

SANTA MONICA COLLEGE



EMERGENCY PROCEDURES

TABLE OF CONTENTS

	Page
EMERGENCY PROCEDURES FOR SANTA MONICA COLLEGE	
Introduction	1
REPORTING EMERGENCIES	3
EMERGENCY PROCEDURES	
Active Shooter	4
Bomb Threat	7
Bomb Threat Check List	8
Building Evacuation	9
Civil Disturbance or Demonstration	10
Disabled: Evacuation Procedures for Individuals with Disabilities	11
Earthquake	13
Elevator Malfunction	15
Fire	16
Fire Extinguishers	17
Hazardous Material Spill or Release	19
Lockdown	20
Medical Emergency	21
Sexual Assault	22
Shelter in Place	25
Suspicious Activity or Package	25
Utility Failure	26
Violent Crime in Progress	27
CRISIS PREVENTION	
Crisis Prevention Team	28
Emotionally Distressed Students	31
Psychological Crisis	32

EMERGENCY PROCEDURES FOR SANTA MONICA COLLEGE

INTRODUCTION

The purpose of the **Santa Monica College (SMC) Emergency Procedures Booklet** is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference the most common emergencies and those that are most probable in the future. Reading this booklet will help you prepare so you can protect yourself and the people around you during an emergency.

The safety and security of all students, faculty, staff, and visitors is of paramount concern to all who work, study, or visit an SMC facility or campus. SMC has addressed a number of major incidents and the need for this booklet has become necessary. The College President, Dr. Chui Tsang, convened a special Emergency Preparedness Task Force to address many of the challenges within our unique setting that make up the entire SMC Campus Community.

This booklet is one of several important initiatives being developed and implemented and is the result of the many hours invested by the members of the Emergency Preparedness Committee. I would like to thank the members of the Emergency Preparedness Committee for their work in developing this booklet.

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Being Prepared

Being prepared and informed about what you should do in case of an emergency can make a significant difference. The first response to all college emergencies comes from the Santa Monica College Police Department who will coordinate with all outside agencies and other first responders. If you are not certain of what action to take in your building or if you have further questions, please review the Santa Monica College (SMC) Emergency Webpage at:

<http://www.smc.edu/StudentServices/EmergencyPreparedness>

**To report an emergency,
Call 310-434-4300;
Or,
Dial 911,
From any campus phone**

REPORTING EMERGENCIES

Call (310) 434-4300 For All Emergencies

This number connects you to the SMC Police Department Dispatch Center, the focal point for all of the safety and security needs of the entire college community. The SMC Police Dispatch Center is staffed 24 hours a day, 365 days per year, by fully trained Police Dispatchers who are dedicated to providing students, staff, faculty, and guests with a safe educational environment.

Santa Monica College Police Officers monitor the main campus, satellite campuses, and the surrounding perimeters to ensure the safety and security of all of college facilities 24 hours a day. During an emergency and once your call is connected, the SMC Police Dispatch Center is responsible for dispatching the first available Police Officer to the location of the reported incident. In addition to this around the clock patrol, the SMC Police Department also monitors surveillance cameras and burglary and fire alarm panels. The SMC Police Dispatch Center receives over 700 calls on a daily basis with content ranging from routine inquiries to emergency calls for law enforcement services or medical attention.

SMC Police Dispatch personnel undergo extensive training in several areas mandated by the State of California through the Commission on Peace Officers Standards and Training (CA POST). Further training required by the Santa Monica College Police Department includes preparing for and responding to emergency situations, such as power outages, earthquakes, fires, civil unrest, active shooter, and medical incidents.

What Is an Emergency?

An emergency is any immediate threat to life and/or property that requires immediate response from law enforcement or other emergency services providers. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency, and the procedures found in this booklet should be followed accordingly.

When Reporting an Emergency

1. Stay on the line with the dispatcher.
2. Provide the location and a thorough description of the incident to ensure that the appropriate resources and equipment are dispatched.
3. Provide the phone number of your location.

EMERGENCY PROCEDURES

ACTIVE SHOOTER

Active Shooter Defined — One or more subjects who participate in a random or systematic shooting spree and who demonstrate their intent to continuously harm others. An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in heavily populated areas. In most cases, active shooters use firearms and display no pattern or method for selection of their victims. Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement and emergency personnel to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter can dictate the circumstances of the encounter. If you find yourself in an active shooter situation, try to remain calm and call the College Police Dispatch Center at 310-434-4300 or dial 911 from a campus phone as soon as possible.

First and Foremost – Take Immediate Protective Actions

- Try not to do anything to provoke an active shooter!
- Quickly clear students, staff, and faculty from the area of the shooting. Try to warn others to seek cover.
- Close and lock all doors and windows to offices and classrooms; turn off the lights; close blinds and hide.
- If your door cannot be locked from the inside, stack desk, tables, and chairs to form a barricade.
- Have everyone get down on the floor, or up against a solid interior wall, and shelter in place.
- To prevent confusion have one person call the police and provide the following information:
 - A description of the suspect(s): sex, race, clothing, type of weapon, location last seen, direction of travel, and identity – if known.
- If you are in the open and unable to find a room to lock down, run away from the sound of the gunfire and get out of site.
- Turn off cell phones, or lower ring tone. Place cell phone to vibrate, if possible.
- Devices that emit sound will attract attention to your location.
- If you observed any victims, give a description of the location and number of victims to the Police Dispatcher.
- Attempts to rescue people should only be made if they can be accomplished without further endangering the persons inside the secured area.
- Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.
- If there is no possibility of escape or hiding, and **only as a last resort** should you make an attempt to negotiate with or overpower the assailant(s).

