
Reference:

In the event of an accident, injury or illness, involving a student, employee, volunteer, visitor, etc., notification will be made at the time of the incident to the College Campus Safety and the District administrative officer in charge at the time and appropriate emergency procedures implemented. The Business Services Office will be informed of the incident in a timely manner, but not later than one (1) business day following the incident.

Any communication, claim, or written demand covering any accident involving the District shall be forwarded to the Business Services Office. The Business Services Office shall make such acknowledgement as is deemed appropriate, report receipt of claim to the CEO for report to the Board, and forward the claim to the District’s liability insurance carrier.

3rd PARTY PROPERTY DAMAGE:

WHEN AN AUTO ACCIDENT OCCURS ON CAMPUS:

1. Notify Campus Safety (extension 3229) for assistance.
2. Campus Safety will take information for an Incident Report and/or take photos.
3. Campus Safety may recommend that the parties involved contact the Sheriff’s Department.
4. Do not make suggestions concerning referral to specific doctors, hospitals, auto repairs, etc.

WHEN DAMAGE OCCURS ON CAMPUS TO AN EMPLOYEE’S VEHICLE BY A DISTRICT VEHICLE:

1. Notify Campus Safety (extension 3229) for assistance and to complete an Incident Report.
2. Risk Management will review the Incident Report and will determine if the District will pay for the repairs.
3. Estimates must be obtained by the employee and submitted to the Risk Management Department.
4. The estimates will be reviewed and it will be determined if the District will pay for the repairs with a release for future claims.
5. Fiscal Services will issue a check directly to the auto repair shop upon receipt of final invoice.
WHEN AN AUTO ACCIDENT OCCURS OFF CAMPUS INVOLVING A DISTRICT-OWNED, RENTAL OR PERSONAL VEHICLE BEING DRIVEN ON DISTRICT BUSINESS:

Accidents involving a District-owned vehicle, rental, or personal vehicle being driven on college business, must be reported immediately to the appropriate administrator and a written report filed within 24 hours to the Business Services Office.

1. Stop at once and take pictures of the damage if safely able to do so.
2. Contact 911, if needed.
3. If a police report is filed, request a copy.
4. Phone your supervisor if there is personal injury or extensive property damage.
5. Exchange names, addresses and insurance information with the other parties concerned and secure the license number of any other vehicle involved.
6. Secure names and addresses of at least two witnesses, if possible to do so.
7. If applicable, state that the car is owned by the Santa Clarita Community College District whose address is 26455 Rockwell Canyon Road, Valencia, California.
8. Admit no liability or fault. Do not discuss the accident with anyone other than the police authority, your employer or a representative of the District’s Insurance Administrator.
9. Complete automobile loss, or accident reports for the DMV and submit them to the Business Services Office as soon as possible.
10. If the accident makes the car inoperable, or if there is injury to any person, contact your insurance company and/or the rental car company.

OTHER PERSONAL PROPERTY DAMAGE:

- See Board Policy 6541 and Administrative Procedure 6541.
**3rd PARTY PERSONAL INJURY:**

In the case of an injury/illness on the campus, refer to the following to provide direction on medical care:

| STUDENT INJURY | 1. Private/Personal Insurance  
|                | 2. Health Center/Student Insurance  
|                | 3. Urgent Care or Hospital (if emergency or after hours) |
| EMPLOYEE INJURY | 1. Nurse at the Health & Wellness Center  
|                | 2. District's Designated Clinic for Treatment of Work-Related Injuries (unless the employee has pre-designated his/her personal physician)  
|                | 3. District's Designed Hospital (if emergency or after hours) |
| VISITOR INJURY | 1. Private/Personal Insurance  
|                | 2. Urgent Care or Hospital (if emergency or after hours) |

**WHEN THERE IS A MAJOR, SEVERE OR CRITICAL INJURY OR ILLNESS:**

1. Assess emergency needs.
2. On the Valencia campus dial “7” from any campus phone, or if on the Canyon Country campus, dial “77” from any campus phone. Also, advise the operator to call 911 immediately. If you do not get an immediate response from the operator or Campus Safety, call 911.
3. When calling 911, the caller should have the following information available:
   - Specific location of the emergency
   - Telephone number or campus extension from which you are calling
   - State briefly what happened and provide an description of the situation, number of people involved and approximate age of injured student, if possible
   - Indicate what is being done; describe emergency measures initiated
4. **DO NOT MOVE A VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.**
5. If CPR is necessary, find someone who is CPR-trained and continue to conduct CPR until the person revives or until relieved by other competent responders.
6. Until help arrives, keep the injured person warm and comfortable.
7. **STAY WITH THE INJURED PERSON—THE INJURED PERSON SHOULD NEVER BE LEFT UNATTENDED.**

