

**2015-16**



# **EMERGENCY RESPONSE**

## QUICK REFERENCE GUIDE



### **Valencia Campus**

26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
661-259-7800

### **Canyon Country Campus**

17200 Sierra Highway  
Santa Clarita, CA 91351  
661-362-3800

**Emergency Operations Plan online at:**  
**[canyons.edu/Offices/CampusSafety/Pages/EmergencyPreparedness.aspx](http://canyons.edu/Offices/CampusSafety/Pages/EmergencyPreparedness.aspx)**

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# About this guide

1. This is a quick reference tool that, if kept readily available, can assist the campus community in making rapid and informed decisions when emergency situations occur.
2. The guide provides easy-to-follow recommendations for immediate response activities based on the wisdom and experiences of first responders throughout the country.
3. The guide also provides information on factors to consider in response to emergency situations that are unique. The ability to figure out unique solutions to unusual situations based on knowing best practices and applying common sense is of utmost importance.
4. If a crisis strikes, a single person from a group of highly-trained individuals will take on the role of Incident Commander [a position defined by the National Incident Management System (NIMS)] and the State Emergency Management System (SEMS). The Incident Commander will activate a structure including other trained individuals and meet in a central, well-equipped location to direct response activities.
5. In most major emergencies, you will either be asked to “evacuate” the building you are in or “shelter in place.” Instructions for both of these actions are included in this guide.
  - Please familiarize yourself with the evacuation routes from your office and all of the classrooms where you teach and know the pre-designated evacuation sites for each. That information is posted in every classroom on both campuses.
  - Basic Shelter in Place instructions are included in a separate, easy to find section.
  - Additional guidance for sheltering in place because of “chemical or hazardous materials” or “shooter” on campus situations is located in those sections.
6. The information in this guide is a derivative product of the Santa Clarita Community College District’s Emergency Operations Plan (EOP). This guide is not intended to supplant procedures or requirements contained within the basic plan.

Emergency Operations Plan online at:

**[canyons.edu/Offices/CampusSafety/Pages/EmergencyPreparedness.aspx](http://canyons.edu/Offices/CampusSafety/Pages/EmergencyPreparedness.aspx)**

# AUTOMATIC EXTERNAL DEFIBRILLATORS

College of the Canyons has a number of automatic external defibrillators (AEDs) available to treat victims of sudden cardiac arrest (SCA). SCA is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm, called ventricular fibrillation. The most effective treatment is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of the condition.

AEDs are used only on victims who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing and movement.

## AED locations at the Valencia campus:

- Campus Safety vehicles
- Athletic Training Department
- Health Office
- Library
- Performing Arts Center
- University Center
- Academy of the Canyons



## AED locations at the Canyon Country campus:

- Campus Safety vehicles
- Switchboard

Campus Safety officers, members of the ICS team and some others have been trained in the use of AEDs.

## If you come upon a person experiencing sudden cardiac arrest (SCA)

### Response:

1. Call 911 or have the switchboard or Campus Safety Office call 911.

**Valencia – Dial “7” from any campus phone extension or call Campus Safety at (661) 510-3882.**

**Canyon Country – Dial “77” from any campus phone extension or call CCC Safety at (661) 362-3977.**

2. Begin CPR right away and continue until AED arrives.
3. Have someone notify leadership:
4. When emergency personnel arrive, communicate important information:
  - Time patient was found
  - Time when CPR was initiated
  - Initial and current condition of victim
  - Patient's name
  - Other treatment rendered prior to arrival of emergency personnel
  - Other pertinent information regarding the situation.

# BUILDING AND CAMPUS EVACUATION

## Building Evacuation

### Response:

1. Wherever you teach or work on campus, know your pre-designated evacuation site.  
Students will look to faculty and staff to lead.
2. Know where your nearest exit is.
3. Take car keys, purse, cell phone, medication, glasses, flashlight, wallet, etc.
4. Leave the building safely and efficiently:
  - DO NOT USE ELEVATORS.
  - Walk; do not run.
  - Feel doors for heat before opening: if hot, seek another, safer route.
  - Evacuate quietly so you can hear emergency instructions.
  - Use handrails in stairwells; stay to the right.
  - Assist people with disabilities.
  - Watch for falling glass and other debris.
  - Do not return to the building for any reason until instructed to do so by authorities.
  - Report injuries, anyone left behind, to Incident Command.

