kay Rudolph</td>
<td>(707) 524-1514</td>
</tr>
<tr>
<td>Vice President Student Services/Asst. Superintendent</td>
<td>Pedro Avila</td>
<td>(707) 524-1647</td>
</tr>
<tr>
<td>Vice President Human Resources</td>
<td>Karen Furukawa-Schlereth</td>
<td>(707) 527-4302</td>
</tr>
<tr>
<td>Senior Director, Facilities Planning &amp; Operations</td>
<td>Paul Bielen</td>
<td>(707) 524-1608</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Lorenzo Dueñas</td>
<td>(707) 527-4964</td>
</tr>
</tbody>
</table>

### Petaluma Campus

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President, Petaluma Campus</td>
<td>L. Jane Saldaña-Talley</td>
<td>(707) 778-3931</td>
</tr>
<tr>
<td>Dean, Student Services, Petaluma Campus</td>
<td>Matthew Long</td>
<td>(707) 778-3930</td>
</tr>
<tr>
<td>Dean of Instruction &amp; Enrollment Management, Petaluma Campus</td>
<td>Catherine Williams</td>
<td>(707) 778-3628</td>
</tr>
</tbody>
</table>

### Windsor Public Safety Training Center

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Dean, Public Safety</td>
<td>April Chapman</td>
<td>(707) 836-2904</td>
</tr>
<tr>
<td>Associate Dean, Public Safety - Basic Police Academy</td>
<td>Lanny Brown</td>
<td>(707) 836-2910</td>
</tr>
<tr>
<td>Associate Dean, Public Safety Fire Technology</td>
<td>Randolph Collins</td>
<td>(707) 836-2913</td>
</tr>
<tr>
<td>Associate Dean, Public Safety Modular Law Enforcement &amp; Ranger Academies</td>
<td>Brian Marvin</td>
<td>(707) 836-2914</td>
</tr>
<tr>
<td>Associate Dean, Public Safety In-Service Programs</td>
<td>Charisse Arnold</td>
<td>(707) 836-2912</td>
</tr>
</tbody>
</table>

### Shone Farm

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager, Shone Farm</td>
<td>Leonard Diggs</td>
<td>(707) 535-3702</td>
</tr>
</tbody>
</table>
Introduction

Purpose

The purpose of the Sonoma County Junior College District’s Emergency Preparedness & Response Guide is to assist staff, faculty, students, and visitors in dealing with emergencies at any of the District’s campus, centers, or properties. While it is impossible to create a guide for all emergency situations, this guide attempts to reference the most common emergencies and those that are most probable in the future. Reading this guide will assist staff, faculty, students, and visitors to prepare and better protect themselves, and the people around them, during an emergency.

This guide is a supplement to the District’s Emergency Operations Plan, and it is reviewed periodically, and updated when needed to reflect current best practices. The subject matter is also provided in electronic format for wide distribution and ease of accessibility.

A copy of the guide can be viewed online at: emergency-management.santarosa.edu

District’s Emergency Preparedness, Response and Recovery Goals

The District’s goals for emergency mitigation, preparedness, response, and recovery are as follows:

- To ensure the safety of staff, faculty, students and visitors including those with access and functional needs. In meeting this goal, the District will ensure that people with access and functional needs are included in the emergency planning so they may offer their insights, knowledge and resourcefulness.
- Preserve and protect District property.
- Resume immediate District operations as soon as safely possible.
- Take the necessary steps to fully recover the District back to its regularly scheduled academic calendar and restore, prepare and enhance its continued emergency preparedness program.

Remember

1. When faced with an emergency situation, the best chance to avoid injury, get to safety, and assist others is to remain as calm as possible. Only when calm, can a person survey the situation and decide their next steps.
2. No two emergencies are ever the same, so be alert to instructions from police, fire, medical responders, and District officials. They may be aware of dangers that you have not noticed. Follow their instructions.
3. Be prepared by having a small personal emergency preparedness kit at home, in your vehicle, and in your backpack (students) or office (staff and faculty).
4. If you are a District employee, know the Building Emergency Action Plan (EAP) for the building you are in. See the General Preparedness Section (page 8) for more information.
District’s Emergency Planning Overview

District’s Emergency Preparedness and Management Policy

The Sonoma County Junior College District is committed to preparedness for natural or man-made emergencies through policy, communication, training, and compliance with emergency management requirements. This commitment will be achieved through multi-discipline engagement and cross component support to ensure the District’s readiness to rapidly respond to and recover from a disaster or emergency. It shall be the policy of the Sonoma County Junior College District to maintain an emergency operations plan for emergency preparedness and response in compliance with all applicable laws and regulations.

The District has adopted the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and the Incident Command System (ICS), as part of the District emergency preparedness program. Please refer to District Policy 6 12 and Procedure 6 12P for further information: http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies

Building & Area Safety Coordinator Program

For the purposes of emergency preparedness and response and the efficient sharing of facility and safety information, the District created the Building and Area Safety Coordinator program. Each District building has a Building Safety Coordinator (BSC) appointed by the supervising administrator in charge of that building. The BSC is responsible for maintaining the Building Emergency Action Plan and for coordinating the Area Safety Coordinators (ASCs) in the building. This arrangement creates an efficient organizational structure, in which the BSCs and ASCs serve critical roles and maintain responsibility for both emergencies and day-to-day safety and emergency preparedness operations within their building.

Building Emergency Action Plans

To ensure effective emergency planning, response, and recovery, each District building must have a Building Emergency Action Plan (EAP) that details emergency plans and procedures. The Building EAP is developed not only to contribute to the safety of the District community, and the institution itself, but also to comply with the California Occupational Health and Safety regulation mandating emergency action plans.

The Building Safety Coordinator (BSC) working with the Area Safety Coordinators (ASCs) will develop the Building EAP and after approval by the building administrator it will be submitted to the Department of Environmental Health and Safety (EH&S) for review. Once the Building EAP is developed, it must be reviewed and be tested periodically by an emergency response drill/exercise and revised if necessary.

District Emergency Operations Plan

The District Emergency Operations Plan (EOP) is the ultimate authority for coordinating response and recovery operations in the Sonoma County Junior College District. Its primary intent is to govern such operations following incidents that require the involvement of the District and its multiple campuses, centers, and off-site facilities with other external local and regional organizations/jurisdictions, and all levels of government and mutual aid. The District’s EOP provides authority during an emergency for coordinating response and recovery operations throughout the Sonoma County Junior College District. The purpose of the EOP is to ensure an effective, professional, and well-organized response to a natural disaster or major incident. The primary objectives of the plan are to protect public safety and property and assure overall wellbeing of its population including those with access and functional needs.
Emergency Operations Center and Department Operations Centers

An Emergency Operations Center, (EOC), is a central command and control facility responsible for carrying out the emergency management operations and functions at a strategic level in an emergency situation, and ensuring the continuity of operation for the District. While the District incorporates a single EOC, the Petaluma Campus supports its own Department Operations Center (DOC), and the Public Safety Training Center, Shone Farm and the Southwest Santa Rosa Center all function as Incident Command Posts (ICPs). The DOC and the ICPs are dependent upon the EOC for support. See page 49 for a District EOC Organizational Chart.

An EOC or DOC is responsible for the strategic overview, or “big picture,” of the emergency, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to lower command at the Incident Command Post (ICP). The common functions of the EOC and DOC is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. In an EOC or DOC there is one individual in charge, and that is the EOC or DOC Director.

Proclamation of a District Emergency / Campus Closure

As per the California Emergency Services Act, the Sonoma County Junior College District has the legal right to proclaim a local emergency when there is an existence of conditions of disaster or extreme peril to the safety of persons and/or District property. This can be caused by a variety of hazardous conditions such as hazardous materials release, fire, flood, epidemic, riot, earthquake, etc.

In the event of a large scale emergency event, the District Superintendent/President or his designee may implement a campus, center or District closure or suspension of activities. During a closure/suspension, some critical functions may receive priority status for continuation (e.g., maintenance of the physical plant, care and feeding of animals, etc.) and some staff may be required to remain at work to continue these critical functions. Proclaiming a District state of emergency gives the District the right to control access to District facilities. When this proclamation is made, only emergency-related and critical function personnel are authorized to be present. District Police will ask those who cannot present proper identification to leave the premises. Unauthorized persons remaining will be subject to arrest in accordance with the California Penal Code.

General Preparedness

Preparedness in General

An essential part of any successful preparedness program is having staff, faculty and students who are knowledgeable, trained, and who have gathered the necessary supplies to carry them through an event when away from home.

Everyone should identify exits, primary and secondary evacuation routes and the Evacuation Assembly Area(s) (EAA) for the buildings which they frequent (see pages 43-47). Informational placards with evacuation routes are posted near entrances and exits of buildings, elevators, and are included in the Building Emergency Action Plan (EAP). Know the location of the nearest first aid kit, fire extinguisher and evacuation alarm pull station.

Get to know your Building and Area Safety Coordinators as they have been trained to exercise the Building EAP for their building in the event of an emergency.
Training Presentations

Emergency preparedness and management trainings are offered regularly, and upon request, to faculty and staff. Some of the topics include:

- District’s Emergency Operations Plan
- Training in California’s Standardized Emergency Management System (SEMS), the National Emergency Management System (NIMS), and the Incident Command System (ICS) designed to meet the District’s Training Matrix requirements (see page 48)
- Emergency Evacuation Chair Training
- Fire Extinguisher Training
- First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillation

These trainings help provide the staff and faculty with the skills and knowledge necessary to be prepared for, and to respond to, emergencies. For more information, or to arrange a training session, please contact the Department of Environmental Health and Safety (EH&S) Office at (707) 527-4803. Most of these trainings can be attended by students who are interested; contact EH&S for more information. The District Police Department offers Active Shooter training periodically for faculty, staff and students, and will provide additional training upon request. For more information call (707) 527-1000.

Classroom Preparedness

Instructors

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.

Instructors should present an emergency briefing at the start of each semester’s classes covering emergency exits, evacuation procedures and the location of the Evacuation Assembly Area (EAA), shelter-in-place procedures and where students can find this guide. If there is a person with access or functional needs in the class, the instructor must familiarize themselves with that person’s specific needs and how to best assist them. EAA maps are on pages 43 - 47.

Instructors should be knowledgeable of the Building EAP for all buildings in which they teach classes. They should also communicate with their Building or Area Safety Coordinators regarding emergency procedures for the areas that they occupy.