What to Do If Taken Hostage

- Be patient. Avoid drastic action. The first 45 minutes are the most dangerous. Be alert and follow the Hostage taker's instructions.
- Don't speak unless spoken to and then, only when necessary.
- Avoid arguments or appearing hostile towards the captor. Try to develop a rapport with the captor. It is probable that the captor(s) do not want to harm anyone.
- Be observant; you may be released, or you may be able to escape.
- You may be able to help others with your observations by providing law enforcement officers with valuable information.
- Be prepared to speak to law enforcement personnel regarding the situation.

What to Expect From Responding Police Officers

The objectives of responding police officers are to:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior;
- Identify threats such as improvised explosive devices;
- Identify victims in order to facilitate medical care, interviews, and counseling; and
- Investigate.

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns, or handguns. Regardless of how the police appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so.

If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will focus on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control, and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Reporting a Threat

While shootings in schools are rare episodes, when they occur, they are often devastating. As members of an institution of higher learning, it is important for the Santa Monica College community to view these types of incidents with the appropriate perspective.

If you believe an individual poses an imminent threat to a member or members of the college community please contact our College Police Department immediately.

If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems likely it could lead to harm to the individual or to the community, you should report the concern to the College Police Department. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the College Police Department.

Lock Down

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill or plume, or civil unrest. Lock-down announcements are given over the SMC emergency notification system.

If you see a hostile intruder, dial 911 from a College phone if you can, and report what is happening. DO NOT pull a fire alarm! This could cause innocent persons to be put in harm's way.

1. Stay in your classroom or office.
2. Immediately secure the classroom or office door(s).
3. Turn off the lights.
4. If possible, stay out of sight of windows and doors.
5. Stay put until police officers give an "All Clear".

Shelter in Place

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Hostile Intruder

If a hostile intruder is seen inside a building, dial 911 from a college phone to report what is happening to the College Police Dispatch Center.

BOMB THREAT

All bomb threats must be treated as a serious matter. To ensure the safety of Santa Monica College students, personnel and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If You Receive a Bomb Threat Call

- Use the Bomb Threat Checklist provided on the following page.
- Ask a lot of questions. Where is the bomb? When is it going to go off? What does it look like? Ask questions but permit the caller to say as much as possible without interruption.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc. Document this information on the Bomb Threat Checklist.
- Immediately **call (310) 434-4300** to report the threat. If possible, get a coworker to do this while you continue talking to the caller.
- When there has been a threat, if you see a package or anything not normally in your area such as an unknown briefcase, suitcase, package, etc. – **DO NOT TOUCH IT**. Immediately **call (310) 434-4300** and report the location.

If You Find a Note

- If exposed, try not to touch the note.
- If enclosed, save any envelope that it came in.
- Immediately call (310) 434-4300 and give specific information. (Where was the note found? Who gave you the note? What time did you find it?)

Bomb Threat Checklist

Instructions: If you receive a phone call, BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. Write down the following information.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY

SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____ Years

ORIGIN OF CALL:

Local _____ Long Distance _____ What number shows on caller ID? _____

Bomb Facts

PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

Questions to Ask

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____ What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with the building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately. If you have a display phone, write down what appeared on the display.

Voice Characteristics

___ Loud ___ Soft

___ High Pitch ___ Deep

___ Raspy ___ Pleasant

___ Intoxicated

Speech

___ Fast

___ Distinct

___ Stutter

___ Other

___ Slow

___ Distorted

___ Nasal

___ Slurred

Language

___ Excellent ___ Good

___ Fair ___ Poor

___ Foul ___ Other

___ Other

Other: _____

Accent

___ Local ___ Not Local

___ Foreign ___ Region

___ Race

Manner

___ Calm ___ Angry

___ Rational ___ Irrational

___ Coherent ___ Incoherent

___ Deliberate ___ Emotional

___ Righteous ___ Laughing

Background Noises

___ Factory ___ Trains

___ Machines ___ Animals

___ Music ___ Quiet

___ Office ___ Voice

___ Airplanes ___ Atmosphere

___ Street ___ Party

BUILDING EVACUATION

Building evacuations occur when a fire alarm sounds or upon notification by emergency personnel.

When a Building Evacuation Alarm Is Sounded or When Told to Evacuate by Emergency Personnel

- Remain calm.
- Quickly gather personal belongings such as keys, wallet, etc. if possible.
- Secure any hazardous materials or equipment before leaving if possible.
- Walk quickly to the nearest marked exit.
- Alert others to the emergency and ask if they need help evacuating.
- DO NOT USE ELEVATORS unless instructed to do so by emergency personnel.
- Once outside, move away from the building and proceed directly to the predetermined evacuation assembly area.
- DO NOT return to an evacuated building until advised to do so by emergency personnel.

Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible).
- If people with mobility impairments cannot exit, they should move to a safer area such as an enclosed stairwell.
- Notify emergency personnel immediately about any people remaining in the building and their locations.