**WHEN THERE IS A MINOR INJURY OR ILLNESS:**
1. Assess emergency needs. Athletic injuries will be assessed by the athletic team coach or athletic trainer. General student injuries will be assessed by the District Nurse or Campus Safety.
2. On the Valencia campus dial “7" from any campus phone or if on the Canyon Country campus, dial “77" from any campus phone.
3. The operator will notify the Student Health & Wellness Center and Campus Safety, and is aware if the Nurse is on or off duty. Campus Safety will assist with emergencies during the Nurse’s absence. Allied Health has also agreed to provide assistance when their personnel are on campus. Stay with the person until help arrives.
4. Whether a student goes to the Student Health & Wellness Center or not, the details of any injury that occurs on District property should be reported to the Health Center and to Campus Safety with 24 hours of occurrence.

ATHLETIC INJURIES:

1. Once medical stability has been established, mode of transportation can be recommended (i.e., ambulance or private vehicle).
2. In the event that a private vehicle is used, a parent, relative or friend shall transport the injured.
3. Staff will NOT transport the injured student off campus.
4. The team coach or trainer is authorized to transport an injured student at other college athletic contests for “away” games.

GENERAL POINTS:

1. DO NOT TRANSPORT THE INJURED/ILL PERSON TO A MEDICAL FACILITY IN A PERSONAL VEHICLE. District personnel or District vehicles should never be used to transport injured or ill persons to medical care facilities. A friend or family member should make and carry out those arrangements.
2. Do not make suggestions concerning referral to specific doctors, hospitals, etc.
3. If a person refuses to medical attention, he/she should sign a Refusal to Seek Medical Treatment form (available from Campus Safety).
4. Campus Safety will prepare an incident report and/or take photos, and will provide a copy of the incident report, photos and/or Refusal to Seek Medical Treatment form to the Risk Management Department within 24 hours.

ADDITIONAL POINTS REGARDING EMPLOYEES AND VOLUNTEERS:

1. Any employee who is injured on the job will first be seen by the Nurse at the Health & Wellness Center, or if necessary, will be sent to the District’s designated clinic for treatment of work-related injuries and illnesses (unless the employee has pre-designated his/her personal physician).
2. Board approved non-paid volunteers are also covered by the District’s workers compensation insurance policy while performing duties related to their volunteer work/program at the District.

3. In the event of a job-related injury or illness, the employee must contact his/her supervisor and the Human Resources office immediately.

4. Authorization for treatment will be required.

5. The employee must obtain the required forms from Human Resources and is required to complete the paperwork the day of the incident.

6. If the incident occurs after hours, the employee must complete the forms the next day.

7. The supervisors will be required to complete a report with the Human Resources Department.

**MINOR ACCIDENT/ILLNESS:**

When a minor is injured on campus, notify the high school principal immediately. The parent or guardian should also be notified. If a minor is ill or during an emergency, the high school will contact the individual listed on the student’s emergency card on file with the high school. Students can only be released to individuals listed on the emergency card.

In the event of a full evacuation, parents may park in the upper south lot parking lot off of Rockwell Canyon Road and walk down the path to the Academy of the Canyons (AOC) campus to claim their child. Please DO NOT drive up the service road as this road will serve as primary access for emergency vehicles.

Parents may proceed to the Student Release Area on the AOC campus (at the end of the service road cul-de-sac) to request the release of their child. In order to ensure safety and to avoid chaos, parents - wherever possible - will be required to show proof of identification. Please be assured that every effort will be made to keep students safe and out of danger until a parent or guardian is available. It is crucial that parents work through the Academy protocol when taking their student from the campus so that all students can be properly accounted for.

It is important to note that all AOC students may not be on campus during an emergency. Some students might be off track and attending college classes on the College of the Canyons (COC) campus. If that is the case, students should follow the evacuation processes in place for COC. Should a student choose to leave COC and return to AOC until a parent is available, AOC staff will be available to assist in every way possible.

**MEDICAL TREATMENT INVOLVING MINORS:**

Minor students will have access to medical care while at the College of the Canyons.
The Student Health Center provides Family Planning, Infectious, Contagious, or Communicable Diseases and STD services. Under California law, the minor student may consent to medical care related to the prevention or treatment of pregnancy. This includes contraception, but does not include sterilization. Minors age 12 and older are able to consent to HIV testing and treatment.