All District buildings have posted evacuation routes and instructors should be knowledgeable of the routes. If the area does not have posted evacuation map, call EH&S at (707) 527-4803. In an evacuation, the best practice is to leave by the door you entered; if blocked use another. Instructors should be the last out of the classroom after all students are safely evacuated; classroom doors should be closed but not locked as the instructor leaves.

After a class evacuation, it is important to assemble at the EAA where the instructor can advise the Building or Area Safety Coordinators of the status of his/her students.

Students

In an emergency students should remain calm and follow the directions of their instructor. In an evacuation situation, students should proceed to the EAA and be sure to check in with their instructor before leaving.
Preparedness at Home

The Sonoma County Junior College District urges staff, faculty and students to not only be prepared while on District property, but also at home. While it is beyond the scope of this guide to cover preparedness for emergencies at home, here are a few quick guidelines to help get started:

1. Complete a home hazard assessment and examine your home for potential earthquake hazards (e.g. unsecured furniture, shelving, flammable and/or hazardous materials, etc.).

2. Create a home disaster plan; discuss and practice the plan with family.

3. Show family members how and when to shut off gas, electrical, and water utilities.

4. Test smoke detectors at least four times a year; change batteries twice a year. A good time is when Daylight Savings Time begins and ends.

5. Create a communications plan to know how to reach each other during an emergency.

6. Maintain an emergency preparedness kit with 3 to 10 days of supplies including medications.

7. Assemble an emergency preparedness kit for school or work and your vehicle(s)

8. Create a family evacuation plan.

9. Have an emergency financial kit with cash, credit card and insurance records.

10. Learn First Aid/Cardiopulmonary Resuscitation/Automated External Defibrillation.

It is highly recommended that everyone who drives a car to and from the District, have a small kit of emergency supplies in their vehicle. This kit can contain additional items such a battery jumper cables, small tool set, can of compressed air to inflate a tire, road flares in a water proof plastic container, flashlight, water, non-perishable food, space blanket, first aid kit, radio, signal mirror, matches or fire starter, knife, rope and a shelter tarp.

Persons with Access or Functional Needs

The District is dedicated to ensure staff, faculty and students with access and functional needs are adequately prepared prior to an emergency of any type.

If you are a person with access or functional needs, familiarize yourself with this guide, your Building Emergency Action Plan and the Evacuation Assembly Areas. Become familiar with important locations in each building including exits, stairways, phones, and elevators. If unable to speak or speak loudly, carry a whistle or have other means of attracting attention of others in the case of an emergency.

If you have access and functional needs which may require additional support during an emergency situation, please inform your instructor, work supervisor, trusted co-worker or trusted fellow student of your needs. The Disability Resources Department has many services and resources for people with access and functional needs including help in planning for emergencies. They can be contacted at Santa Rosa: (707) 527-4278 or Petaluma: (707) 778-2491. Please check Evacuation and Sheltering-in-Place section of this handbook for guidance for the evacuation of persons with access and functional needs and the Medical Situations section for response recommendations for a variety of medical emergencies.
REPORTING EMERGENCIES / RECEIVING ALERTS

Call (707) 527-1000 to Report Any Emergency to District Police

Whenever any District related emergency, suspicious activity or medical incident occurs, the first response is to contact the District’s 24 hour, 7 days a week, Police Dispatch Center by:

- Calling (707) 527-1000 to speak to a dispatcher
- Pressing the button on any of the many Emergency Phone Boxes
- Dialing ext. 1000 on any District telephone
- Requesting any nearby staff, faculty or students to assist by calling District Police

The District Police are directly linked to the county-wide 911 emergency response system, so one call to District Police at (707) 527-1000 will bring the appropriate emergency response to those needing assistance without delay.

When calling the District Police to report any incident, they will take information like the caller’s name and information about the location and nature of the emergency. This information will help the District Police determine the appropriate emergency response. Please remain on the line until the dispatcher hangs up, so they receive all the important information necessary to send a response.

**Threat or Injury**

If an incident involves an injury or threat to a student or employee, call District Police immediately.

**Medical Emergency**

If a medical emergency happens on District property, immediately call, or have someone else call (707) 527-1000, or 911. It is better to err on the side of caution – When in doubt, call the paramedics out!

Once on scene, emergency responders will assess the situation, provide needed treatment, and determine whether transport to a hospital is needed. A conscious person has the right to refuse recommended ambulance transport if he or she chooses, and can elect alternative care.

**Never** attempt to handle an incident by personally transporting anyone needing medical services as this can delay appropriate medical care, present potential for a lawsuit, and create a dangerous situation should the injured person suddenly take a turn for the worse.

**Note:** Student Health Services does not respond to medical incidents on campuses or centers.

**Fire**

Call (707) 527-1000 as soon as you see or smell smoke and/or observe flames. Do not delay a call, as most large fires start out as small flames.

SEE SOMETHING  SAY SOMETHING
**Safety Emergency**

In the event of a safety emergency, the District Police will contact the closest officer to the incident to quickly respond and assess the situation.

**Anything out of the ordinary or unusual**

Call (707) 527-1000 and the dispatcher will send the nearest available officer to assess the situation.

**Building Alarm Systems**

Buildings are equipped with a variety of alarm systems ranging from fire evacuation alarms, burglary alarms and fire/smoke indication alarms. It is important to notify District Police whenever an alarm is sounding in case the alarm is only a local alarm and not directly connected to an alarm monitoring company.

**ALERT-U Text Messaging System**

AlertU is an emergency text messaging technology developed for college and university communities. Designated District officials are able to text messages about potential and ongoing emergencies and situation updates affecting students, staff and faculty in real-time. Friends and family members are also able to subscribe to receive updates. AlertU is only used in emergency situations, not for non-emergency information or general updates.

**AlertU Sign Up Instructions**

1. With your cell phone, text the letters SRJC to 55155. (55155 is the text phone number to the ALERTU system.)
2. You will receive a ‘welcome’ text message.
3. Reply with the letter “Y” for yes.
4. Program 55155 into your phone’s address book under the name ALERTU. This will allow you to recognize the sender if an emergency message is sent.

**Facilities Operations Contact Numbers**

For an emergency contact the District Police at (707) 527-1000 any hour of the day or night. However, non-emergency facility and utility issues and questions can be directed to the following numbers:

- Santa Rosa Campus ............................................. (707) 527-4231
- Petaluma Campus .............................................. (707) 778-3976
- Public Safety Training Center (Windsor) ................ (707) 836-2918
- Shone Farm (Forestville) ................................. (707) 535-3702
- Southwest Santa Rosa Center ....................... (707) 527-4231
INCIDENT REPORTING

All incidents occurring on District property or during a District supervised event must be reported on a District Incident Report Form. Incidents include property damage, an injury or illness, or a near miss situation.

See attached Incident Report for detailed instructions. The Incident Report form is available online at: ehs.santarosa.edu and is also available on page 15.

Incident reports are time sensitive and should be promptly forwarded to Student Health Services for review and action. See Flowchart for routing and assistance. Employment related forms, such as a Supervisor’s First Report of Injury, are reviewed by Human Resources, and should be forwarded directly to HR, accordingly.

Should the employee require medical attention, they will be treated by Kaiser Occupational Health, unless they predesignate an alternative provider. A Supervisor’s Report of Injury is required from the employee’s supervisor and should be forwarded directly to Human Resources within eight hours of the incident. The form is available at https://hr.santarosa.edu/forms

If a hazardous condition requires immediate follow-up, Student Health Services notifies the Environmental Health and Safety Department so that they can provide hazard mitigation services. Additionally, the District Safety and Health Committee reviews all incidents on a monthly basis.

INCIDENT REPORTING

All incidents occurring on District property or during a District supervised event must be reported on a District Incident Report Form. Incidents include property damage, an injury or illness, or a near miss situation.

See attached Incident Report for detailed instructions. The Incident Report form is available online at: ehs.santarosa.edu and is also available on page 15.

Incident reports are time sensitive and should be promptly forwarded to Student Health Services for review and action. See Flowchart for routing and assistance. Employment related forms, such as a Supervisor’s First Report of Injury, are reviewed by Human Resources, and should be forwarded directly to HR, accordingly.

Should the employee require medical attention, they will be treated by Kaiser Occupational Health, unless they predesignate an alternative provider. A Supervisor’s Report of Injury is required from the employee’s supervisor and should be forwarded directly to Human Resources within eight hours of the incident. The form is available at https://hr.santarosa.edu/forms

If a hazardous condition requires immediate follow-up, Student Health Services notifies the Environmental Health and Safety Department so that they can provide hazard mitigation services. Additionally, the District Safety and Health Committee reviews all incidents on a monthly basis.
Tips for Recognizing an Emergency Requiring Medical Assistance

Figuring out if medical symptoms warrant a call to District Police Dispatch (707) 527-1000 (preferred) for emergency assistance can be difficult. Victims are often afraid to call, thinking their medical complaints aren’t severe enough to “bother” emergency-care providers. When trying to decide whether or not to call, or go to the emergency department, better to decide to go rather than not go. Having a list of conditions for when to call for emergency assistance is good, but it’s much better to know how to recognize an emergency no matter what the complaint is.

Here’s How:

When the brain is affected
Medical conditions that cause changes in brain function should always be treated as emergencies. Complaints that may indicate a problem with the brain come on suddenly: weakness, numbness, or vision loss on one or both sides of the body; dizziness, confusion, trouble speaking, severe headache, loss of consciousness (fainting or passing out), or seizures.

Problems breathing
We’ve all been short of breath from exercise, but when that feeling comes without any reason, it is scary. Sometimes, victims don’t recognize breathing emergencies. Choking is not always called into 911 right away. Unfortunately, once a choking victim has become unconscious, very little oxygen is left in the bloodstream. Allergic reactions that cause trouble breathing or difficulty swallowing indicate anaphylaxis, a serious emergency.

Problems with the heart
Heart attacks can feel like indigestion or extremely severe pain. Heart attacks can also have absolutely no pain at all and just cause a weak heart, which leads to shortness of breath (see Problems breathing) or weakness/passing out (see When the brain is affected). If a victim feels pain in the chest, particularly if it seems that nothing makes it feel better (rest, position, movement, etc.), it’s time to dial District Police Dispatch (707) 527-1000.