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or one of the carry techniques on the following page.

Pack Strap Carry

Kneel in front of victim and place the victim's arms up and over your shoulders and across your chest. Then lean forward before slowly raising to a full standing position.

Swing Carry

Two rescuers stand on both sides of a victim, and then grasp each other's upper arms behind the victim's back and each other's wrists under the victim's knees. After the victim sits between the rescuer's arms, the rescuers hold onto the sides of the victim.

Extremity Carry

This carry can be used for stairwells or narrow passageways. A rescuer in front lifts the legs under the knees while a helper in back reaches under the shoulders and locks their fingers across the person's chest or grabs the victim's forearms. Together the rescuers lift to a standing position making sure to use their leg muscles and not their backs.



CIVIL DISTURBANCE or DEMONSTRATION

Most campus demonstrations, such as marches, meetings, picketing, and rallies, will be peaceful and non-obstructive. However, a demonstration may become unlawful when any of the following occurs:

- Intentional or reckless interference with normal College activities and functions. Examples of such activities and functions include but are not limited to studying, teaching, public speaking, research, administration of the College, or emergency operations (campus safety, fire, or police).
- Intentional interference with the freedom of expression of others.
- Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcomed physical contact or harm.
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others.
- Obstructing access to offices, classrooms, buildings or other College facilities.
- Unauthorized entry into or occupation of any College room, building, or area of the campus, including such entry or occupation at any unauthorized time.

If you encounter a Civil Disturbance or Demonstration:

- Avoid provoking or obstructing demonstrators.
- Avoid the area of disturbance.
- Continue with your normal routine.

DISABLED: Evacuation Procedures for Individuals with Disabilities

Evacuation Guidelines for People with Disabilities

We suggest that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells, and by informing co-workers and students of the best methods of assistance during an emergency. If you would like assistance in pre-planning, please call the College Police Department at (310) 434-4300.

Always **ASK** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. The empty wheelchairs will be evacuated later if possible.

Tips To Remember When Interacting with People with Specific Disabilities

Blindness or Visual Impairment

- Provide verbal instructions to advise them regarding the safest route or direction using simple directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Impairment

- Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise regarding safest route or direction by pointing towards exits or evacuation maps.

Relocation of Persons with Disabilities

It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency. In the event of an emergency, individuals who use wheelchairs, other individuals with mobility impairments, and individuals with disabilities that can affect response to emergencies should observe the following procedures:

- During an emergency, request assistance from those nearest you. If no one is there to render assistance, please go to the nearest stairway landing, and shout for help.
- As a first choice, use the building elevator, BUT NEVER IN THE CASE OF FIRE, EARTHQUAKE OR POWER OUTAGE.

- If assistance is not immediately available, continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- The SMC Police Department personnel, outside agencies Fire and Rescue personnel, and Emergency Response Teams (C-CERT) members, will first check all exit corridors and exit stairwells for trapped persons.
- Consultation about these procedures is available from College Police (310) 434-4300 or from the Office of Disabled Students Programs and Services (310) 434-4265.

EARTHQUAKE

Unlike other emergencies, the protocol to deal with an earthquake is much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming a worst case scenario.

The danger and risks of earthquakes can be significantly reduced if you know what actions to take before, during, and after an earthquake.

Before

- Make sure shelves are secure and designed with latching doors or raised edges to prevent objects from falling.
- Heavy objects should be stored on lower shelves and not where they can fall onto you.
- Top heavy furniture and equipment should be bolted to walls or floor.

During

- If **INDOORS**, stay indoors. Move away from windows that may break and furniture or large objects that could fall over. “Drop, Cover, and Hold” under a table, desk, or against an inside wall – not a doorway – until the shaking stops.
- Be cautious – lights, ceiling tiles, and projection units may shake loose from the ceiling.
- If you’re in a **CROWDED ROOM OR PUBLIC PLACE**, do not rush for exits.
- If **OUTDOORS**, stay outdoors. Move to an open area away from trees, buildings, utility poles and lines, and signs.
- If in a **VEHICLE**, pull to the side of the road as quickly as possible but keep away from overhead hazards such as trees, buildings, freeway overpasses, utility poles and lines, signs, and bridges. Stay in the vehicle until the shaking stops.
- If you’re in a **THEATER**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

After (If at Work)

- Only after the shaking stops, evacuate cautiously, taking your keys, wallet, purse, coat, and any emergency supplies.
- On your way out, look for signs of building damage or for persons who are injured or trapped. Watch for falling objects as you leave the building.
- Go to your victim’s evacuation assembly area. Tell your supervisor or department floor monitor that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.

For Persons with Disabilities

Use an Earthquake Drill to Practice What to Do

- Participate in a Great Shake Out earthquake drill in your region (www.shakeout.org/regions) – and encourage others to participate with you!
- Put your plan into action during your drills. Include family members, personal support team members, caregivers, etc.
- If during your drill you identify a problem, revise your plan to better accommodate your needs.