## Campus Evacuation

### Response:

1. Drive carefully through campus parking lots.
2. Drive to nearest campus exit, even if it may not be your normal egress point.
3. Follow the directions of campus safety or other emergency preparedness personnel.
4. At campus exits, do not attempt to cross traffic on the main roadways. In most cases, you will need to turn right on main roadways to avoid bottlenecks behind you.
5. Carpool if feasible.
6. Do not return to campus unless directed to by authorities.



# 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 at **(661) 510-3882**

**Canyon Country** – Dial “77” from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

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. (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.



# CHEMICAL AND 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.

# EARTHQUAKE

How we react to an earthquake will be determined by the amount of shaking and the resulting damage in the spaces you occupy or nearby spaces. Our campuses are modern and have been built to sustain considerable shaking – even in quakes that are 6.5 and above on the Richter scale with a close epicenter. In a moderate to large quake, one space may sustain glass breakage, furniture movement, or other impacts while another room nearby is virtually untouched.

If you determine that safety of yourself and others is an issue, don't wait to be told what to do – consider taking the recommendations below.

Our Incident Command Team members will react to all earthquakes and issue guidance regarding actions to take if that becomes necessary.

## Best practices for larger earthquakes

### During an earthquake

#### Response:

1. Duck, cover and hold-on until the shaking stops.
2. After the shaking stops, stay calm and check yourself and others for injuries.
3. Evacuate the building (see building evacuation procedures in this booklet) to your designated evacuation site.
4. **Do not enter or exit** the building DURING the shaking.
5. **Do not use elevators.**

### After an earthquake

#### Response:

1. Once at the evacuation site report injuries, any locations where people were left behind, and immediate hazards/issues to the incident command center.
2. Assist persons with disabilities.
3. Do not return to any evacuated building unless directed to do so by an emergency team member.
4. Cooperate with/assist emergency personnel.
5. Be prepared for aftershocks.
6. If the situation precludes your evacuating the campus, consider volunteering to assist the Incident Command Team in whatever areas of interest or expertise you possess.



# EMERGENCY NOTIFICATION SYSTEM

## “COC ALERT”

“COC Alert” is the College of the Canyons emergency notification system. The system is used to inform the College of the Canyons community of a public safety emergency that could impact its campuses (such as an active shooter/hostile intruder, severe weather conditions, natural or man-made disaster, hazardous material release, etc.) and to provide protective action instructions. COC’s emergency notification system is also used to notify the college community of emergency campus closings.

### How Does It Work?

Once it is determined that an emergency exists, college leadership will craft specific messaging and enter it into the COC Alert system. The system will then begin cycling through your contact information and deliver a message to you with details about the situation. In most cases, you will receive COC Alert messages using the following possible contact methods:

- Voice message to your cell phone
- Text message to your cell phone
- Email to your personal account
- Message to your home phone
- Messages to TTY/TDD receiving devices for the hearing impaired

### What should I do when I receive a COC Alert message?

1. Remain calm.
2. **Read the message! Don’t ignore it!**
3. **Alert other people.** Please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

*[It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is likely that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.]*

4. The information or instructions will be as specific as possible and will be specific to the particular emergency situation.
5. Please note that emergency messages will be assigned sequence numbers and times. The latest numbered message will reflect the most current information.



### How do I update my contact information?

1. Enter your “MyCanyons” account.
2. Follow the prompts for updating your contact information.

# FIRE OR 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 at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

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:

1. **Evacuate the building** following the protocols listed on this page.

## When fire department arrives

### Response:

1. Stay clear of fire equipment.
2. DO NOT try to assist in fighting the fire.
3. Pass any information via Campus Safety personnel.
4. DO NOT return to an evacuated building until directed to by appropriate campus authority.



# HOSTAGE SITUATION

## If you become aware of a hostage situation

### Response:

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 at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

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.

