

# STUDENT *Guide*

## *to Campus Emergencies*



### **Valencia Campus**

26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

Call from off campus:

**(661) 259-7800**

### **Canyon Country Campus**

17200 Sierra Highway  
Santa Clarita, CA 91351

Call from off campus:

**(661) 362-3800**

Emergency Operations Plan:

**[www.canyons.edu/emergency](http://www.canyons.edu/emergency)**

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## About this book

Safety is a top priority at College of the Canyons. We have a well-trained and effective Campus Safety team, and we enjoy close proximity and excellent working relationships with local first responders.

An important element that contributes to our outstanding safety record is the concern and involvement of all parts of our campus community: faculty, staff, students and other stakeholders.

As we read about challenges that college campuses have experienced around the country in recent months and years, we know that we need to remain vigilant – all of us – and be ready to respond if crisis strikes.

In that regard, we have trained faculty and staff with appropriate ways to respond in a wide variety of emergency situations. That training, however, will be exponentially more effective if you – our students – also know what is expected of you when an emergency situation develops.

Please take the time to read and understand this booklet and ask questions during your first days of classes so you understand your role in response actions wherever you happen to be on campus when crisis strikes.

The topics that follow are not intended to scare you in any way, but to empower you to react in the best possible manner.

Many of the topics simply address the fact that we live in Southern California: earthquakes, wild land fires, wildlife issues, and the like. With Interstate 5 and State Route 14 passing quite close to our campuses, we have acknowledged the potential impact of chemical spills, severe traffic tie-ups, etc.

And, finally, other topics have been forced into our collective consciousness as a result of an increasingly stressful world: bomb threats, shooters, behavior problems, etc.

Regardless of the nature of the events, it is best to know how the college will react and what your role is. In most emergency situations you will take one of two actions: evacuate or shelter in place. These actions are discussed in-depth on the following pages.

\*\*\* The information in this handbook is a derivative of the Santa Clarita Community College District's Emergency Operations Plan (EOP). For more in-depth information you may access the EOP at: [canyons.edu/Offices/CampusSafety/Documents/EOP2015.pdf](http://canyons.edu/Offices/CampusSafety/Documents/EOP2015.pdf)

First responders tell us that while many emergency situations have similarities, no two are exactly alike. What may work in one situation, may not in another. *Therefore we believe that helping you to think through workable solutions to unique circumstances is more useful than following a set of proscribed actions that may not fit the situation.* The ideas we provide in this booklet reflect “best practices” we’ve gleaned from experts and events that have transpired across the country. The caveat is that they should always be tempered with a healthy dose of situational awareness and common sense.

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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 carry out response activities such as notifying students about the event and actions to take.

### Notification to Students:

While many emergencies will be self-evident, i.e. earthquakes, fire, unusual weather, explosions, etc., some emergencies may not because they may be happening within a building, on a distant part of the campus, or even off campus. In those cases, the College has purchased a “cloud-based” **Emergency Notification System (COC Alert)** that uses text messages, emails, voicemails and other means to notify the campus community about the nature of an emergency situation and any initial actions to take.

Periodic message updates utilizing the ENS system will keep you informed about the situation until the emergency is resolved.

The system uses data **you** have entered on “My Canyons,” so please make sure your cell phone numbers and email addresses are up-to-date.

# BUILDING AND CAMPUS EVACUATION

## Building Evacuation

### Response:

1. Each classroom on campus has a poster showing a schematic of the building floor you are on, the general area and a recommended evacuation route.
2. Take the time to know your primary evacuation route and scope out an alternative route if, for some unforeseen reason, the primary is unusable.
3. Know where your evacuation gathering site is and proceed there quickly
4. You may not be returning to the building so take car keys, purse, cell phone, medication, glasses, flashlight, wallet, etc.
5. 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.



## Campus Evacuation

### Response:

1. Drive carefully through campus parking lots.
2. Drive to the nearest campus exit, even if it may not be your usual exit.
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:

**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

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 hear or receive a threat call, note, email, Facebook, Twitter, etc.

### Response:

1. Notify Campus Safety Immediately.
2. Try to remember what was said:
  - Where is the bomb located?
  - When is it set to explode?
  - What kind of bomb is it?
  - What does it look like?
  - Did he/she place the bomb?
  - How many devices are there?
  - Why is he/she doing this?
  - Did they identify themselves by name? (even a false one!)
4. Try to remember 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 threat and the means that it was made: overheard, email, Facebook, twitter, phone call, text, etc.