Severe bleeding
Bleeding can often be controlled by applying direct pressure to the wound and elevating the affected area. This action is usually enough to stop most cuts from oozing blood. If pressure alone doesn’t stop the bleeding, the wound may require professional medical attention. Keep pressure on the wound and elevate the area. Call, or ask someone else to call 911 or District Police Dispatch at (707) 527-1000 for an ambulance. Only use a tourniquet as a last resort. If the bleeding is enough to make the victim drowsy or weak, observe the victim for signs of shock until emergency help arrives.

When in doubt, call ‘em out!
Some emergencies are common sense, car accidents and fires are good examples. There’s no way to cover every possibility here. That’s why emergency medical services providers don’t expect victims to always distinguish between emergencies and non-emergencies. Plenty of seemingly innocuous complaints can have life-changing consequences if not treated quickly, and an equal number of scary situations end up being minor. If you think that you or someone else is experiencing a medical emergency, don’t hesitate to call District Police Dispatch (707) 527-1000.

It is a good idea to take a First Aid and CPR/AED course to further your skills in recognizing and responding to a medical emergency. Remember, if you are unsure of what is happening, call (707) 527-1000 to request medical assistance through the District Police dispatcher for a paramedic to fully assess the situation.
INCIDENT REPORT - See reverse for directions on how to complete form

<table>
<thead>
<tr>
<th>Type of Incident:</th>
<th>Property Damage</th>
<th>Illness/Injury</th>
<th>Near Miss</th>
</tr>
</thead>
</table>

Name of Injured: Last, _____________________ First, _________________  
SSN/SIN (last 4#s): ________ DOB: ____________

Address: ___________________________________________________ City: ____________________________________________

State: __________ Zip Code: ______________ Phone: ( ) ________________

Is Injured Person a:  
- [ ] Student  
- [ ] Employee*  
- [ ] Visitor  
- [ ] Child at Children's Center

Program Affiliation:  
- [ ] Health Sciences*  
- [ ] Public Safety  
- [ ] SRT  
- [ ] Athletics  
- [ ] KAD  
- [ ] Other ___________

EXPLAIN THE INCIDENT:

Date: ________________  Time: _____________  Place: ___________________________________________________________

(Be specific: building, room number, street…)

Describe in detail what happened: ______________________________________________________________________________

Did incident occur during class?  Yes [ ]  No [ ]

If yes, list course Title/Section #: _____________________  Name of Instructor/Supervisor _____________________

Witnesses (if any):

   (Names and addresses or phone where we can contact them)

DESCRIBE ILLNESS/INJURY (e.g., body part injured):

   _________________________________________________

DESCRIBE ACTION TAKEN:  
First Aid Provided?  Yes [ ]  No [ ]  Explain _____________________

(Where, when and by whom)

Referred to: _____________________  Transported to: _____________________

What other college departments/personnel (if any) have been notified? _____________________

District Representative (Please sign and date) Date:  
Injured Person (Please sign and date) Date:  

Print Name: _____________________  Print Name: _____________________

Below For Student Health Services Use Only

COMMENTS:  
- [ ] Seen in SHS  
- [ ] Referred from SHS to outside provider

SAI ___________ HR ___________ District Police ___________ Fin & Admin Svcs. ___________ EH&S ___________  
(Date filed or sent) (Date) (Date) (Date) (Date)

White-Student Health Services Yellow-Originator Pink-Injured Person Revised 1/8/16
HOW TO COMPLETE AN INCIDENT REPORT

**Type of Incident:** Check appropriate box to indicate whether incident involves property damage only, an illness or injury, or a near miss:

- **Property Damage** occurs when property is damaged by the district or someone damages district property, e.g., a campus tree branch falls on a car and scratches the hood, etc.
- The **Illness/Injury** box should be checked if someone is injured or becomes ill while on district property or at a district-sponsored event, e.g., pain in the knee during an athletic event, or becoming unconscious while in class or at work.
- The **Near Miss** box should be checked in the event of a near miss on district property, e.g., someone slips on a wet surface but does not fall and is not injured. Multiple boxes may be checked if an incident involves both property damage and injury or illness, e.g., an accident while driving a district vehicle that causes injury.

**Injured Person:** Please complete the full name of the person who is injured, the last 4 digits of their Social Security Number (SSN) or Student Identification Number (SIN), birthdate (DOB), full mailing address and current telephone number with area code.

**Is Injured Person a(n):** Please check a box to indicate whether the injured person is a Student, Employee, Visitor, or Child at the Children’s Center:

- **Student** – A person who is currently enrolled in a credit or non-credit course at SRJC.
- **Employee** (for incident reporting purposes) – A person who works for the District, e.g., Faculty, Classified Staff, Management, STNCs, Professional Experts, Student Employees, Interns, Volunteers, etc. *Important notes: If a Student is injured in their capacity as a Student Employee (while at work), the Employee box should be checked - If they are injured while attending classes (not working), the Student box should be checked.

**Program Affiliation:** Check a box to indicate the appropriate association of the Illness/Injury. Please see examples below:

- **Health Sciences** – Any of the health related sciences, i.e. Nursing Program, Dental Program, etc. *Important notes: If a Student is injured in class, e.g., a dirty needle stick during phlebotomy practice, they can be referred to Student Health Services, the ER, or a doctor of their choice. Health Sciences students injured while in a clinical setting, i.e. visiting patients at an off campus medical facility, should be referred to Kaiser Occupational Health.
- **Public Safety** – A public safety student injury during class, e.g. an injury happens during defensive tactics training (not affiliated with District Police). Please note if the student is employed by an outside agency that is sending them for classes.
- **SRT** – Affiliated with Summer Repertory Theatre.
- **Athletics** – A student athlete is injured during a practice, game or event.
- **KAD** - A student has pain in the knee while working out in an exercise class (non-athlete).

**Explain Incident:** Fill in date, time and place – BE SPECIFIC, e.g., SRJC Baseball Field, Lark Hall, etc. Use descriptive words and facts to relay what happened. Check the appropriate box as to whether the incident happened during a class. If so, please list the course title/section and the name of the instructor. Include the names of any witnesses, if available.

**Describe Injury:** Use descriptive words to indicate the nature of the Illness/Injury and affected body part, e.g., “Student cut left index fingertip while slicing onions in class.”

**Describe Action:** Indicate whether First Aid was provided by checking the appropriate box and explaining the action, e.g., “An ice pack was applied to the student's knee” or “First Aid was not provided because the student refused treatment.” If the student was referred or transported for medical treatment, please note who/where the student was referred to, e.g. Student Health Services, Athletic Training Room, ER, etc. If the illness/injury is work related, contact Human Resources at (707) 527-4954 regarding the completion of a Supervisor’s First Report of Injury.

**Required Signatures:** A District Representative (district employee) must print their name/sign/date the incident report. The Ill/Injured person should also print their name/sign/date, unless incapacitated or otherwise unavailable.

**Deadlines:** Time is of the essence! The right to file a Student Accident Insurance claim may be lost if the Incident Report is not received in a timely manner. See front of form for filing instructions and routing. For more information, please contact Student Health Services at (707) 527-4445.
(FIRE) EVACUATIONS AND SHELTERING-IN-PLACE

(Fire) Evacuations

Evacuations can cause confusion and injury especially for some people with access and functional needs and therefore should not be ordered without some consideration. However, not evacuating can be far more disastrous than evacuating during an emergency. In general, if you feel as though a building is unsafe it is best to evacuate. If a building does not appear to be obviously unsafe, but you are unsure, you may contact District Police at (707) 527-1000 to assess the situation. You should evacuate a building when:

- The evacuation/fire alarm sounds or when you see a flashing visual alarm indicator
- If you smell smoke, see smoke or flame or smell the odor of escaping natural gas.
- Evacuate when you are told to leave the building or area by fire, police, a Building Safety Coordinator, an Area Safety Coordinator, or other District official
- You see structural damage and cracks to walls, ceilings and floors following an earthquake
- There is a potentially hazardous situation making it unsafe to remain in the building

Evacuation Procedure

1. Ensure that those around you hear the alarm and evacuate the area quickly. If an evacuation/fire alarm has not already sounded, activate it by pulling the nearest alarm switch
2. Leave using the nearest stairway. Do not use the elevator. Grab your personal items only if safety permits - as you may not be allowed back into the building for a while
3. Provide assistance for those with access and functional needs. Look for those who may have become disoriented - calm them and guide them to safety
4. Shut, but do not lock, all doors behind you as you go to slow the spread of fire, smoke, and water
5. Once outside, move to your Evacuation Assembly Area and follow the instructions of the Building and Area Safety Coordinators and emergency personnel. (EAA maps are on pages 43 - 47.)
6. Report any missing or injured people or life safety issues to the Building or Area Safety Coordinator or emergency personnel at the scene
7. Stay away from building entrances to avoid interfering with emergency personnel
8. Do not return to a building or evacuated area until told it is safe to do so by District officials or emergency personnel at the scene
Evacuation Guidance for Persons with Access and Functional Needs

Assisting Persons with Access and Functional Needs
In case of an emergency, individuals with mobility, sensory impairments (hearing or vision), and/or other access and functional needs may need assistance or guidance with evacuating a building. Explain the nature of the emergency and assist the person if they request assistance. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what needs to be done in order to respond to the emergency like to evacuate or shelter-in-place.

Assisting Mobility-Impaired Persons
First ask the individual if he/she has medical/health needs, advice, or requirements. Individuals using wheelchairs can be pushed or accompanied to safety. Do not use elevators if there is a fire or situation that could affect electricity/power. Do not attempt to transfer a person from a wheelchair unless absolutely necessary. If located in a building where stairs are to be used as the emergency exit for mobility impaired persons, take that person to the nearest evacuation chair and use the evacuation chair to safely evacuate down the stairs. Individuals using canes, crutches, or walkers should evacuate themselves except in the event that rapid evacuation is deemed essential.

Every multi-story building on District property has at least one stairway with an evacuation chair on each floor. In a multi-story building, you may need to use or assist with an evacuation chair or similar system. Some buildings have evacuation chairs that take 2-4 people to operate (Ferno-42), however, there is an evacuation chair that can be operated by a single person (Evacu-Trac) on the top floor of every building. Training for the operation of an evacuation chair is available prior to an emergency by contacting the Environmental Health and Safety Department at (707) 527-4803. Brief instructions for the evacuation chairs are included below.