# MEDICAL EMERGENCY

## Minor injury or illness

### Response:

1. If possible, escort person to the Student Health and Wellness Center for treatment.
2. Notify leadership:

**Valencia – Dial “7”** from any campus phone extension or call Campus Safety at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

3. Whether someone goes to the Student Health and 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 within 24 hours of its occurrence.
4. District personnel or District vehicles should never be used to transport injured people to medical care facilities. A friend or family member should make and carry out those arrangements.

## Major, severe or critical injury, or illness

### Response:

1. Notify leadership:

**Valencia – Dial “7”** from any campus phone extension or call Campus Safety at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

2. If reporting about a person who cannot or should not be moved, has breathing difficulty or a suspected heart attack and you don't immediately get a response by dialing “7” or Campus safety, dial 911. Provide the 911 operator:
  - The specific location of the emergency.
  - The telephone number from which you are calling.
  - A brief description of what happened.
  - The number of people involved.
  - Approximate age of the injured person.
  - What emergency steps you have taken so far to assist the person(s)
  - Any other information the operator requires.
3. **DO NOT MOVE A VICTIM UNLESS AN IMMEDIATE HAZARD MAKES IT UNAVOIDABLE.**
4. 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.
5. Until help arrives, keep the injured person warm and comfortable.
6. Stay with the person(s). Never leave them unattended.

# SEIZURES

Over the years, faculty and staff have responded to numerous seizures in classrooms or on our campuses.

There are different kinds of seizures, and symptoms of each type can affect people differently. Seizures typically last from a few seconds to a few minutes. The victim may be alert during the seizure or lose consciousness. He/she may not remember what happened during the seizure or may not even realize a seizure occurred. Seizures that make a person fall to the ground or make the muscles stiffen or jerk out of control are easy to recognize. But many seizures do not involve these reactions and may be harder to notice. Some seizures make a person stare into space for a few seconds. Others may consist only of a few muscle twitches, a turn of the head, or the person describing a strange smell or visual disturbance that only he/she can sense.

In all cases of seizures that occur on our campuses, call the Switchboard or Campus Safety as soon as you are able to do so:

**Valencia – Dial “7”** from any campus phone extension or call Campus Safety at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension  
(The CCC Safety office phone number is **(661) 362-3977**)

**Response:** (American Red Cross)

First aid for seizures involves responding in ways that can keep the person safe until the seizure stops by itself. Your role is critical in successfully managing such issues should they arise:

- Keep calm and reassure other people who may be nearby.
- Prevent injury by clearing the area around the person of anything hard or sharp.
- Ease the person to the floor and put something soft and flat, like a folded jacket, under his head.
- Remove eyeglasses and loosen ties or anything around the neck that may make breathing difficult.
- Time the seizure with your watch. If the seizure continues for longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be injured, in pain, or recovery is unusual in some way, report this to responders.
- Do not hold the person down or try to stop his movements.
- Contrary to popular belief, it is not true that a person having a seizure can swallow his tongue. Do not put anything in the person's mouth. Efforts to hold the tongue down can injure the teeth or jaw.
- Turn the person gently onto one side. This will help keep the airway clear.

- Don't attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.
- Stay with the person until the seizure ends naturally and he is fully awake.
- Do not offer the person water or food until fully alert
- Be friendly and reassuring as consciousness returns.
- Offer to call a taxi, friend or relative to help the person get home if he seems confused or unable to get home without help.

Here are a few things you can do to help someone who is having a seizure that appears as blank staring, loss of awareness, and/or involuntary blinking, chewing, or other facial movements.

- Stay calm and speak reassuringly.
- Guide him/her away from dangers.
- Block access to hazards, but don't restrain the person.
- If he/she is agitated, stay a distance away, but close enough to protect him/her until full awareness has returned.

Consider a seizure an emergency requiring a 911 call if any of the following occurs:

- The seizure lasts longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be in pain or recovery is unusual in some way.
- The person has another seizure soon after the first one.
- The person cannot be awakened after the seizure activity has stopped.
- The person became injured during the seizure.
- The person becomes aggressive.
- The seizure occurs in water.
- The person has a health condition like diabetes or heart disease or is pregnant.