# CHEMICAL AND HAZARDOUS MATERIALS

## Minor Chemical Spill (on-campus source)

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. Avoid direct contact with the spilled material.
2. Do not walk through, or otherwise come into contact with the spilled material.
3. Follow faculty directions.

## Major Chemical Spill (on-campus source)

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. Evacuate the building.
2. Follow all instructions.

## Major Chemical Spill (off-campus source)

### Response:

1. You will likely receive information via the COC Alert system.
2. One of two actions will likely occur:
  - a. Evacuation with special, specific instructions.
  - b. Shelter in place – Chemical
    - Enter the shelter-in-place room and shut the door.
    - Shut and lock all outside doors and windows.
    - Turn off the air conditioner or heater.
    - Turn off all fans.
    - 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

As you know, earthquakes can vary widely in size and intensity. Our campuses are modern and have been built to sustain considerable shaking – even in quakes that are magnitude 6.5 and above. However, smaller quakes may cause bookshelves to fall, desks to move, and other unpredictable movement of furniture and equipment.

How we choose to react to earthquakes is a judgment call, but we hope that most people will use common sense and act with the safety of themselves and others in mind.

## Best practices for larger earthquakes

### 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 to your designated evacuation site.
  - You may not be returning to the building, so take car keys, purse, cell phone, medication, glasses, flashlight, wallet, etc.
  - 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.
4. Do not enter or exit the building DURING the shaking.
5. Assist persons with disabilities.
6. Be prepared for aftershocks.
7. Await additional instructions from the Incident Commander at your pre-designated evacuation site.



# EMERGENCY NOTIFICATION SYSTEM (ENS) "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. The 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 one or more of the following possible contact methods:

- Voice message to your cell phone
- Text message to your cell phone
- Email to your personal account
- Voice 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 reflects the most current information.

## How do I update my contact information?

1. Enter your My Canyons account.
2. Follow the prompts for updating your contact information.



# FIRE OR EXPLOSION

## If you encounter a fire or explosion

### Response:

1. Evacuate the building via the nearest, safe fire exit.
2. Sound fire alarms.
3. Notify leadership:



**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

4. Provide your name, location and the extent of the problem.
5. 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.
6. 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.
7. Do not use elevators.

## 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 and go to the pre-designated evacuation location.

## 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.

# MEDICAL EMERGENCY

## Minor injury or illness

### Response:

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

**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

3. Whether someone goes to the Student Health and Wellness Center or not, the details of any injury that occurs on college property should be reported to the Health Center and to Campus Safety within 24 hours.

## Major, severe or critical injury, or illness

YOU may be the first person to come across a severely injured person or persons on campus. Medical distress may be from a car accident, to other types of accidents or human-related situations. Historically, we have experienced people who have been cut and are bleeding; people who experienced seizures, heart attacks or other ailments; people who have medical conditions resulting in the need for immediate medical attention; and other unpredictable situations.

### Response:

1. Notify leadership:

**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

# MEDICAL EMERGENCY (CONT'D)

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 IMMINENT 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.



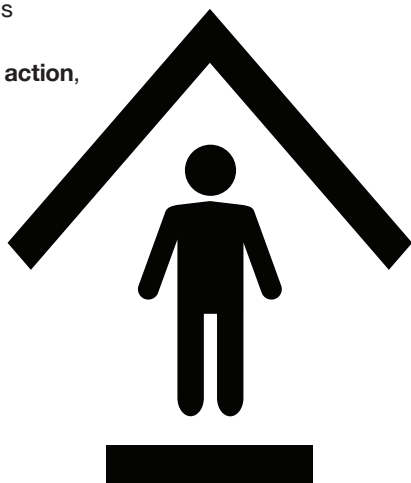
# SHELTER IN PLACE

You may be asked to “shelter in place” through a “COC Alert” message, or sheltering in place may be your immediate response to an unfolding situation in which that action is the best safety solution.

In general terms, sheltering in place involves moving to a defensible space and making that space secure against a safety hazard. While we often think this applies only to 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.

## Shelter-in-place basics:

1. Go to a room you can lock. Your instructors should discuss this with you 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 guide.
9. **For a shooter or other law enforcement action**, follow the additional steps in the Shooter section of this guide.