During an Earthquake

- Protect yourself in the safest place possible without having to move far – no matter what your limitations are, you need to protect yourself as best as possible. The more limitations you have, the more important it is to create safe spaces for yourself.
- Do NOT try to get out of the building during an earthquake! Most injuries occur when people try to exit buildings during the shaking and are injured by other people or falling debris.
- Drop under a desk, furniture or against an inside wall.
- Cover your head and neck. Hold on to a desk or furniture leg to keep it from shifting or uncovering you until the shaking completely stops.
- More information is available at www.DropCoverHoldOn.org

If It Is Difficult for You to Drop, Cover, and Hold On, Then Here Are Some Suggestions

- If you are in a wheelchair, recliner or bed, do not try to transfer to or from your chair during the shaking. Wait until the shaking stops to transfer.
- Stay put. Cover your head and neck with your arms or a pillow until the shaking stops.
- Wheelchair user: lock your wheels; cover your head and neck, until the shaking stops. The force of the earthquake may knock you off your feet or throw you to the ground. If you have mobility or balance issues, the shaking may make it even harder for you to move around.
- If you have difficulty getting back up from dropping under a desk or table, consider using alternate methods of “Drop, Cover, and Hold On” to protect yourself. Be sure you have made arrangements to have someone check on you, in case you need assistance.
- If it helps – count out loud until the earthquake stops. It can help keep you calm, and if others in your home can hear you, they will know you are okay. If you have practiced counting out loud during your drills, it can serve as a reminder for others to keep calm and remember what to do.

BE PREPARED FOR AFTERSHOCKS

ELEVATOR MALFUNCTION

If you become trapped in an elevator, use the emergency telephone or use the elevator emergency alarm within the elevator unit. These devices are connected to the Santa Monica College Police Department Dispatch Center and are monitored 24 hours a day.

If You Become Trapped in an Elevator

- Remain calm.
- Activate the on-board emergency telephone or alarm, and await instructions from the emergency dispatcher.

Please Note: Elevators have mechanical safety brakes that will prevent crashes. In addition, there is no life-threatening risk for loss of breathing air.

FIRE

The danger and risks of fire can be significantly reduced if you know what actions to take before, during and after.

Before

- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from Santa Monica College Police Department on use of portable fire extinguishers.
- Do not store combustible materials near a heat source.
- Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture.
- Avoid overloading electrical sockets.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, or other fire hazards.

If You Discover a Fire

- Remain calm.
- Sound the alarm to notify your co-workers, no matter how small the fire.
- **Call (310) 434-4300**
- Get out as quickly and safely as possible.
- Close doors in each room after leaving to delay the spread of the fire.
- Use the stairs to escape. Do not use elevators.
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation assembly area.
- Report any injured or trapped persons to emergency responders.

If You Are Unable to Leave the Building, You Should Create an Area of Refuge

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Use the telephone, or hang something in the window.

After

- Stay out of damaged buildings. Return to your building only when local fire authorities say it is safe to do so.
- Discard food that has been exposed to heat, smoke, or soot.
- Do not discard damaged goods until after an inventory has been taken.
- Save receipts for expenses relating to fire loss.

FIRE EXTINGUISHERS

In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one. There are several things to consider when using the fire extinguishers. For instance, you must know the class of fire involved and the correct type of fire extinguisher to use.

Classes of Fires and Fire Extinguishers

Class A: Involves ordinary combustibles such as paper, wood, rubber or plastics. The most common extinguishing material is pressurized water, foam or multipurpose dry chemical.

Class B: Flammable liquids, grease or gases are covered under this category. Common extinguishing materials are foam, carbon dioxide or dry chemical. These fires can be harder to extinguish and should be approached with extreme caution.

Class C: Electrical fires involving energized electrical equipment are class C fires. Carbon dioxide, dry chemical, and clean agent extinguishers are commonly used. DO NOT use water extinguishers on energized electrical equipment. **Multipurpose dry chemical extinguishers leave a residue that can be harmful to sensitive electronic and computer equipment. Carbon dioxide or Clean Agent extinguishers are preferred in these instances because they leave very little residue.*

Class D: Burning materials include combustible metals such as magnesium, titanium, potassium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals. In most cases, they absorb the heat from the material, cooling it below its ignition temperature.

Symbols

All fire extinguishers are labeled with standard symbols of the classes of fires they can put out. A red slash through any of the symbols tell you the extinguisher cannot be used on that class of fire. A missing symbol tells you only that the extinguisher has not been tested for use on a given class of fire.

Nearly all fire extinguishers at SMC are Class ABC, which means they can be used on any Class A, B, or C fire. Class D fires are rare and would not be expected to occur on SMC property.

Note: ALWAYS Choose Your Personal Safety Over Fighting a Fire

Ready the Extinguisher

Quickly but carefully, remove the extinguisher from its mounting bracket. It may be heavy, so use caution when lifting it. Stand at least five feet away from the fire. Prepare to properly release the extinguishing agent. Do not squeeze the handle before you have aimed the nozzle properly as valuable time and extinguishing agent will be wasted. Most extinguishers only allow about 10 seconds of extinguishing material.



Remember P-A-S-S When Using an Extinguisher

P – Pull. Pull the locking pin that secures the handle before using the fire extinguisher.

A – Aim. Aim the fire extinguisher nozzle at the base of the fire, not at the flames or smoke.

S – Squeeze. Squeeze the handle to operate and discharge. Do not be startled by the noise or velocity of the agent as it is released.