# SHELTER IN PLACE

Sheltering in place involves moving to a defensible space and making that space secure against a safety hazard. While we often think this applies to only shooters or other dangerous people on campus, it also applies to certain chemical or biological substance spills on area roadways, the conditions of which may preclude evacuation.

## Notification

While an emergency situation may occasionally be obvious by the smell of a chemical or the sound of a gunshot, the more likely way you will find out about an emergency situation that will require a shelter-in-place order will be by notification through our “COC Alert” system.

It is important to note that the wide variety of cell phone providers available today have different coverage patterns, so it is probable that you may receive a cell phone notification while someone sitting next to you (with another provider) may not.

In the interest of safety, please make sure you call out to those around you that you have received an emergency message requiring immediate action and follow the instructions given.

## Shelter in place basics:

1. Go to a room you can lock. Discuss this with your students during the first day of class, for each of your classes.
2. Lock the door if possible, otherwise move heavy furniture in front of the door and/or secure the door any way you can.
3. Close any exterior blinds.
4. Turn out the lights.
5. Turn off ringers on phones, turn off radios, remain quiet. (At night, keep phone “glow” to a minimum).
6. Remain in place until law enforcement or a campus authority known to you (including an ENS message), gives the “all clear.”
7. Follow all directions received from campus Emergency Notification System “COC Alert.”
8. For a chemical spill, follow the additional instructions in the Chemical and Hazardous Materials section of this plan.
9. For a shooter or other law enforcement action, follow the additional steps in the Shooter section of this plan.



# SHOOTER

While every situation regarding guns and potential shooters is impossible to predict, law enforcement has provided us with a simple philosophy to consider for these situations.

- **Run**
- **Hide**
- **Fight**

**On our campuses, we have interpreted this to mean:**

1. Run to the safest place to hide.
2. Hide yourself and others the best you can, using the resources at hand.
3. Have a plan to fight as a last resort if the gunman(men) enters your space.

Hiding generally entails an action called **Shelter In Place**.

**If YOU are INSIDE a building:**

In addition to the basic shelter in place procedures:

- Have one person in the room call 911 and provide info requested by dispatcher.(If the shooter is in your building and you have not received a COC Alert message.)
- Remain in place until police or a campus authority known to you gives the “all clear.” Do not be misled by a clever shooter posing as a law enforcement officer.
- Follow all directions received from campus Emergency Notification System “COC Alert” messages.
- If the shooter manages to enter your space, have a plan of action in place to neutralize the shooter. This plan should be designed to disarm and hold the shooter by whatever means is necessary.

Since “shooter” scenarios may involve more than one gunman, simply fleeing a classroom or building could increase your risk. In general, only leave a building if you are told to do so by law enforcement, a campus official known to you or official “COC

SHOOTER continued on next page



# SHOOTER

Alert” messaging.

## **If YOU are OUTSIDE on campus:**

- Run away from the sound of gunfire.
- Seek the nearest structure for shelter.
- If in a parking lot, return to your car, lock it and hide on the floor.
- Do not try to drive off campus. A gunman may focus on a moving car as a target AND law enforcement will be blocking exits in search of gunmen.
- Follow directions from “COC Alert” messages.

## **When Law Enforcement arrives:**

- Officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of additional officers will follow the first team into secured areas and remove injured persons.
- Officers may shout commands and may push individuals to the ground for their safety.
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep your hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and yelling
- 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 area authorities have designated.

## **Students with Disabilities:**

- Assist people with special needs as best you can by helping them to hide out and shelter-in-place until the situation has been resolved.

# SUSPICIOUS PACKAGE OR MAIL

## Profile of suspicious packages or mail

- Excessive postage, no postage, or unusual stamps.
- No return address, return address that does not match the postmark, or a return address that is not familiar to the person receiving the item.
- Address irregularities, i.e. a title with no name; the wrong title.
- Badly typed or poorly written addresses.
- Misspelled words.
- Restrictive markings or special handling instructions, such as “Personal,” “Confidential,” “Special Delivery,” “Open by Addressee Only,” etc.
- A rigid or bulky envelope.
- Oddly shaped, unevenly-weighted, lopsided, or lumpy package or envelope.
- A strange odor coming from the package or envelope.
- Oily stains or discoloration on the package or envelope.
- Protruding wires or tinfoil.
- Over-wrapping with excessive securing material such as tape or string.
- A package left by an unknown person.
- A package that is left in an unlikely place.