# 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. Always develop a plan to **fight** as a last resort if the shooter(s) enters your space.

## **Hiding generally entails “sheltering in place.”**

## **If you are inside a building**

### **In addition to the basic shelter-in-place procedures:**

1. Have one person in the room call 911 and provide information requested by the dispatcher. (If the shooter is in your building and you have not received a COC Alert message.)
2. 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.
3. Follow all directions received from campus Emergency Notification System “COC Alert” messages.
4. 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. Please take a few minutes to go online and review the video on potential actions you may take in a classroom to disarm and immobilize a shooter. It will empower you in ways you can’t imagine. Here is the link:

**<http://www.youtube.com/watch?v=r2tleRUBRHw>**

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

# SHOOTER (CONT'D)

## If you are outside on campus

### Response:

1. Run away from the sound of gunfire.
2. Seek the nearest structure for shelter.
3. If in a parking lot, return to your car, lock it and hide on the floor.
4. 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.
5. Follow directions from "COC Alert" messages.

## 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.
6. Remain at whatever assembly area authorities have designated until released.

### Students with disabilities:

- Assist people with special needs as best you can.



# 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 air-conditioning 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 odor 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 you receive additional directions.

## 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 via "COC Alert" messaging.

# 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 someone in authority:

**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

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.





# 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 cover 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.

**Communication Center/Switchboard:** "0"

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

## 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 Honeybee (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.

# WILDLIFE INTERACTIONS (CONT'D)

**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.

**SCORPIONS:** Scorpions are common to warm, dry climates, including the Santa Clarita Valley, and have been seen at the Canyon Country campus. They tend to hide under rocks, logs, and debris during the day and become active at night. While most species are not dangerous, their stings can cause localized pain, swelling, and allergic reactions. If you encounter a scorpion on campus, do not attempt to handle it. Instead, report the sighting to Campus Safety.

**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 1/2-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. 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.

# WHAT TO DO IF YOU HAVE BEEN THE VICTIM OF SEXUAL ASSAULT

**First - GET to a SAFE PLACE. Get away quickly. Call 911 or Campus Safety.**

## Things to think about:

### Evidence:

Preserving any physical evidence will help with your case.

Even if you're not sure if you're going to follow through on a report of the assault to law enforcement, it's a good idea to observe the following guidelines until you decide:

- ☐ It's important that you do not take a shower or a bath.
- ☐ If you did take a shower or bath, be sure to save the towel you used.
- ☐ Try not to eat, drink, smoke, brush your teeth, or take in anything by mouth.
- ☐ If possible, don't urinate or use the restroom.
- ☐ If you've changed your clothes, take all of the clothes you were wearing during the assault and put them in a brown paper bag.
- ☐ Don't douche.
- ☐ If you're on your period, keep the tampon or pad.
- ☐ If a condom was used and you can safely acquire it, save the condom.
- ☐ If it was a stranger assault, make a mental note of any items (such as furniture, the steering wheel, or a glass) the perpetrator may have touched.
- ☐ Don't drink any alcoholic beverages or use any drugs after the assault.
- ☐ If you were intoxicated and can't remember the assault, save any drinks you consumed that the perpetrator had access to.
- ☐ For now, limit your conversation with friends and relatives about the assault.
- ☐ Don't have any intimate relations until after the sexual assault exam.
- ☐ If you go to the emergency room, the exam should just be visual unless there is an immediate need for medical attention.
- ☐ If you choose to report the assault, report as soon as possible. Call 911 or the local Sheriff's Station at (661) 255-1121, and they will guide you from there.
- ☐ Preserve electronic evidence such as texts, emails, chats, posts, etc.

## Getting Help

Remember:

- ☐ It was not your fault.
- ☐ No matter what you did or didn't do, you didn't ask or deserve to be raped or sexually assaulted
- ☐ Call a friend, family member, or someone else you trust who can be with you and can give you support.
- ☐ It is a good idea to talk to a professional counselor to begin the healing process. You have bravely survived a trauma. Many trauma survivors experience Post Traumatic Stress Disorder. Without treatment, survivors often find themselves feeling depressed, anxious, or self-destructive. Counseling can help alleviate these symptoms and keep other ones from coming up.

