

Emergency Notifications

Most public safety situations are managed at the scene through fire alarms, on-site safety personnel, residence hall staff, and other professionally trained personnel.

In the event of an emergency on campus, the college uses an array of electronic communication tools to keep the campus community informed and relay safety instructions. The modes of communication vary with the nature and severity of the situation.

When there is an immediate and time-sensitive threat to the campus community, emergency notifications are sent simultaneously via the **Yavapai College web-site, e-mail, classroom/desk telephones, campus voice mail, and mobile text messaging** (to those who subscribe). The **campus siren** may also be used.

This siren system is used when immediate and specific action by students, faculty, and staff could protect them from imminent danger. The siren may emit a continuous three minute sound followed by specific messages such as; severe weather warnings, emergency evacuations, lockdown, shelter in place, wild land fire and hazardous materials incident.

Fire

Response to Fire or Suspected Fire

1. If a burning odor or smoke is present, pull a fire alarm to activate the fire alarm system.
2. If possible, shut off gas in your area.
3. If you can help control the fire without personal danger and have received training, take action with available fire extinguisher or fire hose. If not, leave the area.
4. Never allow the fire to come between you and an exit.
5. Leave the building, checking as you leave to make sure everyone has left the immediate area. Close doors behind you to confine the fire.
6. Once you have evacuated the building, dial (928) 776-2185 and report the location of the fire and the material burning if known. Report this information to fire and police personnel as they arrive.

Response to Audible Fire Alarms

1. If the audible fire alarm sounds, evacuate the building following your evacuation route.
2. Leave immediately; do not delay to locate personal items.
3. Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
4. Use the nearest stairway. Do not use the elevator.
5. Accompany and assist persons with disabilities.
6. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
7. Once outside, move at least 100 feet from the building.
8. Meet at a predetermined location to account for all members of your department or division.
9. Return to the building only when given the "all clear" by college police or other proper emergency personnel. Do **not** assume that when the audible alarm ceases it is safe to enter the building. There are many possible reasons for the alarm to stop sounding.

Explosion

Chemicals, leaking gas, faulty boilers, or falling aircraft are some possible causes of life-threatening explosions.

If you hear or are in the area of an explosion:

1. Evacuate the building if the fire alarm sounds.
2. Dial 911 or (928) 776-2185.
3. Be prepared for possible further explosions.
4. Crawl under a table or desk.
5. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
6. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
7. Feel doors for heat before opening, and open carefully.
8. Watch for falling objects.
9. Do not use elevators.
10. Accompany and assist persons with disabilities.
11. Do not use matches or lighters.
12. Limit use of telephone to calls for emergency services.

Hazardous Material Spill

A hazardous material spill is a spill in which there is a significant amount of a hazardous material released or one in which the release of the substance cannot be controlled. Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 milliliters of sulfuric acid, more than one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other body fluids.

Hazardous Material Spill Response

1. If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of [water](#) for at least 15 minutes, then seek medical attention.
2. Dial 911 or (928) 776-2185 or Facilities at (928) 776-2180 (Prescott) or (928) 634-6556 (Verde)
3. Stop the source of the hazardous material if possible.
4. Evacuate the immediate area, closing doors behind you.
5. Unless trained, **do not** attempt to clean up the spill yourself.
6. Make yourself available to emergency personnel to supply critical information to aid in clean up.
7. Provide as much of the following information as possible:
 - o Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
 - o Has there been a fire and/or explosion?

Building Evacuations

To be prepared for an emergency, you should:

1. Recognize the sound of the evacuation alarm.
2. Follow your pre-determined evacuation routes.
3. Know at least two ways out of the building from your regular workspace.
4. Know the re-assembly area for the building you are in.

When you hear the evacuation alarm or are verbally instructed to begin evacuating the building:

1. Try to make sure that all members of your department hear the alarm and evacuate the area by quickly checking nearby restrooms, copier rooms, storage rooms, etc., as you exit.
2. Use the nearest stairway. Do not use the elevator.
3. Accompany and assist persons with disabilities.
4. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
5. Once outside, move to your re-assembly area staying at least 100 feet from the building. Follow the instructions of emergency personnel on the scene. Stay away from building entrances to avoid interfering with emergency personnel or equipment.