## If you find a suspicious package or mail

### Response:

1. Anyone handling packages or mail on District Property should either wear surgical-type protective gloves or have them immediately available.
2. IMMEDIATELY notify a supervisor and the Campus Safety Office.
3. Put the package or envelope down on a stable surface; do NOT sniff, touch, taste, shake, open or come into contact with any power or fluid that might have spilled.
4. Evacuate the immediate area, close the doors and ensure that no one else enters but Campus Safety and/or first responders.
5. If possible, shut off the ventilation system.
6. Turn off two-way radios and base stations if wires/tin foil or other indications of an explosive device exist.
7. Wash hands with soap and warm water.
8. DO NOT CLEAN UP suspicious powders or other residue.
9. Remove contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. Give to emergency responders.
10. Create a list of all people who were in the area or who may have come into contact with the package/envelope since its arrival on campus.
11. Remain alert for similar packages or envelopes in the same batch or in later deliveries.

# UTILITY FAILURE

## When a power failure occurs

### Response:

1. Remain calm.
2. Emergency lighting will activate.
3. Campus emergency generators will activate (key systems).
4. Elevators should automatically descend to the lowest level and open.
5. Electronic door access system will continue to function.
6. Heating and AC system blowers will shut down.
7. Fire alarm system will continue to function.
8. Should fire alarms sound, follow normal building evacuation procedures.
9. If no alarm sounds, no immediate danger exists, and if you determine you can continue your work safely, remain where you are and await clarifying information.

## When a gas leak occurs

### Response:

1. If you detect a strong odorized natural gas smell, move to a place where the aroma is not detected and notify Campus Safety immediately.
2. Do not switch on lights or any electrical equipment.
3. Extinguish all flames and sources of ignition.
4. Evacuate the area and notify others in your building.
5. Prevent others from entering the building.
6. Wait at the evacuation site until Campus Safety or response teams arrive. Provide them with complete information.

## When the water supply is interrupted

### Response:

1. The facilities department will assess the situation and potential impacts to the campus.
2. Information and/or direction will be provided to all affected groups and individuals.

# VIOLENT OR THREATENING BEHAVIOR

## When violent or 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 at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

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 plan.



# WILDLIFE INTERACTIONS

**Please let our wildlife stay wild! Don't feed them, approach them, touch them, or otherwise interfere with them!**

College of the Canyons' two campuses comprise more than 220 acres of land and are (or were) the habitats of a variety of wildlife. They are also adjacent to some wild lands from which visitations of wildlife sometimes occur. Some of the wildlife that may show up on our campuses are:

- Bats
- Bees
- Bobcats
- Cougars
- Coyotes
- Owls
- Raccoons
- Snakes
- Spiders
- Tarantulas

**If you encounter wild creatures on our campuses:**

- It is best to simply stay away from them and, in the case of animals that may cause a safety issue, to call the switchboard or campus safety and make a report.

**Valencia – Dial “7”** from any campus phone extension or call Campus Safety at **(661) 510-3882**

**Canyon Country – Dial “77”** from any campus phone extension (The CCC Safety office phone number is **(661) 362-3977**)

**What are the risks?**

**Bats:** All bats are protected species in California. Despite that, recent years have shown a marked increase of rabies in bat populations. Each year a number of rabid bats have been positively identified in Santa Clarita. Any bat that is active by day or is found in a place where bats are not usually seen, or any bat that is unable to fly and is easily approached could very well be rabid and needs to be reported.

**Bees:** There are a number of bees and wasps that you may come across on our campuses. Of particular note are the reports of Africanized Honeybees (AHBs) in Southern California. These bees are aggressive. Move to an enclosed, safe space, and report immediately.

**Bobcats:** Bobcats are solitary animals and attacks on humans are rare. However, if you observe a bobcat that seems aggressive, it could be sick or rabid. Make loud noises and wave your arms while retreating to a safe place.