S – Sweep. Sweep the fire extinguisher back and forth at the base of the fire until it is completely out. Be alert for re-ignition.

Once the fire is out, carefully back away from the scene and watch for re-ignition. If you cannot extinguish the blaze, or if your extinguisher runs out of agent, or if the fire threatens your escape path, or the fire gets out of control, **evacuate** the area immediately.

HAZARDOUS MATERIAL SPILL OR RELEASE

The usage of hazardous materials at Santa Monica College is low; however incidents can occur in even the safest environment. Hazardous materials incidents may result from equipment failure, human error and failure to follow established procedures, natural disaster, or sabotage.

At the Scene of a Hazardous Material (HAZMAT) Incident

- **Call (310) 434-4300** to report the nature and location of the incident as soon as possible.
- Move away from the incident and try to keep others away, if possible.
- Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes, and smoke.
- Stay away from victims exposed to the hazardous material until the hazardous material has been identified.
- Try to stay upstream, uphill, and upwind of the incident.

After

- Return to building only when authorities deem it safe.
- Follow local instructions concerning the safety of food and water.
- If safe to do so, clean up and dispose of residue carefully. Follow instructions from emergency officials concerning cleanup methods.

NOTE: All persons using hazardous materials should be familiar with their department's Chemical Hygiene Plan.

LOCK DOWN

A lock-down condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill or plume, or civil unrest.

Lock-down announcements are given over the college's emergency notification system.

If you see a hostile intruder, dial 911 from a College phone if you can, and report what is happening.

1. Stay in your classroom or office.
2. Immediately secure the classroom or office door(s).
3. Turn off the lights.
4. If possible, stay out of sight of windows and doors.
5. Stay put until police officers give an "All Clear".

DO NOT pull a fire alarm! This could cause innocent persons to be put in harm's way. Only you can tell if it is safe to run from the building. If in doubt, do not run. Seek shelter where you are. Secure the doors to the room you are in. Turn off the lights. Stay out of sight of windows and doors. Be quiet and stay calm. Stay in hiding until a police officer gives an "All Clear" notification.

If you feel your life is in imminent danger, you need to determine if you should take defensive action.

If a hostile intruder is outside a building, run away from the threat as fast as you can. Do not run in a straight line. Keep objects or buildings between you and the intruder. If you can get away from the area of danger, warn others not to enter the area. Dial 911 and report what you have seen.

If the intruder is near you and causing great harm, hide if at all possible.

MEDICAL EMERGENCY

Responding fire and medical personnel from the City of Santa Monica are medically trained and certified professionals. All Santa Monica College Police Officers have been trained in CPR, First Aid, and proper use of an AED (Automatic External Defibrillator).

If There Is a Medical Emergency

Survey the scene and determine if it is safe for you to approach the victim.

**DO NOT ATTEMPT TO MOVE SERIOUSLY INJURED PERSONS
UNLESS THEY ARE IN IMMEDIATE DANGER OF FURTHER INJURY.**

Call or direct someone to **call (310) 434-4300** and provide the following information:

- Your location including building name, floor, and office number.
- Your name and telephone number.
- Victim's age and sex.
- Nature of medical emergency.
- **DO NOT HANG UP PHONE UNTIL INSTRUCTED TO DO SO BY THE DISPATCHER.**

If the victim is in a life threatening condition and you are trained in emergency first aid, provide immediate care (e.g. rescue breathing, CPR, etc.), if possible.

If victim is not in a life-threatening condition, provide basic first aid and reassurance as needed, if possible. Stay with the victim until help arrives.

SEXUAL ASSAULT

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Specific Forms of Sexual Violence

Dating Violence

Dating violence is abuse or mistreatment that occurs in either a heterosexual or in same-sex relationships. It may take place at any time during the dating process – when two people first meet and become interested in one another, on their first date, during their courtship, once they have been involved with each other for some time, or after the relationship has ended.

Intimate Partner (Domestic) Violence

Intimate partner violence is physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

Rape

Rape is unwanted, coerced and/or forced sexual penetration. The perpetrator may penetrate the victim's vagina, mouth, or anus, either with a body part or another object. The victim may also be forced to penetrate the perpetrator's vagina, mouth, or anus.

Sexual Harassment

Sexual Harassment is unwanted verbal sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. Sexual harassment can also include stalking, voyeurism ("peeping toms"), exhibitionism/exposing, and obscene comments and phone calls. Sexual harassment can occur in the workplace, school, and other settings (such as public transportation, shopping malls, community events, social gatherings, places of worship, or health care facilities, for example) and can create an intimidating or hostile environment for the victim. The perception of the victim, not the intent of the harasser, determines whether particular words or actions are harassing.

Sexual Violation

Sexual violation is use of sexual contact behaviors that are unwanted by and/or harmful to another person, but do not involve penetration. This can include touching or rubbing against a non-consenting person in public ("frottage"), forced masturbation, and non-consensual touching of the breasts, buttocks, genitals, and other sexualized body parts by another person.

Hate Crimes

Hate violence as defined in the statute means "any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group".

Stalking

While legal definitions of stalking vary from one jurisdiction to another, a good working definition of stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A stalker is someone who willfully, maliciously and repeatedly follows or harasses another (victim) and who makes a credible threat with the intent to place the victim or victim's immediate family in fear for their safety. According to California Penal Code 646.9, the victim does not have to prove that the stalker had the intent to carry out the threat.

