



FACULTY & STAFF EMERGENCY GUIDE

EMERGENCY CONTACT

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

FACULTY/CLASSROOM EMERGENCY PREPAREDNESS TIPS

The instructor, as the authoritative figure in the classroom, can influence how students respond in an emergency. Calm, collected and clear directions by the instructor will be a positive influence. In order for an instructor to exhibit this controlled demeanor, they should mentally rehearse their potential responses prior to the onset of an emergency situation. **Review all potential evacuation routes NOW!**

Power Outage

Remain calm; provide assistance to others if needed. Use your cell phone as a flashlight. Most buildings have some level of emergency power and lighting. Exits are indicated by lighted signs. Elevators will be disabled and should be avoided.

Science faculty and staff should consider securing laboratory activities, and equipment that might present a potential danger.

Classes with sufficient light may continue instruction if possible. Classes without sufficient light should evacuate the building and await further instructions. Insure disabled/mobility impaired persons are able to safely exit the building. Students/staff should take personal belongings with them. Insure everyone is out of the classroom and close the door as you leave.

Earthquake

Drop, Cover, and Hold On! Seek protection under a table or desk until the shaking stops.

After the shaking stops, check yourself and others for injuries. Provide assistance if needed.

If safe to do so, evacuate the building. Students/staff should take personal belongings with them if practical. Insure disabled/mobility impaired persons are able to safely exit the building. Insure everyone is out of the classroom and close the door as you leave. If you must leave someone behind you **MUST** report their name and location to the police/emergency personnel immediately. Move away from buildings and other structures.

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

Fire

Activate the nearest fire alarm and dial x4444/911. Attempt to put out small fires by using the nearest fire extinguisher if safe to do so. Point the foam/chemical stream at the base of the fire and sweep from side to side.

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

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

Suspicious Activity

If you SEE something, SAY Something!

PERSON:

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

Do not provide access to secure areas of a building or the campus to unknown/suspicious persons.

UNATTENDED PACKAGE OR BAG:

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

Active Shooter

Run, Hide, or Fight!

Quickly assess the situation and act based upon what you know about the threat.

Run if you are confident you can move away from the threat or are caught in the open. Keep moving until you are confident you are safe.

Hide in a locked room if possible. Activate the access control emergency lock. Stay out of sight, turn off the lights, draw blinds and silence your phone. Stay quiet and avoid opening the door for any reason.

Fight as a last resort.

Commit to your actions, act as a team and incapacitate the threat. Use improvised weapons or throw objects at threat.

Call x4444/911 when safe to do so. Give your name, location, situation and any information you can about the threat.

Hazardous Materials Release

If you have knowledge of an actual hazardous materials release or suspect a release, move to an area of safety and notify Campus Police. If indoors, evacuate the building and encourage others to do the same. Move upwind and out of the direct line of sight of the release. Alert others to move or stay away if safe to do so.

Notify emergency personnel if you have been exposed or feel any ill effects. Provide any knowledge you may have regarding the nature of the release.

Follow the instructions of emergency personnel.



ASSISTING STUDENTS IN CRISIS/DISTRESS/THREATENING

Student Health Center (949) 582-4606

A psychological crisis is a life event that one perceives as stressful and during which normal coping mechanisms are insufficient. Most crises require immediate attention. Students do not need a pre-scheduled appointment if they are experiencing a crisis. Such crises may include, but are not limited to:

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



Never leave a student who is in crisis alone.

If it is safe to do so, walk the student to the Student Health Center (SSC 177). Licensed Psychologists and Registered Nurses are on site to assist students experiencing a crisis while on campus during all hours of operation. If you are unable to walk the student to the Student Health Center or if it is after hours, please call Campus Police at (949) 582-4444.

When interacting with a student in imminent danger who is not on campus, (e.g., Zoom meeting or on the phone) confirm their physical location and call 911 for assistance.

DISTRESSED STUDENTS

Distressed students may be irritable, sad, unruly, anxious, withdrawn, confused, lacking motivation or concentration, seeking constant attention, or demonstrating bizarre, erratic, paranoid, or concerning behaviors including references to self-harm. If you encounter a student in distress, please complete a Care Report by visiting the Student Health & Wellness Center website.

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

THREATENING BEHAVIORS

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

Student Health & Wellness Center (949) 582-4606

Campus Police (949) 582-4585

Student Conduct: Administrative Regulation 5500

If the conduct occurred in the classroom in person or online, the instructor may remove the student from class for that day and the next class-meeting if the student interfered with the instructional process. Removal must be reported online on the College's Code of Conduct Report

https://cm.maxient.com/reportingform.php?SouthOrangeCCCD&layout_id=9

If the student is a threat to themselves or to others, the instructor must contact Campus Police immediately. During the period of the removal, the student shall not return to the class without meeting with the Student Discipline Officer. Student Discipline Officer can be contacted at (949) 582-4573



RECOGNIZING BEHAVIORS

Unwanted Contact

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

Student Conduct Code

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

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

Complete SOCCCD AR 5500 details can be found at:

<https://www.saddleback.edu/sites/default/files/2023-02/5500->

Recognize General Stalking Behaviors

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

Code of Conduct Reporting

(949) 582-4573 or submit online Code of Conduct Form

https://cm.maxient.com/reportingform.php?SouthOrangeCCCD&layout_id=9

Campus Police (949) 582-4585

Sexual Assault

STUDENTS

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

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

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

Preserve evidence (do not shower and do not destroy under garments) until you have considered whether or not to file a report with police. Document all that you can recall about the assault for local law enforcement.

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

Contact the local rape center in your area.

Support and Recovery

If you encounter a student or employee who reports a sexual assault, provide the 24 hour National Sexual Assault Hotline: (800) 656-4673. In addition, please submit a Title IX Report by visiting the Student Health & Wellness Center website.



INFORMATION AND REFERENCE NUMBERS

On Campus

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

Off Campus

National Suicide Prevention & Crisis Lifeline: 9-8-8
 OC Links Behavioral Health Line: (855) 625-4657
 National Youth Crisis Hotline: (800) 448-4663
 Waymakers Rape Crisis Hotline: (714) 957-2737
 Orange County Child Abuse Registry: (714) 940-1000
 Elder/Dependent Adult Abuse Hotline: (800) 451-5155
 Centralized Assessment Team (for adult psychiatric emergencies): (866) 830-6011
 Alcoholics Anonymous: (714) 556-4555
 Trevor Project Lifeline (LGBTQ+): (866) 488-7386

For all life-threatening emergencies, call 911.

Community Resources

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

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

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

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

EMPLOYEE ASSISTANCE PROGRAM – SOCCCD

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

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

Visit District SharePoint site for more information:

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



Campus Police Department

Emergency	911 or (949) 582-4444
SCPD General Assistance	(949) 582-4585 http://www.saddleback.edu/police
Employee Safety Videos & Information	https://www.saddleback.edu/police/svi

DID YOU KNOW THAT YOU ARE A DISASTER SERVICE WORKER

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

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