Tips for Using an Evacuation Chair
- Enlist additional help for transferring a person to an evacuation chair
- Communicate with the person to be transferred so they know your intentions
- Ask the person about any special needs or requirements
- Do not transfer a person from evacuation chair to ground - they may require specialized support
- If possible, reunite the person with their own chair, mobility assistance device, or find a temporary chair they can use. A list of temporary chair locations is attached to each evacuation chair

If needed, seek help to safely assist the person and find the Building or Area Safety Coordinator, first-responder or call District Police at (707) 527-1000 to notify them of the situation.

Ferno 42 Chair Guide:
Evacu-Trac Chair Guide:

During an emergency, the passenger is transferred from their wheelchair to the Evacu-Trac. Once positioned in the Evacu-Trac, velcro straps are wrapped securely around the passenger’s torso and lower legs. The passenger is then wheeled to the stairway for descent.

During descent the passenger sits in a comfortable, upright position, securely held by three safety straps.

To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the unit on the rear auxiliary wheels.

When ready to descend the next flight, the attendant squeezes the Brake Release Bar to release the secondary, fail-safe brake.

Assisting Persons with Visual Impairments

If requested, allow the person to take hold of your arm and help guide the person towards the exit. Remember to move slowly and communicate clearly with the individual. Advise the individual of any hazards or obstacles in the path. When safety is reached, advise the individual of his/her location and stay with him/her if necessary. Before leaving, make sure the individual does not need any further help.

Assisting Persons who are Deaf/Hard of Hearing

To get a person’s attention, you can flash room lights, wave your arms, or tap on the person’s shoulder. Make a gesture to indicate what is happening and what to do (i.e. follow me, get down). Speak clearly and if needed write on a board or paper the nature of the emergency and/or the evacuation route.

Evacuating with Service Animals

When an evacuation alarm is sounded, people with service animals should always leave the building - if they don’t, their service animals will learn to disregard the alarms. During the evacuation process people should take extra care to never let go of the service animal. In the confusion of an evacuation it can be easy to become separated from the service animal. It is also important to practice building evacuation routes with the service animal so they become familiar with the route.

When assisting a person with access and functional needs it is important to ensure their service animal is evacuated and kept with the person during the evacuation. If possible the individual should maintain control of their service animal throughout the evacuation process.
Sheltering-in-Place

The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. When given an option it is generally better to evacuate, than Shelter-in-Place. Shelter-in-Place should only be used when an evacuation is not safe or conditions are more dangerous outside. Certain events may necessitate the initiation of the District’s Shelter-in-Place Procedure.

Blocked Exit or Escape Route

This could be the result of an immediate fast occurring event such as an explosion, rapidly expanding fire, sudden structural collapse, aircraft or vehicular impact into the building, hazardous substance, or active shooter. If the evacuation routes are blocked or not available, the best course of action will be to shelter in place until emergency crews arrive on scene. The first priority for any arriving emergency personnel is life safety and their first act will be to determine from co-workers, staff, and others if anyone is missing. They will then initiate a search and rescue operation to locate missing or trapped persons. It is imperative that all Building Safety and Area Safety Coordinators are informed of missing persons and their possible locations so they can provide this information to arriving emergency personnel.

Greater Outside Threat

This may occur during a chemical spill causing a hazardous materials exposure to anyone unprotected and entering the location of the contaminant. Therefore, it would be safer to remain inside your building. In the event of a critical incident where hazardous materials (including chemical, biological or radiological materials) may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms without windows if possible
- Close any open windows and doors if you cannot move
- Rooms that have little or no ventilation are preferred
- Try to block windows and doors with clothing or towels to block airflow. Wet clothing or towels create a better seal against airflow
- Only come out when you are told that it is safe by District officials or emergency personnel at the scene

Active Shooter

Please see guidance on page 32.
SPECIFIC RESPONSE PROCEDURES

Earthquake – Drop! Cover! Hold On!

Indoors

Most injuries are caused by items such as falling books, shelves, light fixtures and ceiling tiles. If you are indoors, stay there, and drop to the floor and take cover under a sturdy desk or table, and hold on to it firmly until the shaking stops. In other words: Drop! Cover! Hold On! If you are not near a desk or table, drop to the floor against an interior wall and protect your head and neck with your arms. If you are in an auditorium or theater duck down and protect your head and neck with your arms. Avoid glass, hazardous materials, heavy equipment, exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects. Tell others to do the same, stay away from the windows. If in a wheel chair, quickly move toward cover if available, lock the wheels, and cover your head. Do not shelter in doorways!

Outdoors

If outdoors, move to an open area away from falling hazards such as building walls, overhead power lines, tree limbs and light poles. Always assume fallen power lines are live! If you are driving, when able, safely pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power lines, signs, trees, and other things that might collapse or fall on the vehicle. Stay inside the vehicle until the shaking is over. If a power line falls on the vehicle, stay inside until a trained person removes the hazard.

After the Earthquake – Stay Calm and Evaluate the Surroundings

Be prepared for aftershocks as more shaking will usually occur after any seismic event.

Evacuate as necessary. Move to an EAA to receive further information and assistance. EAA maps are on pages 43 - 47. Regroup and take roll of who is ok, injured or missing. Be prepared to notify arriving personnel of those needing attention. Provide first aid based upon level of training received. Do not go into damaged areas or buildings because additional aftershocks can cause structural collapse. Locate the Building Safety Coordinator (BSC) or Area Safety Coordinator (ASC) for help and/or guidance and to report important information. The ASCs will report to the BSC and the BSC will report to District officials.

Elevator Failure

District properties can at any time experience elevator failures due to a weather related cause, accident, natural disaster, equipment failure or an intentionally disruptive act. Emergency telephones connected to District Police are in all elevators to request assistance in the event of an elevator failure. Anyone in this situation is advised to sit down and relax and realize help is on the way.

Gas Leak

Stop all activities, especially any operation which may involve flame or sparks. Do not use phone or switch lights or any electrical equipment on or off as electrical arcing can trigger an explosion! Evacuate the area and call District Police at (707) 527-1000.
Hazardous Materials Incident

Report the spill or release to appropriate departmental staff who have been trained to respond to hazardous spills. If in a lab, notify the instructor. If there is a large spill, or a release in any other circumstance, or if trained staff are not available, call District Police at (707) 527-1000 and they will dispatch staff and/or the fire department as necessary. Warn others and block entry into the hazardous area until the first responders arrive on scene. In general, move uphill and upwind from a spill. Notify first responders if the material has gotten onto your skin, clothing or shoes. You may spread the contaminant if you have not properly been decontaminated. Do not leave the area until you have been checked if you believe you have been exposed.

Utility Failure

Power

District properties can at any time experience electrical power failures, these may be due to a weather related cause, accident, natural disaster, equipment failure or an intentional disruptive act. Since emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or from interior rooms, faculty and staff are urged to know the location of the emergency flashlights in their work area and are also encouraged to have their own.

If the power goes out and does not return in a reasonable length of time (such as 10 to 15 minutes), it may be necessary to evacuate the building if there is not enough natural light to remain safely, or if requested by the Building or Area Safety Coordinator. Caution others that there is no rush and they should take their time exiting the building. Emergency lighting may or may not be functioning in the room, hallway, or stairways.

If a power failure occurs on District property during regular hours, Monday through Friday, 7:30 A.M. to 4:30 P.M., notify the Facilities Operations Office (see page 4).

If there is potential danger resulting from failure, evacuate and notify District Police. If the failure occurs after hours, always notify District Police at (707) 527-1000.

Water Failure or Flooding

If water becomes unavailable, or if flooding occurs in a building, or is observed outside in an open area, please call Facilities Operations. If possible and safe, turn off power to electric appliances which could be exposed to the water leak and evacuate the area if necessary.

Ventilation Issue

If unknown or suspicious odors come from the ventilation system, evacuate the building and call District Police at (707) 527-1000 who will notify Facility Operations and Environmental Health and Safety. If there is visible smoke call District Police without delay, activate the fire alarm to evacuate the building and assist those with access and functional needs to move to the Evacuation Assembly Area.
Severe Allergic Reaction (Anaphylaxis)

A life-threatening allergic reaction (anaphylaxis) can cause shock, a sudden drop in blood pressure and trouble breathing. In people who have an allergy, anaphylaxis can occur minutes after exposure to a specific allergy-causing substance (allergen). In some cases, there may be a delayed reaction or anaphylaxis may occur without an apparent trigger.

When with someone having an allergic reaction with signs of anaphylaxis:

- Ask the person if he or she is carrying an epinephrine auto-injector to treat an allergic attack (for example, EpiPen, Twinject).
- If the person says he or she needs to use an auto-injector, ask whether you should help inject the medication. This is usually done by pressing the auto-injector against the person’s thigh.
- Have the person lie still on his or her back.
- Loosen tight clothing and cover the person with a blanket. Don’t give the person anything to drink.
- If there’s vomiting or bleeding from the mouth, turn the person on his or her side to prevent choking.
- If there are no signs of breathing, coughing or movement, begin CPR. Do uninterrupted chest presses — about 100 every minute — until paramedics arrive.
- Get emergency treatment even if symptoms start to improve. After anaphylaxis, it’s possible for symptoms to recur. Monitoring in a hospital setting for several hours is usually necessary.

If with someone having signs of anaphylaxis, don’t wait to see whether symptoms get better. Seek emergency treatment right away. In severe cases, untreated anaphylaxis can lead to death within half an hour. An antihistamine pill, such as diphenhydramine (Benadryl), isn’t sufficient to treat anaphylaxis. These medications can help relieve allergy symptoms, but work too slowly in a severe reaction.

Signs and symptoms of anaphylaxis include:

- Skin reactions including hives, itching, and flushed or pale skin
- Swelling of the face, eyes, lips or throat
- Constriction of the airways, leading to wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness, fainting or unconsciousness

Some common anaphylaxis triggers include:

- Medications
- Foods such as peanuts, tree nuts, fish and shellfish
- Insect stings from bees, yellow jackets, wasps, hornets and fire ants

If you’ve had any kind of severe allergic reaction in the past, ask your doctor if you should be prescribed an epinephrine auto-injector to carry with you.
Animal Bites

Domestic pets cause most animal bites. Dogs are more likely to bite than cats. Cat bites, however, are more likely to cause infection because they are usually puncture wounds and can’t be thoroughly cleaned. Bites from non-immunized domestic animals and wild animals carry the risk of rabies. Rabies is more common in bats, raccoons, skunks and foxes than in cats and dogs. Rabbits, squirrels and other rodents rarely carry rabies.