Any sexual contact against the wishes and without the consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law. Consent cannot be given if the person is asleep, intoxicated, unconscious, mentally disordered, under threat of force, or for any other reason unable to communicate willingness to participate in sexual activity.

Intercourse under any of these circumstances is rape.

Any person who has been the victim of sexual violence is strongly urged to report the situation as soon as possible to the College Police at (310) 434-4300. Any person with information regarding sexual violence on campus should contact College Police or the Dean of Student Judicial Affairs as soon as possible.

Santa Monica College Police – (310) 434-4300
Student Judicial Affairs – (310) 434-4220

Additional Community Resources

City of Santa Monica Police Department • dial 911 or (310) 458-9481

Rape Hot Line • 605 W Olympic Blvd Ste 400, Los Angeles, CA 90015 • (213) 955-9090

Rape Treatment Center at Santa Monica-UCLA Medical Center • (310) 319-4000 • www.911rape.org

Los Angeles Rape and Battering Hotline • (310) 392-8381

Los Angeles County Info Line: dial 211 or www.healthycity.org

National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN) • (800) 656-HOPE (800-656-4673) • www.rainn.org

National Domestic Violence Hotline • (800) 799-7233 • (800) 787-3224 (TTY) • www.ndvh.org

Suicide and Rape 24-Hour Emergency Services National Hotline • (800) 333-4444

One Student • [One Student.org](http://OneStudent.org) • One Student is a non-profit organization that provides cutting edge programs, resources and opportunities that engage students to create social change to reduce sexual violence.

Facts About Sexual Assault

Sexual assault is a crime of violence. It is estimated that more than 80 percent of all sexual assaults involve the use of weapons, or the threat of violence or death. Rapists often look for potential victims who appear weak or vulnerable; however, anyone can be a victim of a sexual assault, regardless of behavior or appearance. Rape can happen to any person, anywhere or anytime. In a significant number of cases, the rapist is known to the victim.

Rape is not just an act committed in a dark alley by an assailant the victim has never met. Most rapes occur in the victim's home and about 60 percent of the victims who report their rape know their assailants. You can be aware without being afraid.

Some people believe that rapists are overcome with sexual desire or that women "ask for it" by the way they dress or act. Some people even believe that women want to be raped. These ideas assume that rape is motivated by sexual desire. IT IS NOT! Rape is a crime of violence – a hostile act – and it is motivated by the assailant's need to hurt and humiliate the victim. It is about power. In California, any form of sexual conduct carried out upon a person, against that person's will, is a crime. Any sexual penetration, however slight, is sufficient to complete the crime of rape. (CA Penal Code - 261 & 263)

Nine Ways to Avoid Rape

1. Always walk briskly. Look alert and confident. Avoid carrying objects requiring the use of both arms.
2. Stay away from isolated areas, day or night.
3. Never walk alone when it is dark.
4. If you are being followed, get away fast, change directions, and walk/run to a crowded area.
5. Keep all doors to your car and residence locked at all times.
6. Before you drive home, call your family, a friend, or a roommate so they will expect you and are aware if you are excessively late.
7. Encourage group activities in the early stages of a relationship.
8. Take a self-defense course.
9. Be aware of legislation that concerns your gender and contact legislators to express your views.

What to Do in a Risky Situation

- Stay calm and think out what your options are and how safe it would be to resist.
- Say "NO" strongly. Do not smile. Do not act polite or friendly.
- Say something like "STOP IT! THIS IS RAPE!"
- If the attacker is unarmed, fight back physically. Attack the most vulnerable parts of the body. Shout FIRE and escape as soon as possible.
- If the attacker is armed, try to talk him out of continuing the assault or try passive resistance such as pretending to faint, vomit, or urinate.

SHELTER-IN-PLACE

What Is Shelter-In-Place?

Shelter-In-Place is a process designed to protect SMC students, personnel, and guests during outdoor occurrences such as chemical or biological releases, protests, natural gas leaks, or other disturbances. It includes response measures such as turning off air conditioners and ventilation systems and closing all windows and doors. Shelter-In-Place is used when there is limited time to react to an incident and when it is declared more dangerous to be outside trying to evacuate than to stay in your current location.

What to Do When Directed to Shelter-In-Place

- Stay inside the building you are in and move away from doors and windows.
- Seek inside shelter if outside.
- If you are in a high rise building, employees should remain on their current floor with the exception of those in the first floor and basement.
- Seal off openings to your room if possible.
- Remain in place until it is deemed that it is safe to leave.

SUSPICIOUS ACTIVITY or PACKAGE

Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit.
- Call College Police: **911 from campus phones** or **(310) 434-4300 from a cell phone**. Provide as much information as possible about the person and his/her location.

Unattended Package or Backpack

If you find, receive, or discover a suspicious package, letter or object:

- DO NOT TOUCH IT, TAMPER WITH IT, or MOVE IT.
- Notify your instructor.
- Immediately call **Campus Police at (310) 434-4300** and report its location.
- Be prepared to evacuate.

UTILITY FAILURE

For emergency repairs, contact the **Santa Monica College Police Department at (310) 434-4300**.