## Resources:

Campus

- ☐ Counseling at College of the Canyons can be arranged by calling (661) 362-3259.
- ☐ Dean of Students Office: (661) 362-3260
- ☐ Vice President of Student Services: (661) 362-3292
- ☐ Academic Counseling/Advising: (661) 362-3288
- ☐ Campus Safety: (661) 362-3229
- ☐ Student Health and Wellness Center: (661) 362-3259

Community

- ☐ Strengths United (formerly Valley Trauma Center) – 24-hour hotline: (818) 886-0453 or (661) 253-0258.
- ☐ Santa Clarita Sheriff's Department: (661) 255-1121.

It's important to make sure that you are OK; this means medical attention is needed.

Places you can go include:

- ☐ Your family physician
- ☐ Planned Parenthood
- ☐ Local family planning clinic  
(Note that all medical providers are mandated reporters and will call law enforcement if they have knowledge of or suspect sexual assault.)

Law Enforcement

- ☐ Law enforcement may decide that a medical exam is needed to collect evidence. If so, they will call an off-campus Sexual Assault Emergency Response Team (SART) and drive you to a specially equipped hospital. You won't be going through this alone.
- ☐ When you get to the hospital, your advocate from the local rape crisis center will be waiting for you, as well as a sexual assault nurse examiner.
- ☐ If law enforcement requests the exam, California law states that you can't be billed for it.
- ☐ If you're not sure about reporting, Strengths United (formerly known as the Valley Trauma Center) has provided some resources to help you make an informed decision. To talk about it, call the 24-hour hotline at (661) 253-0258 or (818) 886-0453.

## WHAT TO DO IF SOMEONE YOU CARE ABOUT HAS BEEN SEXUALLY ASSAULTED

- ☐ The first and most important thing you can do is listen without blaming. The survivor is probably nervous to talk about what has happened and has chosen you as a person who can be trusted.
- ☐ You don't really have to say anything special; you just need to listen to as much as they want to say, express to them how much you love and care for them, tell them that you are honored that they would come to you, and, most importantly, tell them that they are not to blame.
- ☐ Once a survivor starts sharing, they may just tell a little, or they may tell a lot; it depends on many factors. Your role is just to listen without judgment.
- ☐ If the survivor shares something very graphic that is hard to listen to, you may share your feelings with them; however, it is VERY IMPORTANT that they know that you are just shocked and saddened by the horror of what they had to endure.
- ☐ Let them know that they have not changed in your eyes. If they wish to report the assault to law enforcement, they can call 911 or their local law enforcement agency, which will guide them from there.
- ☐ If the survivor doesn't know whether to report the assault or not, you can discuss their options with them, or refer them to the Strengths United 24-hour hotline at (661) 253-0258 or (818) 886-0453.
- ☐ Encourage them to make their own decision whether to report or not; don't make the decision for them.
- ☐ If the survivor chooses not to report, that is OK. Since the survivor is the person who will have to go through the sexual assault exam and possibly testify and recount the event with no guarantee of the outcome, it is important that they choose this option themselves.
- ☐ It is important that the survivor receive medical attention. Note that all medical providers are mandated reporters and will call law enforcement if they have knowledge of or suspect sexual assault; it is important that the survivor know this before making an appointment. They may choose to go to their family physician, Planned Parenthood, or a local family planning clinic.
- ☐ Should the survivor go to counseling? Again, this is an individual decision that only the survivor can make. You may want to encourage them to try it out, as it can help reduce symptoms of Post Traumatic Stress Disorder. Although counseling is not for everyone, most people find it beneficial.

### Confidentiality

- ☐ Any individual may make an anonymous report to the college concerning an act of sexual harassment, sexual violence, domestic violence, dating violence, or stalking. An individual may report the incident without disclosing their name or requesting any action. Depending on the extent of information available, the college's ability to respond to an anonymous report may be limited.