- For minor wounds. If the bite barely breaks the skin and there’s no danger of rabies, treat it as a minor wound. Wash the wound thoroughly with soap and water. Apply an antibiotic cream to prevent infection and cover the bite with a clean bandage.
- For deep wounds. If the animal bite creates a deep puncture of the skin or the skin is badly torn and bleeding, apply pressure with a clean, dry cloth to stop the bleeding and see your doctor.
- If there are signs of infection, such as swelling, redness, increased pain or oozing, see your doctor immediately.
- If the bite was caused by an animal that might carry rabies — including any wild or domestic animal of unknown immunization status, particularly bats — see a doctor immediately.

Doctors recommend getting a tetanus shot every 10 years. If the last one was more than five years ago and the wound is deep or dirty, a doctor may recommend a booster. Get the booster as soon as possible after the injury.

Burns

1st-Degree Burn

The least serious burns are those in which only the outer layer of skin is burned, but not all the way through.

- The skin is usually red
- Often there is swelling
- Pain sometimes is present

Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin or buttocks, or a major joint, which may require emergency medical attention.

2nd-Degree Burn

If first layer of skin has been burned through and the second layer of skin (dermis) is also burned, the injury is called a second-degree burn.

- Blisters develop
- Skin takes on an intensely reddened, splotchy appearance
- There is severe pain and swelling.

If the second-degree burn is no larger than 3 inches (7.6 centimeters) in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin or buttocks, or over a major joint, treat it as a major burn and get medical help immediately.

For minor burns, including first-degree burns and second-degree burns limited to an area no larger than 3 inches (7.6 centimeters) in diameter, take the following action:

1. **Cool the burn.** Hold the burned area under cool (not cold) running water for 10 or 15 minutes or until the pain subsides. If this is impractical, immerse the burn in cool water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don’t put ice on the burn.
2. **Cover the burn with a sterile gauze bandage.** Don’t use fluffy cotton, or other material that may get lint in the wound. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the burned skin and will reduce pain and protect the blistered skin.
3. **Take an over-the-counter pain reliever.** These include aspirin, ibuprofen (Advil, Motrin, others), naproxen (Aleve) or acetaminophen (Tylenol, others). Use caution when giving aspirin to children or teenagers. Though aspirin is approved for use in children older than age 2, children and teenagers recovering from chickenpox or flu-like symptoms should never take aspirin. Talk to your doctor if you have concerns.
Minor burns usually heal without further treatment. They may heal with pigment changes, meaning the healed area may be a different color from the surrounding skin. Watch for signs of infection, such as increased pain, redness, fever, swelling or oozing. If infection develops, seek medical help. Avoid re-injuring or tanning if the burns are less than a year old — doing so may cause more extensive pigmentation changes. Use sunscreen on the area for at least a year.

- **Don’t use ice.** Putting ice directly on a burn can cause a person’s body to become too cold and cause further damage to the wound.
- **Don’t apply egg whites, butter or ointments to the burn.** This could cause infection.
- **Don’t break blisters.** Broken blisters are more vulnerable to infection.

**3rd-Degree Burn**

The most serious burns involve all layers of the skin and cause permanent tissue damage. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

For major burns, Call District Police at *(707) 527-1000.*

Until an emergency unit arrives, follow these steps:

1. **Don’t remove burned clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. **Don’t immerse large severe burns in cold water.** Doing so could cause a drop in body temperature (hypothermia) and deterioration of blood pressure and circulation (shock).
3. **Check for signs of circulation (breathing, coughing or movement).** If there is no breathing or other sign of circulation, begin CPR.
4. **Elevate the burned body part or parts.** Raise above heart level, when possible.

Cover the area of the burn. Use a cool, moist, sterile bandage; clean, moist cloth; or moist cloth towels.
Choking

Conscious Victim:
1. Approach from behind and reach around under the arms. Make and grab fist with other hand, press it against the victim's stomach between the rib cage and their waist and pull inward and up with a firm thrust.
2. Repeat this procedure 6 to 10 times, if needed.
3. Repeat until effective or victim loses consciousness.

Unconscious Victim:
1. Use the Head Tilt / Chin Lift procedure to open their airway.
2. Try to ventilate by blowing into the victims mouth to force air pass blockage.
3. Give 6 to ten abdominal thrusts by placing the heel of one hand on the victim's stomach between the rib cage and waist. With your shoulders directly over the victim's abdomen, press inward and upward with quick thrusts.
4. Check the mouth for any dislodged obstruction.
5. Repeat the previous listed steps 1 – 5 until effective.
6. Continue with rescue breathing or begin CPR as indicated by the victim's vital signs.

Do not give abdominal thrusts to a pregnant woman as the procedure may cause injury.

Cuts

Minor cuts and scrapes usually don’t require a trip to the emergency room. Yet proper care is essential to avoid infection or other complications. These guidelines can help care for simple wounds:

1. **Stop the bleeding.** Minor cuts and scrapes usually stop bleeding on their own. If they don’t, apply gentle pressure with a clean cloth or bandage. Hold the pressure continuously for 20 to 30 minutes and if possible elevate the wound. Don’t keep checking to see if the bleeding has stopped because this may damage or dislodge the clot that’s forming and cause bleeding to resume. If blood spurts or continues flowing after continuous pressure, call (707) 527-1000.

2. **Clean the wound.** Rinse out the wound with clear water. Soap can irritate the wound, so try to keep it out of the actual wound. If dirt or debris remains in the wound after washing, use tweezers cleaned with alcohol to remove the particles. If debris still remains, see a doctor. Thorough cleaning reduces the risk of infection and tetanus. To clean the area around the wound, use soap and a washcloth. There’s no need to use hydrogen peroxide, iodine or an iodine-containing cleanser.

3. **Apply an antibiotic.** After cleaning the wound, apply a thin layer of an antibiotic cream or ointment such as Neosporin or Polysporin to help keep the surface moist. The products don’t make the wound heal faster, but they can discourage infection and help the natural healing process.

4. **Cover the wound.** Bandages can help keep the wound clean and keep harmful bacteria out. After the wound has healed enough to make infection unlikely, exposure to the air will speed the healing of the wound.
5. **Change the dressing.** Change the dressing at least daily or whenever it becomes wet or dirty. If allergic to the adhesive used in most bandages, switch to adhesive-free dressings or sterile gauze held in place with paper tape, gauze roll or a loosely applied elastic bandage.

6. **Get stitches for deep wounds.** A wound that is more than 1/4-inch (6 millimeters) deep or is gaping or jagged edged and has fat or muscle protruding usually requires stitches. Adhesive strips or butterfly tape may hold a minor cut together, but if the wound can’t be easily closed, see a doctor as soon as possible. Proper closure within a few hours reduces the risk of infection.

7. **Watch for signs of infection.** See a doctor if the wound isn’t healing or there is any redness, increasing pain, drainage, warmth or swelling.

8. **Get a tetanus shot.** Doctors recommend getting a tetanus shot every 10 years. If a wound is deep or dirty and the last shot was more than five years ago, a doctor may recommend a tetanus shot booster. Get the booster as soon as possible after the injury.

**Diabetic Emergencies**

Diabetes can produce two kinds of emergencies: one from too much insulin (insulin shock), the other from a lack of insulin (diabetic coma). Both emergencies may cause a loss of consciousness.

**Insulin Shock Signs and Symptoms:**

- Weakness
- Moist, pale skin
- Intense hunger
- Drowsiness
- Normal or shallow respiration
- Irritability
- Headache

These are symptoms observed with a victim’s blood sugar is too low. This means the victim needs sugar immediately and medical attention.

Alert the emergency medical system without delay by notifying the District Police at (707) 527-1000.
Diabetic Coma Signs and Symptoms:

- Dry, flushed skin
- Weak, rapid pulse
- Deep, noisy breathing
- Dull and sleepy
- Acetone odor to the breath

These are symptoms observed when a victim’s blood sugar is too high. Diabetics are usually well informed about their illness and understand symptoms, preventive measures, and interventions available. Many wear or carry a Medic Alert bracelet to alert others if they lose consciousness.

This condition requires an immediate medical response – Notify the District Police at (707) 527-1000.

Fainting

Fainting occurs when the blood supply to your brain is momentarily inadequate, causing you to lose consciousness. This loss of consciousness is usually brief.

Fainting can have no medical significance, or the cause can be a serious disorder. Therefore, treat loss of consciousness as a medical emergency until the signs and symptoms are relieved and the cause is known. Discuss recurrent fainting spells with your doctor.

If you feel faint

- **Lie down or sit down.** To reduce the chance of fainting again, don’t get up too quickly.
- **Place your head between your knees** if you sit down.

If someone else faints

- **Position the person on his or her back.** If the person is breathing, restore blood flow to the brain by raising the person’s legs above heart level — about 12 inches (30 centimeters) — if possible. Loosen belts, collars or other constrictive clothing. To reduce the chance of fainting again, don’t get the person up too quickly. If the person doesn’t regain consciousness within one minute, call **(707) 527-1000.**
- **Check the person’s airway to be sure it’s clear.** Watch for vomiting.
- **Check for signs of circulation (breathing, coughing or movement).** If absent, begin CPR. Call **(707) 527-1000.** Continue CPR until help arrives or the person responds and begins to breathe.

If the person was injured in a fall associated with a faint, treat any bumps, bruises or cuts appropriately. Control bleeding with direct pressure. Request medical response by calling the District Police at **(707) 527-1000.**

Fractures – Dislocations – Sprains

The following are possible symptoms of fractures, dislocations, or sprains:

- Differences in shape and length of corresponding bones.
- Obvious deformities, crookedness or rotation.
- Swelling and pain.
- Loss of sensation.

In cases of major joint injury (knee, hip, shoulder, ankle) or suspected back or neck injury, **Do Not Move the Person!** Request medical response by calling the District Police at **(707) 527-1000.**
Suspected Heart Attack – Stoppage of Breathing

Possible symptoms of a heart attack:
- Victim will complain of chest pain and/or pain in left arm, shoulder, or jaw.
- Skin, lips, and fingernails will become pale and bluish in color.
- The victim will be short of breath, have nausea, weakness or anxiety with heavy perspiration.

Conscious Person:
1. Request medical response by calling the District Police at (707) 527-1000.
2. Help conscious person into a least painful position – Usually sitting with legs up bent at the knees. Loosen constriction clothing around neck and midriff.