- If you discover a major water leak, gas leak, or other major utility failure, **call (310) 434-4300** immediately. Do not attempt to correct the problem on your own. The Emergency Dispatcher will notify the necessary maintenance personnel.

In the Event of a Power Outage

- Remain calm and provide assistance to others if necessary and if possible.
- Move cautiously to a lighted area. Emergency lighting will automatically come on. Exit signs have backup power and will be lighted.
- As you leave, turn off computers, lights, and other machinery.
- Proceed cautiously to your building's predetermined evacuation assembly area.
- We recommend that you consider keeping a flashlight in your office/classroom areas.

In the Event that Campus Phones Are Out

- Use a cell phone to call the Campus Police Dispatch Center.

In the Event of Flooding or Water Leak

- Cease using all electrical equipment.
- **Call Facilities at (310) 434-4378** and report location.

If You Discover a Natural Gas Leak

- Cease all operations and exit the area immediately.
- **Call (310) 434-4300** and report location.
- Do not attempt to correct the problem yourself.

VIOLENCE or CRIME IN PROGRESS

DO NOT TAKE UNNECESSARY CHANCES

- Do not interfere with persons committing the crime or creating a disturbance.
- Do not interfere with the police or law enforcement officers on-scene.

If you are the victim of, are involved in, or the witness of any crime such as assault, robbery, or theft, **call (310) 434-4300 immediately with the following information:**

- Nature of incident.
- Location of incident.
- Description of persons involved. (Height, weight, sex, race, approximate age, clothing, identifying characteristics, and name if known.)
- Location of persons involved and method of travel.
- Your name, location, department, and phone number.
- Vehicle description, license plate number, color and any outstanding characteristics.

Get a good description of the suspect if personal safety allows as noted above. This provides vital information to responding and investigating officers. Should a suspect attempt to get away in a vehicle, note the make and model number, license plate number, color, specialized features, and any outstanding characteristics.

CRISIS PREVENTION

CRISIS PREVENTION TEAM

Mission. The mission of the Santa Monica College Crisis Prevention Team is to:

- Promote the health and safety of the campus community.
- Improve campus community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of individual students or the campus community.

Purpose: The purpose of the CPT is to coordinate existing resources with a focus on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. The Team will develop intervention and support strategies and offer case coordination. This Team will regularly review and assess these situations and recommend actions in accord with existing College policies.

Responsibilities: The CPT will have the following responsibilities:

- Receive, review, and catalogue information about concerns regarding student behavior.
- Perform initial assessment of risk and refer cases to offices and officials as needed for additional assessment.
- Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the student and the college community.
- Make recommendations to college officials on appropriate actions consistent with college policies and procedures.
- Engage in ongoing refinement of Team procedures and protocols to foster optimal Team functioning and interface with the College community.
- Identify College policy and procedural issues warranting further examination and refer such matters to appropriate entities.
- Make training available to faculty and staff regarding the identification and referral of students who may pose threats to the campus community.

Team Members. The following shall be members of the Crisis Prevention Team:

Dean, Counseling and Retention	Coordinator of Psychological Services
Dean, Instructional Services	Coordinator of Disabled Student Programs and Services
Dean, Student Life/Campus Disciplinarian	Coordinator of Health Services
Dean, Human Resources	Campus Ombudsperson
Dean, International Education	Campus Counsel
Chief of Police or designee	
Chair, Counseling Department	

SMC faculty and staff are encouraged to report concerns regarding student behavior to the Crisis Prevention Team using the online referral form that can be found at:

<http://www.smc.edu/StudentServices/CrisisPreventionTeam>

You may also want to consider utilizing the following campus resources.

Crisis Prevention Campus Resources

Academic Affairs

Drescher Hall, 3rd Floor • Extension 4454 or 4843 • 8am–5pm, Mon–Fri

- When your department chair is unavailable, and you need to seek advice related to instructional issues.
- When you have questions about the best course of action regarding a grade/withdrawal for a student who has experienced difficulty during the semester.
- When you want to discuss issues of classroom management when dealing with a student who is displaying worrisome or troubling behaviors.

College Police

1718 Pearl Street • Extension 4300 • Dispatch available 24/7

- Violent acts.
- Threatening behavior.
- Weapons, guns, alcohol, drugs, lewd conduct.
- Disruptive behavior by non-SMC students.
- Imminent danger to self or others.
- Medical emergency.

Disciplinarian

Student Judicial Affairs Office, Admissions Complex, Room 103C • Extension 4220 or 4655 • 8am–4:30pm Mon–Thur, 8am–3:30pm Fri

- Disruptive classroom or office behavior, including intimidation.
- General Rules for Student Conduct violations (i.e., disruptive behavior, willful misconduct, inappropriate behavior).
- Uncivil behavior (non violent).

Disabled Student Programs and Services (DSPS)

SSC (Admissions Complex) 101 • Extension 4265 • 8am–7pm, Mon–Thur, 8am–4pm, Fri

- Reasonable accommodations for students with disabilities.
- Consultations for disability related issues.
- Academic advisement for students with disabilities.

Health Services

Student Activities Building-Cayton Center • Extension 4262 • 8am–7pm, Mon–Thurs, 8am–2pm, Fri

- Medical non-emergency (i.e., student illness, seizures, bloody nose, etc.).
- Physical injuries (i.e., cuts, burns, sprains, falls, etc.).