# COLLEGE OF THE CANYONS

## VALENCIA CAMPUS

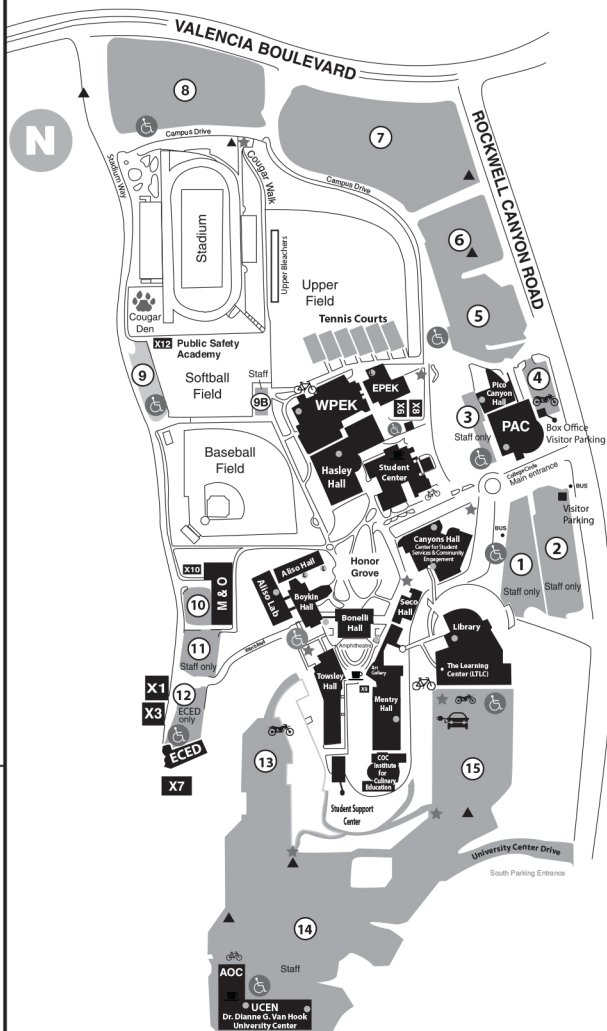
26455 Rockwell Canyon Road • Santa Clarita, CA 91355

(661) 259-7800

- |         |  |
|---------|--|
| ALLB    | Aliso Lab                                |
| ALLH    | Aliso Hall                               |
| AOC     | Academy of the Canyons – UCEN            |
| BONH    | Bonelli Hall                             |
| BYKH    | Boykin Hall                              |
| CHCS    | Canyon Hall                              |
|         | • Admissions & Records                   |
|         | • Counseling                             |
| ECED    | Early Childhood Education                |
| EPEK    | East PE                                  |
| HSLH    | Hasley Hall                              |
| ICuE    | COC Institute for Culinary Education     |
| LIBR    | Library                                  |
| LTLC    | The Learning Center (TLC)                |
| MENH    | Mentry Hall, Art Gallery                 |
| M&O     | Maintenance & Operations                 |
| PAC     | Performing Arts Center                   |
| PCOH    | Pico Canyon Hall                         |
| SCOH    | Seco Hall                                |
| STCN    | Student Center                           |
|         | • Cafeteria                              |
|         | • Bookstore                              |
| SSC     | Student Support Center:                  |
|         | • CalWORKs / EOPS                        |
|         | • International Students Program (ISP)   |
| TNS-CRT | Tennis Courts                            |
| TWSH    | Towsley Hall                             |
| UCEN    | Dr. Dianne G. Van Hook University Center |
|         | • AOC                                    |
|         | • Community Education                    |
|         | • Continuing Education                   |
|         | • College of the Canyons Foundation      |
|         | • Economic Development Division          |
|         | • Human Resources Office                 |
| WPEK    | West PE                                  |
| X1      | FS & ECE Annex                           |
| X3      | FS & ECE Annex                           |
| X6      | College Offices                          |
| X7      | FS & ECE Annex                           |
| X8      | Campus Safety                            |
| X9      | Veterans Affairs                         |
| X10     | Facilities Modular Office                |
| X12     | Public Safety Academy                    |

- |    |                                |
|----|--------------------------------|
| ▲  | Parking Permit Vending Machine |
| ■  | Visitor Parking                |
| ★  | Campus Directory Kiosk         |
| #  | Parking Lots                   |
| ♿  | Handicapped Parking            |
| ☕  | Coffee & Snacks                |
| ●  | Elevator / or Hand Lift (L)    |
| 🚲  | Bike Rack                      |
| 🏍️ | Motorcycle Parking             |
| 🔌  | Electric Charging Station      |