Unconscious Person: Request medical response by calling the District Police at (707) 527-1000.
- Untrained. If not trained in CPR provide hands-only CPR. That means uninterrupted chest compressions of about 100 a minute until paramedics. It is not necessary to try rescue breathing.
- Trained, and ready to go. If well trained and confident, begin with chest compressions instead of first checking the airway and doing rescue breathing. Start CPR with 30 chest compressions before checking the airway and giving two rescue breaths.
- Trained, but rusty. If previously received CPR training but not confident in the ability to perform CPR, then just do chest compressions at a rate of about 100 a minute.

The above advice applies to adults, children and infants needing CPR, but not newborns.

If you are faculty or staff, and want to learn CPR properly, contact EH&S to take an accredited training course, including First Aid, CPR and how to use an automatic external defibrillator (AED).

Head Injury
1. Request medical response by calling the District Police at (707) 527-1000.
2. If unconscious, having convulsions, or there is a discharge of blood or fluid from the ears, do not move the person.
3. If the person has a severe headache, nausea, or vomiting, incoherent or appearing dazed, don’t move them and do not give them any fluids.

Suspected Head Injury
1. Request medical response by calling the District Police at (707) 527-1000.
2. Allow them to rest and apply ice or cold pack to the affected area.
3. Ask if the person if they have a headache or are feeling nausea. Watch them for vomiting, appearing incoherent or dazed.
4. Caution them against over activity and recommend they contact their doctor if any of the above symptoms appear.

Nosebleed
1. Keep the person sitting upright and calm.
2. Assist them to pinch nostrils and maintain the pressure until the bleeding stops.
3. Cold compresses may be applied to the face or nose after the bleeding has stopped.
4. Caution the person to avoid blowing their nose for at least one hour.
Poisoning

Symptoms could include:
- Vomiting.
- Heavy labored breathing.
- Unconscious and cannot be aroused.
- Eye pupils are very small or very large.
- Strong chemical smell to the breath such as gasoline.
- Burns around the mouth.

Request medical response by calling the District Police at (707) 527-1000.

1. Identify the poison if possible
2. Do not induce vomiting
3. If no medical response is available, contact:
   San Francisco Bay Area Regional Poison Control Center
   San Francisco General Hospital
   1001 Potrero Ave., Bldg. 80, Rm. 230
   San Francisco, CA 94122
   Emergency Phone: (800) 523-2222

Puncture Wounds

A puncture wound doesn’t usually cause excessive bleeding. Often the wound seems to close almost instantly. But this doesn’t mean treatment isn’t necessary.

A puncture wound — such as from stepping on a nail — can be dangerous because of the risk of infection. Wounds resulting from human or animal bites may be especially prone to infection. If the bite was deep enough to draw blood and bleeding persists, seek medical attention.

Otherwise, follow these steps:

1. **Stop the bleeding.** Apply gentle pressure with a clean cloth or bandage. If bleeding persists after several minutes of pressure, seek emergency assistance.
2. **Clean the wound.** Rinse the wound with clear water. Use tweezers cleaned with alcohol to remove small, superficial particles. If debris remains embedded, see your doctor. Clean the area around the wound with soap and a clean cloth.
3. **Apply an antibiotic.** After you clean the wound, apply a thin layer of an antibiotic cream or ointment.
4. **Cover the wound.** Bandages can help keep the wound clean and keep harmful bacteria out.
5. **Change the bandage regularly.** Do so at least daily or whenever it becomes wet or dirty.
6. **Watch for signs of infection.** See your doctor if the wound doesn’t heal or if you notice any redness, drainage, warmth or swelling.

See a doctor if the puncture wound:
- Is deep
- Is in your foot
- Has been contaminated with soil or saliva
- Is the result of an animal or human bite
Seizures

Request medical assistance at **(707) 527-1000** as some seizures can be life threatening.

1. Lay the person flat. Turn their face to one side to keep the airway clear and to prevent choking.
2. Do not restrain the person’s movements.
3. Remove chairs, desks, or other nearby hazards that the person may hit. If in a classroom environment, move students to another room or location.
4. Protect their head from injury. Do not place objects into mouth or between teeth.
5. Do not try to revive the person with fluids, stimulants, fresh air, or walking.
6. Do not use artificial respiration procedures unless breathing stops after muscle jerks subside or if the person has inhaled water.
7. Don’t panic. Usually the seizure will subside, and the person will recover. Check for a Medical-Alert bracelet, necklace or card.

Arriving medical personnel will evaluate the person and determine if further medical follow-up is needed.
Active Shooter

Run! Hide! Fight!

When preparing for an active shooter situation the phrase Run! Hide! Fight! should always be remembered. First and foremost, if it’s possible to get away from danger, do so. If the threat is in your building or area always try to escape or evacuate, even when others insist on staying. Trying to get out of harm’s way needs to be the number one priority. Once out of the line of fire, try to prevent others from walking into the danger zone and call District Police at (707) 527-1000.

If it’s not possible to get out safely, or if the threat is external to your building, find a place to hide. Act quickly and quietly. Try to secure the hiding place as much as possible. Turn out lights, and if possible, remember to lock doors. Silence ringers and vibration mode on cell phones. If there isn’t a safe room or closet, try to hide behind large objects that may offer protection. Try to remain quiet and calm.

As a last resort, if life is at risk, either alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm the shooter. Commit to taking the shooter down, no matter what!

District Police Officers are trained to respond without delay to begin a rapid search towards the gunfire to meet the shooter. Do not expect police to assist or tend to wounded victims until the shooter is no longer a threat. When confronted by police, keep your hands in plain sight (fingers spread), don’t make sudden movements, and follow their directions.

Bomb Threat or Suspicious Objects

Bomb threats are usually made by telephone but can be received as text message, email or even verbally. Remain calm. If the threat is called in, try to obtain as much information as you can from the caller. A check list is provided (on the next page) which makes it easy to document the threat prior to calling District Police.

1. If the bomb threat was telephoned, fill out the Bomb Threat Checklist before calling District Police.
2. After the check list is complete, call District Police at (707) 527-1000.
3. Inform supervisors or department chair of the threat.

Action tips:
• Make a quick visual inspection of the area for suspicious objects or anything appearing out of the ordinary.
• Do not open drawers or cabinets.
• Do not turn lights on or off.
• Do not touch, move or in any way tamper with any suspicious objects.
• Tell the responding officers about any suspicious objects.
Bomb Threat Checklist

Time Call Received: __________________________________________________________

Person Making Threat said: ___________________________________________________

Questions to Ask:

1. When is the bomb going to explode? ________________________________________
2. Where is it right now? ____________________________________________________
3. What does it look like? __________________________________________________
4. What kind of bomb is it? _________________________________________________
5. What will cause it to explode? _____________________________________________
6. Did you place the bomb? _________________________________________________
7. Why (did you place the bomb)? ___________________________________________
8. What is your address? ____________________________________________________
9. What is your name? ______________________________________________________

Sex of caller _______ Age______ Accent (if any) __________________

Length of call ___________________________________________________________

Caller’s Voice:  □ Calm  □ Laughing  □ Lisp  □ Distinguished
□ Slow  □ Angry  □ Crying  □ Raspy  □ Accent  □ Distinct
□ Excited  □ Normal  □ Deep  □ Familiar  □ Ragged  □ Rapid
□ Slurred  □ Soft  □ Nasal  □ Loud  □ Stutter  □ Cracking voice
□ Clearing throat  □ Deep breathing

If familiar, whom did it sound like? __________________________________________

Background Sounds:  □ Laughing  □ Street noise  □ House noises
□ Clear  □ Crockery  □ Motor  □ Static  □ Long distance call
□ Voices  □ Office machines  □ Local call  □ Phone booth
□ Music  □ Animal sounds  □ Jet engines  □ PA system
□ Factory or industrial noises  □ Other

Threat Language:  □ Educated  □ Foul, abusive  □ Incoherent/irrational
□ Message read by threat maker  □ Taped message
Crime in Progress / Violent or Disruptive Behavior

Request District Police at (707) 527-1000 immediately
1. Direct arriving officers to the scene.
2. Take cover or leave area in the event of gunfire or violent threats

Be proactive – report potential situations such as loud arguments or threats before they escalate into violence.

Demonstrations / Civil Disturbances

Most city and campus demonstrations are peaceful. Carry on business as normally as possible. Do not provoke or obstruct the demonstrators.

Take no action unless the demonstrators:
- Interfere with the normal day to day operations of the college.
- Block access into your building, office or work area.
- Threaten staff, faculty and students with physical harm or damage to the campus.

If any of the above actions occur, call District Police at (707) 527-1000.

Hostage Situation

In the unlikely event of a hostage situation in which people have been forcibly detained by a threatening and/or armed person, the following actions should be considered:

- Be patient. Time is on the side of the hostages. Avoid drastic actions.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is in a highly emotional state of mind. Don’t make mistakes that could jeopardize well-being of yourself or others.
- Don’t speak unless spoken to and then only when necessary. Don’t talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Use first names to establish rapport.
- Try to rest. Avoid speculating. Comply with instructions as best as possible. Avoid arguments. Expect the unexpected.
- Be observant. Hostages may be released or may escape. The personal safety of others may depend on a released hostage’s memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications are needed by anyone, say so. The captors in all probability do not want to harm persons held by them.

Police Actions

The District Police, or officers from another law enforcement agency, will sometimes have to talk to or arrest an individual on District property. In the event of a law enforcement action, here are few tips to ensure safety and to allow people to better understand the rapid changing situation that is unfolding.

- First and foremost people’s safety is the utmost concern to the responding officers, so cooperate with any instructions they may provide.
- If anything has been seen which may assist the officers in stabilizing the situation, let them know what was seen. Remain calm and provide information.
- Do not interfere with the process. If in an office or classroom, stay put unless directed otherwise by the officers.
- If only officers from an agency besides District Police show up, contact District Police at (707) 527-1000.
DISTRESSED, DISRUPTIVE OR VIOLENT INDIVIDUALS

Crisis Intervention Resource Team

The Crisis Intervention Resource Team (CIRT) is a group of individuals skilled in responding to students of concern, and/or disruptive situations. The goal of CIRT is to prevent crises before they occur through the provision of training, consultation, and intervention on request. The team includes representatives from District Police, Student Services, Student Health Services, Student Psychological Services, Disability Resources Department, Counseling, and Sonoma County Behavioral Health.