Psychological Services

Liberal Arts 110 • Extension 4503 • 9am–5pm, Mon–Fri

- Consultations regarding student behavior and issues.
- Referrals for non-violent, bizarre and/or inappropriate behavior.
- For suspected suicidal behavior/gestures/thoughts – ALWAYS call Psychological Services and, if possible, escort student to the Psychological Services office.

EMOTIONALLY DISTRESSED STUDENTS

Guidelines for Assisting the Emotionally Distressed Student

As members of the Santa Monica College community, we interact with students on a daily basis. However, you may experience student behavior that causes you concern for their well-being, discomfort or may interfere in the education of other students. It is not a weakness to have a problem. Self-development is learned in and out of the classroom.

This guide provides advice on how you can best aid emotionally distressed students and offers information — advice, techniques and suggestions — on how to cope with, intervene and assist troubled students.

Be Prepared

- ✓ Locate the closest phone to your work site.
- ✓ Know your surroundings.
- ✓ Memorize or have handy these emergency numbers:
College Police x4300
Psychological Services x4503

Signs of Distress

- Inability to concentrate
- Confusion
- Persistent worrying
- Social isolation
- Increased irritability
- Bizarre behavior
- Missed classes/assignments
- Procrastination
- Dangerous behavior
- Restlessness
- Disheveled appearance
- Mood swings
- Indecisiveness
- Depression

Guidelines for Intervention

The ability to recognize signs of emotional distress and openly acknowledging your concerns directly to students are noted by students as the most significant factor in their successful problem resolution. Whenever possible, speak directly and honestly to the student when you sense academic and/or personal distress.

PSYCHOLOGICAL CRISIS

If a student is expressing suicidal thoughts, acting out of touch with reality, or verbalizes the need for a voluntary hospitalization, consider the following options:

- Walk the student over to Psychological Services, LA 110, during regular office hours (9am–5pm, Mon–Fri). If possible, call Psychological Services at extension 4503, and inform them in advance of the situation. If the student is an international student on an F-1 visa, also contact the International Education Center at extension 4126. If it is after hours, call College Police at extension 4300.
- If the student appears to be in imminent danger to themselves or others, contact College Police at extension 4300.

Medical Emergencies

- If there is a need for an ambulance, call College Police at extension 4300.
- If there is an athletic injury, call College Police at extension 4300.

After Hours Protocol

- For acute health, safety or psychological issues, contact College Police at extension 4300.
- For all non-acute issues, wait until the next appropriate day and contact the appropriate office.

DO NOT TRANSPORT STUDENTS IN PERSONAL VEHICLES.

Student Psychological Services

Psychological Services provides a broad range of services, including brief individual psychotherapy, crisis intervention, and referral services, to enhance the personal well-being, psycho-social development, and academic advancement of a diverse student population, as a means to promote student retention and graduation from Santa Monica College.

Office Hours Monday – 9am–4pm

Tuesday–Friday – 9am–5pm

Location Liberal Arts Building, Room 110

Phone (310) 434-4503 (Appointments are recommended)

How to Make an Appointment

- Please come to the Psychological Services office, Liberal Arts Building, Room 110.

Walk-In/Crisis Hours

- Walk-in/crisis hours are set aside each day for students who feel they cannot wait for a regularly scheduled intake appointment and are not experiencing a serious emergency, but who want to be seen the same day. Call or stop by to find out if a walk-in counselor is available for that day.
- **Walk-in hours are Mon–Thur from 10am–12pm and 3pm–4pm and Friday 10am–11am.**
- Walk-in hours tend to fill quickly, and are available on a first-come basis.

Emergencies

- For on-campus emergencies, i.e., a student is a danger to himself or herself or others, during office hours or outside office hours, please contact **College Police at Ext. 4300**.
- For off-campus emergencies, please **call 911**.

Mission Statement

Psychological Services provides a broad range of services to enhance the personal well-being, psycho-social development, and academic advancement of a diverse student population, as a means to promote student retention and graduation from Santa Monica College.

Services**Personal Counseling**

The primary mode of counseling to students is brief individual psychotherapy. Our individual counseling services are designed for students who can benefit from short-term, problem-focused counseling. If long-term therapy is indicated, the student may be referred to an appropriate off-campus resource.

Crisis Intervention

Psychological Services will provide immediate intervention in crisis situations (e.g., assisting a student in need of hospitalization, gravely depressed students, students who may be harmful to themselves).

Referrals

Community referrals to appropriate agencies are made for students in need of medication evaluations and/or long-term care beyond the scope of services provided by Psychological Services. Psychological Services collaborates with several community agencies, and students in need of specialized services (e.g., psychiatric medication, psychological testing, eating disorder programs, domestic violence intervention) are referred to such agencies.

Consultation

Psychological Services offers faculty, staff and administrators the opportunity to get assistance dealing with challenging students, difficult circumstances, and disruptive situations involving students.

Alcohol and Other Substance Abuse Program

A Substance Abuse Specialist is available through Psychological Services to provide consultation, presentations and workshops related to alcohol and other drug treatment, tobacco use, recovery support, and coping with family and academic issues resulting from addictive behaviors.



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