**SMOKING IS ONLY  
PERMITTED IN PARKING  
LOTS – more than 100 feet  
from any building.**



Map not to scale

# COLLEGE OF THE CANYONS

## CANYON COUNTRY CAMPUS

17200 Sierra Highway • Santa Clarita, CA 91351

(661) 362-2800

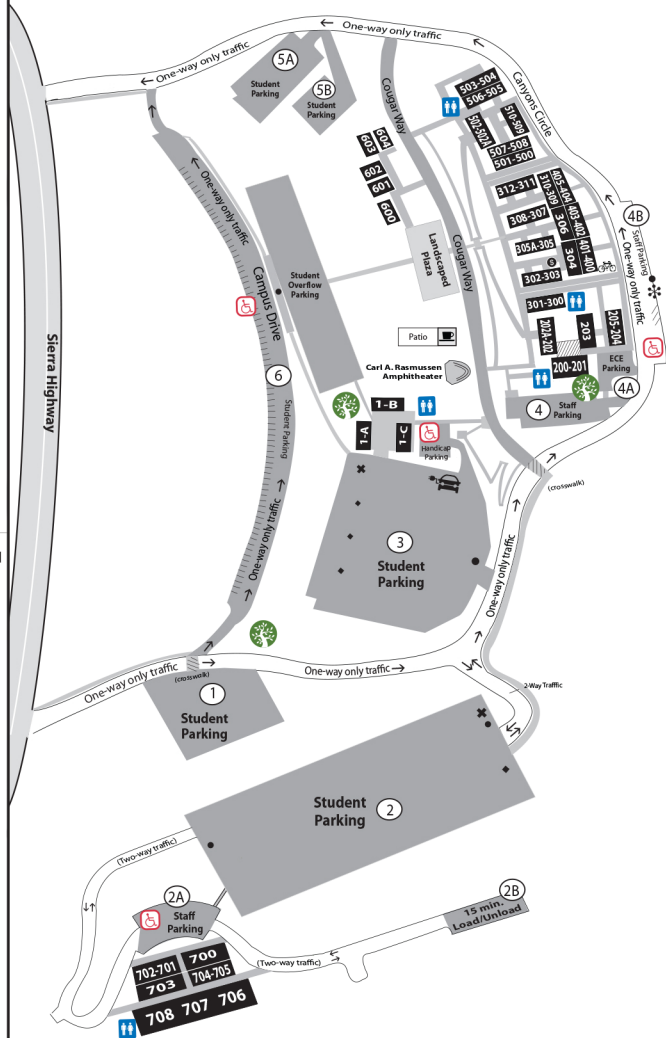
1-A	VP's Office, Counseling & Program Advisement, Financial Aid
1-B	Student Health & Wellness Center, EOPS, CalWorks, DSPS, Veterans & Adult Reentry, Computer Lab, Assessment Center
1-C	Admissions & Records, Dean's Office, Student Business Office
200-201	Early Childhood Education (ECE)
202A	Job & Career Center, CWEE/Internships
204	ASG Student Computer Lounge
205	Faculty Offices/Tech Support
302	Student Study Lounge
303	Vending Cafe
304-305	Computer Lab
305A	TLC Testing
306	TLC Lab
307	Library
308	Skills 4 Success Lab
502A	Switchboard/Reprographics
507	Faculty Offices
600	Faculty Offices
<b>Applied Technology Education Center (ATEC):</b>	
700	Campus Safety, Campus Escort, Faculty Offices
703	Computer Lab
706	Auto Workshop
707	Plumbing Workshop
708	Solar/Alternative Energy Workshop

### Student Parking Lots: 2, 3 and Lower Road

- ✖ Parking Permit Vending Machines – Lots 2 & 3
- ♿ Handicapped Parking
- ♂ ♀ Restrooms
- ☕ Coffee/Food Services
- ◆ Motorcycle Parking
- 🚲 Bicycle Rack
- 🚌 Bus Stop
- 🔌 Electric Charging Station
- Campus Evening Shuttle Stops
- 💰 ATM Machine in Room 303
- 🌳 Campus Gardens

### Food/Vending Machines:

- Outside room 300; 311/312
- Room 303 Snack/Supply Vending Machines
- North side of room 508
- ATEC: Snack/Supply Vending Machines
- Cougar Way: Coffee / Food Services



# 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 encounter 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.

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

**Communication Center/Switchboard: "0"**

**Campus Safety/Valencia:** (661) 362-3229 (office); (661) 510-3882 (mobile)

**Campus Safety/Canyon Country:** (661) 362-3977 (office); (661) 666-8738 (mobile)