Under California law, minors age 12 and older who have come into contact with an infectious, contagious, communicable disease or a sexually transmitted disease may consent to medical care related to the diagnosis or treatment of the disease.

A minor of any age may consent to medical care related to the prevention or treatment of pregnancy. This law does not allow a minor to consent to sterilization.

A minor age 12 and older who is alleged to have been raped or sexually assaulted may consent to medical care related to the diagnosis or treatment of the condition and the collection of medical evidence with regard to the alleged rape. The Campus Health Center will normally attempt to contact the parent in the event a minor requests medical care related to sexual assault or rape.

Parents should acknowledge that they may not be able to receive information about health care that their minor student consented to unless he or she authorizes the Parent to receive that information. Similarly, federal law provides that when the Parent consents, they generally have the right to control access to their minor student’s medical information and the Parents student minor consented to the care, he or she controls access to his or he own medical records.

Liability for Rendering First Aid to Minors.

The District is not liable for rendering reasonable medical treatment to the minor student without parental consent when the minor student is ill or injured during regular school hours, requires reasonable medical treatment, and the parent cannot be reached, unless the parent or guardian has previously filed with the District a written objection to any medical treatment other than first aid.

Parents will be required to sign a Minor’s Election for Treatment Form.

**OTHER EMERGENCIES:**

1 Family Code, § 6925.
2 Health & Safety Code, § 121020; Family Code, § 6926(a).
3 Family Code, § 6926(a).
4 Family Code, § 6925.
5 Family Code, § 6927.
6 Family Code, § 6928.
7 Civil Code, § 56.11(c)(1) and (2).
8 45 CFR § 164.502.
FIRE/EXPLOSION:

If you come upon a fire or explosion:

Response:
1. Sound fire alarms.
2. Notify leadership:
   - Valencia- Dial "7" from any campus phone extension or call Campus Safety.
   - Canyon Country- Dial "77" from any campus phone extension.
3. Provide your name, location and the extent of the problem.
4. If the fire is small, attempt to put it out with a fire extinguisher (if trained).
5. If the fire is large, evacuate the building via the nearest fire exit.
6. Do not use elevators.
7. If caught in smoke within a building, drop to your hands and knees and crawl, breathe shallowly through your nose and use your blouse, shirt, jacket or other material as a filter.
8. If trapped in a room, place a moist cloth under the door to keep out smoke; then retreat and close as many doors as possible between you and the fire. Signal first responders from windows but do not break windows.

When fire alarms sound on campus:
When a fire alarm sounds in any building(s) on campus and it is not associated with a system test:

Response:
Evacuate the building following the protocols listed on this page.

When fire department arrives
Response:
- Stay clear of fire equipment.
- DO NOT try to assist in fighting the fire.
- Pass any information via Campus Safety personnel.
- DO NOT return to an evacuated building until directed to by appropriate campus authority.

CHEMICAL/HAZARDOUS MATERIALS:

Minor Chemical Spill (on campus)
Less than 1 liter; no one has been exposed to the chemical; lab workers have sufficient equipment and training to clean up spill.

Response:
1. Cordon off the spill area.
2. Avoid direct contact with the spilled material.
3. Do not walk through, or allow others to walk through, the spilled material.
4. Follow the manufacturer's suggested procedures for minor spill cleanup.
Major Chemical Spill (on campus)
The spill is greater than 1 liter; chemical is unknown, is flammable, reactive or highly toxic; someone has been exposed to/injured by the chemical.

Response:
1. Shut off all ignition sources.
2. Stop the spill if you can do so without endangering yourself.
3. Evacuate the immediate area.
4. Pull the fire alarm if there is potential for fire or explosion; the spill is flowing or could flow outside the classroom; fumes or odors are permeating the building.
5. Notify Campus Safety immediately. Follow all instructions.

Major Chemical Spill (off campus source)
Response:
1. Upon notification by authorities, IMMEDIATELY follow their instructions.
2. One of two actions will likely occur:
   a. Evacuation with special, specific instructions.
   b. Shelter in place - Chemical
      - Shut and lock all outside doors and windows.
      - Turn off the air conditioner or heater.
      - Turn off all fans.
      - Go in the shelter-in-place room and shut the door.
      - Turn on the radio.
      - Keep a telephone close at hand, but don't use it unless there is a serious emergency.
      - If you can, tape plastic over windows in the room. Use duct tape and make an unbroken seal. Use the tape over vents into the room and seal electrical outlets or other openings.
      - When you leave the shelter, follow instructions from local emergency personnel to avoid any contaminants outside.