**Cougars:** Cougars are generally quiet, solitary and elusive. They typically avoid people. While they once were frequent visitors to our campuses, their food supplies have dwindled and, therefore, sightings have been few and far between. If you encounter a cougar, do not run; instead, face the animal, make noise and try to look bigger by waving your arms; throw rocks or other objects. Pick up small children. Report the sighting.

**Coyotes:** The presence of coyotes is a fact of life in Southern California. If you encounter them on campus let them know they are not welcome; make loud noises; throw rocks; don't let them get near you. Report the sighting.

**Owls:** Owls are a protected species. We have had a number of nests on campus over the years. Owls feed on rodents that are plentiful on campus and can often be seen in the early evening hours. Please report any harassment of owls or anyone disturbing their nests.

**Raccoons:** Raccoons are known carriers of rabies, canine distemper, encephalitis, mange and a host of other diseases/disorders. They can also be infested with fleas, ticks, lice and mites that are known transmitters of disease. Unfortunately, the Santa Clarita Valley is a robust habitat for these creatures and many of them frequent both campuses. Steer clear of them and report any unusual encounters.

**Snakes:** California has a variety of snakes, most of which are non-poisonous. The exception is the rattlesnake. Rattlesnakes have been found, from time to time, on both of our campuses. They are most active in spring and summer when temperatures are in the 80s. Be careful when walking in dirt or overgrown areas of our campuses or near water sources when it is hot outside. It is best to treat all snakes as dangerous, give them a wide berth, report what you've seen, and let a snake-handling expert deal with them.

**Spiders:** The spiders of primary concern for our campuses are the black widow and a relative newcomer to Southern California, the brown widow spider. The black widow's venom is the more powerful of the two and is the only spider whose venom is termed "medically significant" to humans. The body of an adult black widow spider is about half an inch long; is normally shiny black with a red hourglass marking on the underside of the abdomen. The venom of a black widow contains a neurotoxin and can be extremely harmful to humans. The bite of the female black widow is three times more potent than their male counterparts. Bites generally include one or two bite marks and local swelling. Pain usually progresses from the bite site and eventually to the abdomen and back. Report all black widow spider sightings.

**Tarantulas:** Tarantulas have been found on the Canyon Country campus since its inception in 2007. They are seen more frequently in the spring when they become more active. They are brown and black with hairy legs and are generally a couple of inches across. They are venomous, but their venom is weak, used primarily for stunning prey. There are cases where humans have been bitten, resulting in mild pain, with swelling and soreness around the bite. It is best to steer clear of tarantulas and report any sightings of them.



# "IF YOU SEE SOMETHING, SAY SOMETHING"

College of the Canyons campuses are bustling, vibrant and dynamic communities. Each day brings thousands of activities and personal interactions enjoyed by the college community.

Unfortunately, the demands and pressures of contemporary life can, from time to time, cause stresses that push some people to their emotional limits.

If you happen across individuals who are acting in a threatening manner, fantasizing in an extreme way about guns or other weapons, are expressing themselves with extreme anger against faculty, other students or the administration, or situations that are degrading to a point where an individual's safety or our collective safety is at risk, call the Switchboard or Campus Safety immediately.

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**Please don't put yourself in the position of "wishing" you had said something AFTER a violent event takes place.**



# BE READY TO RESPOND

Office Emergency Kit should include:

- Battery-powered or hand-cranked powered radio (AM/FM)**
- Drinking water**
- Duct tape**
- Dust masks**
- Emergency whistle**
- First-aid kit**
- Flashlight or emergency light sticks**
- Food bars (2400 calories)**
- Gloves (heavy-duty work)**
- Hammer**
- Latex gloves**
- OSHA-approved hard hat**
- Pen/pencil and notepad**
- Plastic sheeting (roll), Opaque (not clear)**
- Pry bar/crow bar**
- Safety goggles**
- Sanitation supplies (toilet paper, hand gel, wet naps, personal hygiene)**
- Scissors**
- Shoes (closed toe, heavy soles)**
- Solar blanket**
- Waterproof rain poncho**



# NOTES



SANTA CLARITA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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