When there is a problem with distressed or disruptive behavior in an individual anywhere in the District, call any Crisis Intervention Resource Team member for consultation and reporting. cirt.santarosa.edu

Any urgent, dangerous behavior in an individual should be reported immediately to District Police at (707) 527-1000.

District Police will respond and call members of CIRT to assist as needed.

Student Misconduct Issues

Any member of the college community may make a complaint against a student with allegations of misconduct. Acts of academic dishonesty such as cheating or plagiarism shall be reported to the Dean, Student Services, Petaluma Campus for incidents at the Petaluma campus, and the Senior Dean, Student Services & Programs for all other locations. Acts of sexual harassment shall be reported to the District Title IX Officer/Vice President, Human Resources. All other misconduct shall be reported to the Senior Dean, Student Conduct & Special Programs.

Misconduct in the instructional setting may be addressed and resolved by the instructor. The instructor shall privately inform the student of the misconduct, either face to face or by email, with a warning and statement of expected behavior in an effort to redirect the student. The student, at this point, has the right to respond to the instructor’s allegations. If the misconduct is severe, or continues after warning, a report shall be sent to the Department Chair and the Senior Dean, Student Conduct & Special Programs.

Any member of the college community including District Police officers, administrators, students, faculty and staff may report misconduct in a non-instructional setting to the Senior Dean, Student Conduct & Special Programs.

Any misconduct that is deemed dangerous or criminal shall be reported to District Police immediately and then the Senior Dean, Student Conduct & Special Programs. Please refer to District Policy 8.2.8 and Procedure 8.2.8P for further information: http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies

Student Psychological Services

Student Psychological Services (SPS) is a program designed to serve SRJC students who are experiencing high levels of stress or other emotional difficulties. Frequently, these difficulties affect a student’s academic performance or their ability to function effectively in social, academic, or work settings. To assist students in overcoming these challenges, SPS offers free individual, couples, and group therapy to SRJC students that are enrolled in credit courses.

To contact Student Psychological Services call:

Santa Rosa - 559 Plover Hall: (707) 524-1595, Petaluma - 610 Richard W. Call Building: (707) 778-3919

Students experiencing a psychiatric or medical emergency should call (707) 527-1000 or go to an emergency room. If you are in an urgent (non-emergency) situation, please stop by Student Health Offices and clearly let the staff know that you would like to be seen right away.
Workplace Violence

In many cases of workplace violence victims may be unaware that they were a target until attacked. Taking common sense precautions, being watchful of surroundings, and heeding any warning signs can help protect you and other members of the District community. If one or more of the following is present, then the risk for potential violence is a little higher:

- Working alone at night and during early morning hours
- Exchange of money or the availability of valued items such as money, jewelry, or prescription drugs
- Working with patients, clients, customers, or students known or suspected to have a history of violence
- Employees/former employees with a history of assaults or who exhibit belligerent, intimidating, or threatening behavior
- Employees who have been the object of belligerent, intimidating, or threatening behavior

Before workplace violence occurs, every District office or department should perform an initial assessment to identify its particular workplace security issues. If that assessment determines there is significant risk, the responsible manager or supervisor should contact District Police for additional information and training. Please refer to District Policy 4.14 and its sub policies and procedures for further information: http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies. These policies and procedures discuss the Employee Crises Assistance Team (ECAT)

Any urgent, dangerous behavior in an individual should be reported immediately to District Police at (707) 527-1000.

District Police will respond and call members of ECAT to assist as needed.

Indicators of Violence

No “profile” or litmus test exists to indicate whether a person might become violent. Instead, it is important for staff, faculty and students alike to remain alert to problematic behavior that, in combination, could point to possible violence. No one behavior in and of itself suggests a greater potential for violence, but all must be looked at in totality.

Risk factors at times associated with potential violence include personality conflicts (between students, coworkers or between worker and supervisor); a mishandled termination or other disciplinary action; bringing weapons onto campus; drug or alcohol abuse; or a grudge over a real or imagined grievance. Risks can also stem from an individual’s personal circumstances—breakup of a marriage or romantic relationship; other family conflicts; financial or legal problems; or emotional disturbance.

Other problematic behavior also can include, but is not limited to:

- Increasing belligerence
- Ominous, specific threats
- Hypersensitivity to criticism
- Recent acquisition/fascination with weapons
- Apparent obsession with a supervisor, coworker or an employee grievance.

- Preoccupation with violent themes
- Interest in recently publicized violent events
- Outbursts of anger
- Extreme disorganization
- Noticeable changes in behavior
- Homicidal/suicidal comments or threats

Trust Your Instincts

If you witness potentially violent, threatening or suspicious behavior, immediately move away from the incident, and then dial (707) 527-1000 to report it to District Police. District Police will handle the incident themselves or refer it to CIRT or the ECAT.

SEE SOMETHING  SAY SOMETHING
SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING & HATE CRIMES

Title IX: Sexual Assault Prevention & Response

Your safety is our primary concern. The Sonoma County Junior College District is committed to creating and maintaining a community where all individuals who participate in District programs, services and activities can work and learn together in an atmosphere free of violence, harassment, exploitation or intimidation. The District will respond promptly and effectively to reports of such behavior, and will take appropriate action to prevent, correct, address the effects, and when necessary, discipline behavior that violates District Policies on sexual harassment, sexual assault, relationship violence and stalking.

Definitions:

**Sexual assault** - compelling by force, or by threat of force, the following: sexual penetration of the vagina or anus, including by an object; oral sex; or contact with a person’s genital area, groin, anus, inner thigh, buttocks, or breasts for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating the victim. Any person can be a victim or a perpetrator. Sexual assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to drugs or alcohol, or due to an intellectual or other disability.

**Intimate Partner Abuse** - includes physical, emotional, economic, sexual, and/or threats of abuse by a current or former partner or spouse.

**Stalking** - any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face-to-face, social media, electronic, etc.), threatening or obscene gestures, surveillance or being present outside the victim’s classroom or workplace.

**Consent** - is informed, freely and actively given, involves an understandable exchange of affirmative words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

**Levels of Confidentiality:**

**Full Confidentiality** - If you are speaking with a professional who is fully confidential, then the information you disclose regarding sexual assault, intimate partner violence, and/or stalking will not be shared with anyone without your written consent. Examples of Fully-Confidential Resources include: SRJC Student Psychological Services, Verity (Sonoma County Sexual Assault Crisis Center), therapists and in the absence of treating physical injuries, nurse practitioners at Student Health Services.

**Limited Confidentiality** - With the exception of Student Psychological Services, and in some cases, Student Health Services, all college employees have a duty to report information that comes to their attention of a possible sexual assault, intimate partner violence, and/or stalking. The information is reported to the Title IX Officer located in Human Resources. The College will conduct an investigation to ensure campus safety (per legal mandate).
Resources For Reporting

Your Reporting Options

**STUDENT HEALTH SERVICES**

Santa Rosa Campus  
Race Building, Room 4017  
Clinical Services  
Mon, Tues & Thurs: 8-5  
Wed: 8-7; Fri: 8-3  
(707) 527-4445

Plover Hall, Room 559  
Mental Health Counseling Services  
Mon, Tues & Thurs 8-5  
Wed: 8-7; Fri: 8-3  
(707) 524-1595

Petaluma Campus  
Call Building, Room 610  
Clinical and Mental Health Services  
Mon. – Thurs. 8-5  
(707) 778-3919

**DISTRICT-WIDE**

Community Confidential Resources  
Verity Crisis Center  
24 hour rape crisis line  
(707) 545-7273

YMCA Domestic Violence Hot Line  
24 hour hot line (707) 546-1234

SRJC District Police  
(707) 527-1000

To report on campus/near campus, sexual assault, domestic or dating violence, stalking, or threats of any of these acts or allegations of misconduct. Contact your local law enforcement (police, sheriff) to report off campus sexual assault, domestic or dating violence, stalking, or threats of any of these acts or allegations of misconduct.

**Both Local Law Enforcement and SRJC District Police will:**

- Help you to obtain medical assistance
- Obtain Emergency Protective Orders if appropriate
- Conduct a criminal investigation
- In the event of an arrest, obtain court order to protect you
- Connect you with support services

**SRJC Title IX Office**

To report sexual harassment, sexual assault, domestic or dating violence, stalking, or threat of any of these acts of allegations of misconduct committed by a student, staff, faculty, or other member of the college community, with or without filing a police report and whether on or off campus.

Title IX Coordinator:  
Vice President, Human Resources  
Karen Furukawa-Schlereth (707) 527-4954 kfurukawa-schlereth@santarosa.edu

Title IX Deputy Coordinators  
Senior Dean, Student Conduct & Special Programs  
Patie Wegman (707) 527-4906 pwegman@santarosa.edu (Santa Rosa)  
Dean, Student Services, Petaluma Campus  
Matthew Long (707) 778-3930 mlong@santarosa.edu (Petaluma)
The Title IX office will:
- Inform you of your rights as the affected party
- Inform you of your protection from retaliation
- Assist with referrals to confidential resources
- Investigate allegations involving students and/or staff
- Inform you of the outcome of the investigation
- Forward findings for student or employee conduct review/discipline
- Provide you with reasonably available options for changing academic schedules, campus escort, and referral to academic supports, as well as honoring lawful protective or temporary restraining orders.

Enforcement Information
Allegations of gender discrimination or sexual misconduct may be filed with the District's Title IX Coordinator. The Office of the Title IX Coordinator is located at 1988 Armory Drive, Santa Rosa, CA 95401 and can be contacted by telephone at (707) 527-4954. The mailing address is 1501 Mendocino Avenue, Santa Rosa, CA 95401.

Student allegations of gender discrimination may also be filed with the U.S. Department of Education, Office for Civil Rights (OCR) 50 Beale Street, Suite 7200, San Francisco, CA 94105, (415)486-5555, (www2.ed.gov/ocr) or with the Chancellor of the California Community Colleges at www.cccco.edu or Chancellor's Office, California Community Colleges, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6549, Attention: Legal Affairs Division.

Full versions of Policy and Procedure 2.15/P, Prevention of and Response to Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence and Stalking can be viewed at:
http://www.boarddocs.com/ca/santarosa/Board.nsf/Public?open&id=policies

Safe Relationships
One of the most essential parts of your college life will be the relationships you build with other students, staff, and faculty on campus. You have the right to be in relationships that you choose and to have those be safe for you. You are equally responsible for treating others with respect.