BOMB THREAT:

If you find a suspicious package
Response:
1. DO NOT TOUCH IT!
2. Report it immediately:
   Valencia - Dial "7" from any campus phone extension or call Campus Safety.
   Canyon Country - Dial 1 ~77" from any campus phone extension
3. Keep others from approaching the package until Campus Safety arrives.
4. Meet Campus Safety and provide as much information as you can.
5. Follow instructions from Campus Safety or law enforcement authority.

If you receive a threat call, note, email, etc.
Response:
1. Take the call seriously. Remain calm.
2. Fill out the college's bomb threat form (available on Campus Safety website.)
3. Ask questions:
   - Where is the bomb located?
   - When is it set to explode?
   - What kind of bomb is it?
   - What does it look like?
   - Did YOU place the bomb?
   - How many devices are there?
   - Why are you doing this?
   - What is your name?
4. IMMEDIATELY write down the EXACT WORDS used by the caller.
5. Note other details: gender, accent, age, speech patterns or impediments, disguised, angry, crying, familiar to you, etc.
6. Time and date of call and the phone number the threat was called in on.

HOSTAGE SITUATION:
If you become aware of a hostage situation

Response:
1. Remove yourself from the area of the event and any danger.
2. Notify leadership:
   Valencia- Dial "7" from any campus phone extension or call Campus Safety.
   Canyon Country- Dial "77" from any campus phone extension
3. Provide factual information about the situation such as:
   a. Location and room number of the incident
   b. Number of hostage takers and hostages
   c. Any weapons the hostage takers have
   d. Any injuries you have witnessed
   e. Your name
   f. Your location and how to contact you

If you are taken hostage

Response:
1. Remain calm, be polite and cooperate with your captors.
2. Do not attempt to escape.
3. Speak normally. Do not complain; avoid being belligerent or argumentative.
4. Comply with all orders and instructions.
5. Observe your captors and try to memorize their physical traits, voice patterns, or other details what can help provide a description later.
6. Avoid political or ideological discussions with the captors.
7. If forced to present demands to authorities, state clearly that the demands are from your captors.

When law enforcement arrives
Response:
1. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions, and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are a captor or a hostage.
4. Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
5. You will be taken to a safe area, where proper identification and status will be determined.

**SHOOTER:**

**Shooter Outside your building**

Response:
1. Shelter in place!
   - Go to a room you can lock.
   - Lock the door.
   - Close any exterior blinds.
   - Turn out the lights.
   - Move heavy furniture in front of the door.
   - Turn off ringer on phones, turn off radios, remain quiet.
2. Have one person in the room call 911 and provide info requested by dispatcher.
3. Remain in place until police or campus authority known to you, gives the "all clear."
4. Follow all directions received from campus Emergency Notification System "COC Alert."

**Shooter inside your building**

Response:
1. If you can get out of the building safely:
   - Do it!
   - Get out fast!
   - Don't wait for others to validate your decision.
   - Leave personal belongings behind.
   - Get as far away from the building as possible.
   - Help others.
   - Call 911 (do not assume someone else has called).
2. If you can NOT get out of the building safely:
   - Follow Shelter in place procedures above.

**Shooter in your office or classroom**

Response:
1. Assume a respectful and calm demeanor.
2. If possible, dial 911 and leave the line "open."
3. If you know the "shooter" and you think you can negotiate with him, try it.
4. If shooting occurs follow your survival instincts.
When law enforcement arrives
Response:
   1. Listen to, and follow, commands by law enforcement personnel.
   2. Put down any items in your hands.
   3. Raise your hands and spread your fingers.
   4. Keep hands visible at all times.
   5. Avoid any quick movements toward officers.

DANGEROUS BEHAVIOR:

When violent of threatening behavior occurs
Response:
   1. If you are a victim of, or witness to, violent or threatening behavior by others, 
      avoid confrontation and immediately notify leadership:
      Valencia- Dial "7" from any campus phone extension or call Campus Safety
      Canyon Country- Dial "77" from any campus phone extension
   2. Provide the following:
      - Nature of the incident or threat
      - Location
      - Description of person(s) involved
      - Description of property involved
      - Description of weapons involved
      - Description of injuries
   3. Keep a safe distance from anyone acting violently or bizarrely and encourage 
      others to keep clear until trained assistance arrives.
   4. If a weapon is involved, flee to a safe area. If possible, keep the subject in view 
      so you can assist responders.
   5. Should behavior escalate to the level of "active shooter" or "hostage" situations, 
      follow the procedures elsewhere in this policy.

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