Actions You Can Take
- **Trust your instincts** - if someone makes you feel uncomfortable remove yourself from the situation and tell someone.
- **Communicate clearly** – in a relationship clearly tell your partner what you want. If there are limits that you want to maintain, state what they are and stick to them.
- **Respect boundaries** – listen to others when they express their limits and do not use pressure and intimidation to get what you want.
- **Use the buddy system** – when going out stay with friends and have a plan for how to help each other get out of a risky situation.
- **Stand up against abusive words and actions** – help create a culture of respect and non-violence on campus.
- **Reach out for help** - talk to someone who can help you find alternatives to violence in your relationship or if you have been threatened or assaulted.
- **If you see something, say something** – if you are concerned about threatening or abusive behavior that you have witnessed, contact us for information on how to help.
- **Educate yourself** - to learn more about sexual assault, stalking, healthy relationships, and the “Yes Means Yes” law, check out videos created by The Not Anymore campaign which can be viewed for free on the Student Success YouTube Channel.
Prevent Fires – Take Responsibility for Keeping Safe

Fires can spread quickly and become life-threatening in minutes. By the time a fire is noticed and an alarm is heard, it may be too late to plan an escape. Do not waste time gathering valuables or making phone calls. Evacuate immediately. Prepare now.

- Maintain proper housekeeping, remove wastes and reduce combustibles in work spaces.
- Minimize the storage of combustible items such as cardboard boxes, old newspapers, magazines, etc.
- Keep combustibles (including drapery) away from heaters and lamps.
- Limit the storage of flammable liquids in shops or laboratories. Where large amounts are required, use flammable-liquid storage cabinets.
- Store matches and lighters up high, preferably in a locked cabinet, out of children's reach.
- Keep electrical wiring in good condition. Use extension cords only rarely and temporarily.
- Maintain smoke alarms. Properly working smoke alarms more than double your chances of surviving a fire.
- Don't use portable heaters with glowing elements, and make sure they have a tip over switch. Oil-filled are ok.

Building Emergency Action Plan – Know What to do in Case of Fire

Each occupied building in the District is required to have a Building Emergency Action Plan (EAP). The Building EAP will help guide the faculty and staff of a building in response to a fire. Discuss the plan with the Building and Area Safety Coordinators. Practice using the plan. Review escape routes. Identify alternate exits and be prepared to use them. Know what to do if the nearest exit is blocked or unsafe.

District Environmental Health and Safety (EH&S) can provide assistance with fire prevention, training, can help assess workplace fire risk, and provide fire extinguisher training for staff and faculty. Please call EH&S at (707) 527-4803 to schedule an assessment and/or training.

If Trapped in a Room

Retreat. Close as many doors as possible between people and the fire. Seal cracks around the door to prevent smoke from entering. If there is a working phone, dial (707) 527-1000 and report the name of the building or address, the room number, and the fact that people are trapped and need to be rescued. Stay on the phone until the fire department arrives at the room.

Be prepared to signal from a window but DO NOT BREAK THE GLASS unless absolutely necessary (outside smoke may be drawn in). Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to the location. If there is a flashlight, use it to signal at night. If necessary, break a window to crawl out by throwing a chair, a drawer, or a similar object at the window. Throw a blanket over the windowsill to help protect you from broken glass while crawling out.
Fire Extinguishers at Work

Before Fighting a Small Fire in the Workplace...

- Sound the fire alarm and notify building occupants of the fire
- Call District Police at (707) 527-1000
- Evacuate people from the area
- Evaluate the fire
- Make sure you have an unobstructed escape route to your back
- Make sure you know how to properly operate the fire extinguisher
- Approach the fire cautiously and be ready to evacuate quickly if conditions change
- Know to abandon fighting the fire if your safety is endangered

Never Fight A Fire If...

- You don't know what's burning
- The fire appears to be too large to handle with one extinguisher
- The fire is spreading rapidly beyond the spot where it started
- You don't have an adequate or appropriate fire extinguisher
- You might inhale toxic smoke
- Your instincts tell you not to

If you decide to use a fire extinguisher, remember PASS.

<table>
<thead>
<tr>
<th>PULL THE PIN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIM AT THE BASE OF THE FIRE.</td>
</tr>
<tr>
<td>SQUEEZE THE OPERATING LEVER.</td>
</tr>
<tr>
<td>SWEEP THE NOZZLE FROM SIDE TO SIDE.</td>
</tr>
</tbody>
</table>
### Classes of Fires and Types of Extinguishers

**WARNING:** It is very dangerous to use water or a fire extinguisher labeled only for Class A fires on a fire involving flammable liquids or energized electrical equipment.

<table>
<thead>
<tr>
<th>Class of Fire</th>
<th>Type of Extinguisher</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class A:</strong></td>
<td>Water</td>
</tr>
<tr>
<td></td>
<td>Multipurpose dry chemical agents</td>
</tr>
<tr>
<td></td>
<td>Halogenated elements</td>
</tr>
<tr>
<td></td>
<td>Wet chemical agents</td>
</tr>
<tr>
<td></td>
<td>Foam</td>
</tr>
<tr>
<td>Involves materials such as wood, paper, cardboard, and many plastics</td>
<td></td>
</tr>
<tr>
<td><strong>Class B:</strong></td>
<td>Carbon dioxide</td>
</tr>
<tr>
<td></td>
<td>Multipurpose dry chemicals</td>
</tr>
<tr>
<td></td>
<td>Halogenated elements</td>
</tr>
<tr>
<td></td>
<td>Foam (for liquids only)</td>
</tr>
<tr>
<td>Involves flammable liquids and gases; for example, gasoline, fuel oil, propane and butane.</td>
<td></td>
</tr>
<tr>
<td><strong>Class C:</strong></td>
<td>Carbon dioxide</td>
</tr>
<tr>
<td></td>
<td>Multipurpose dry chemical agents</td>
</tr>
<tr>
<td></td>
<td>Halogenated agents</td>
</tr>
<tr>
<td>Involves fires that are in or near energized electrical equipment such as motors and appliances.</td>
<td></td>
</tr>
<tr>
<td><strong>Class D:</strong></td>
<td>Dry powder agents approved for use on the specific combustible metal hazard</td>
</tr>
<tr>
<td>Involves combustible metals, such as magnesium, lithium and potassium</td>
<td></td>
</tr>
<tr>
<td><strong>Class K:</strong></td>
<td>Wet chemical agents</td>
</tr>
<tr>
<td>Involves combustible cooking oils or fats.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry chemical agents</td>
</tr>
</tbody>
</table>
DISTRICT EMERGENCY MAPS
Site Maps and Evacuation Assembly Areas

Santa Rosa Campus

Evacuation Areas

Need AED fast?
Call DISTRICT POLICE
(707) 527-1000

Copyright © 2015 Santa Rosa Junior College

Evacuation Area
Public Access
Automated External Defibrillator

NO. BUILDING NAME
1 Norton Freeth Hall (100-199)
2 Burbank Auditorium (200-299)
3 Pioneer Hall (300-399)
4 Bernard C. Plener Hall (400-499)
5 Azizy Village (500-599)
6 Azizy Hall (600-699)
7 Azizy Hall (700-799)
8 A. R. Garcia Hall (800-899)
9 C. T. Tanzer Gym (900-999)
10 Robert Davies Senior Center (1000-1099)
11 Memorial Pavilion (1100-1199)
12 Ellsworth Bennett Hall (1200-1299)
13 Floyd P. Bailey Hall (1300-1399)
14 Peter H. Duesman Hall (1400-1499)
15-16 Emeritus Hall (1500-1599)
17 M. M. Stiebner Hall (1700-1799)
18 M. R. Baker Hall (1800-1899)
19 George Rock Hall (1900-1999)
20 Wamer Cark Hall (2000-2099)
21 John Lounibos Center (2000-2099)
22 George I. Button Building (2100-2199)
23 Graphics Services
24 SRJC Foundation
25 Public Relations
26 Computer Services
27/28/29 Student Parking
30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50 (4200-4599)
46/47/48 (4600-4899)
49/50 (4900-5099)
51/52/53/54/55/56/57/58/59/60 (5100-6099)

NO. BUILDING NAME
38 Robert Call Child Development Center
39 Custodial Building
40 William S. Rare Health Sciences Building
41/42/43/44/45 (4200-4599)
46/47/48 (4600-4899)
49/50 (4900-5099)
51/52/53/54/55/56/57/58/59/60 (5100-6099)

Copyright © 2015 Santa Rosa Junior College

DISTRICT MAPS
Shone Farm Evacuation Assembly Areas

Warren G. Dutton Agricultural Pavilion
G.K. Hardt Stables
Porter Barn
Beldon Center
Richard Thomas Classroom
Gardens
Greenhouse
Parking

Evacuation Assembly Area

North
## Sonoma County Junior College District

### 2017 Training Matrix

<table>
<thead>
<tr>
<th>National Incident Management System (NIMS)</th>
<th>Standardized Emergency Management System (SEMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are a requirement for those colleges applying for or receiving federal preparedness funding.</td>
<td></td>
</tr>
</tbody>
</table>

| All District staff and faculty with responsibilities for emergency management and incident response such as the President, Vice Presidents and Deans with management/policy responsibilities plus Building Safety Coordinators (BSC), and Area Safety Coordinators (ASC) | X |
| All field level responders including District Police, Facility Operations, Environmental Health & Safety, and Health Services | X X |
| All Emergency Operation Center (EOC), Department Operations Center (DOC), and Incident Command Post (ICP) persons based upon their specific section assignment. (Training will be for each person’s assigned section position and requires attending their specific section training only - 2 hrs for single section) | X X X |

Building Safety and Area Safety Coordinators need to complete the BSC – ASC Training plus meet above requirements.

Public Information Officers, in addition to the above requirements, must complete IS 702 NIMS PIO training or equivalent.

The Board of Trustees, as an elected official group, are required to attend the 2 hour ICS 402 training.
This diagram clarifies the communication between EOC staff in their effort to provide support to the hands on personnel in the field. This diagram introduces the concept of using Incident Command Posts in the field to manage and coordinate those tasked to respond to, inspect, isolate, secure, and/or repair the problems.

The information used to create this diagram was the result of the Sonoma County Junior College District’s semi-functional exercises, after action report inputs and improvement plan discussions.