Violence on Campus

If you witness an act of violence on campus:

1. Get away from the situation as quickly as possible.
2. If you cannot get away, take cover to protect yourself.
3. Dial 911 or (928) 776-2185 to report the incident. If you are on campus and do not have a telephone, look for one of the emergency telephones located across campus. The emergency phones have a blue light on top and the word “emergency.” To use the phone, press the red button which has the same effect as dialing 911.

If a threat to human safety occurs on campus:

1. The campus emergency warning sirens may emit a continuous three-minute sound warning.
2. Information—including safety instructions for students, faculty, and staff—will be made available to the campus community through e-mail, opt-in text messaging, voice mail, the Yavapai College Web-site, and local radio and TV stations.

Updated information about the situation will be posted on the Yavapai College web-site as available.

Active Shooter Guidelines

How you respond to an active shooter will be dictated by the specific circumstances of the encounter. Keep in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and use these guidelines to help you plan a strategy for survival.

Active Shooter outside Building

- Stay out of open areas and be quiet as possible.
- Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials.
- Use any concealment available.
- Lock all doors and windows and turn off the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- Someone call 911 or (928) 776-2185 or 311 by using the campus phone, emergency phone or a cell phone. Advise the dispatcher on what's taking place, and inform him/her of your location; remain in place until the police or a campus administrator that you know gives the "all clear."
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

Active Shooter inside building

- Stay out of open areas and be quiet as possible.
- If an active shooter is in the same building you are, secure the room you are in by locking the door, taking cover and turning the lights off.
- Get everyone down on the floor and ensure no one is visible from outside the room.
- Use any concealment available.
- Someone call 911, 311 or (928) 776-2185. Advise of the incident and your location, remain in place until police or a familiar person arrives and gives the "all clear".
- Do not respond to any voice commands until you can verify with certainty.
- If you cannot secure the room, determine if there is a nearby location that can be reached safely and secured or if you can safely exit the building.
- When away from immediate danger, warn others and call for help.

Active Shooter in the Classroom or Office

- If an active shooter enters your office or classroom, try to remain calm, call 911 or (928) 776-2185 if possible, and alert police to the shooter's location;
- If you can't speak, leave the line open so the dispatcher can hear what is taking place.
- If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place.
- Do not touch anything that was in the area of the shooter because of possible explosives being left and crucial evidence being lost.

No matter what the circumstances

- If you decide to flee during an active shooter situation, make sure you have a plan and escape route in mind.
- Don't run in a straight line. Attempt to keep objects such as desks and fixtures between you and the shooter.
- Do not attempt to carry anything while fleeing. Move quickly.
- Keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to drive off campus until told it is safe to do so by police.

What to Expect from Responding Police Officers

- Police officers responding to an active shooter 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 responding officers will be from the College Police Department. Police from other agencies dressed in other uniforms will respond to assist. They may even be in civilian clothes and wearing an external bulletproof vest.
- Some officers may be dressed in Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.
- Regardless of how they appear, remain calm. Do as the officers tell you, and do not be afraid of them. Put down any bags or packages that you are carrying and keep your hands visible at all times.
- If you know where the shooter is, tell the officers.
- The first officers to arrive will not stop to aid injured victims; rescue teams composed of other officers and emergency medical personnel will follow the first team into secured areas to treat and remove injured persons.
- Keep in mind that 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 under control and witnesses have been identified.

Until you have been released, remain at whatever assembly point authorities designate

Violence in the Workplace

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and help to create a safer, healthier workplace for everyone.

If violence occurs or there is an immediate threat of violence:

1. Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area.
2. If possible, dial 911 or (928) 776-2185. Give College Police as many details as possible

Examples of Workplace Violence

- Threats, direct or implied
- Physical conduct such as pushing, shoving, or striking that harms or has the potential to harm people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance
- Conduct that creates an intimidating, offensive, or hostile environment

Potential Warning Signs

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

Risk Factors That Contribute to Workplace Violence

- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial problems

Workplace Violence Prevention

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.

- Refer employees exhibiting inappropriate behavior to the College's Employee Assistance Program.
- Do not hesitate to call the Yavapai College Police Department (928) 776-2185 for help.

Suspicious Object

A suspicious object is defined as any package, parcel, container, or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.

If you find a suspicious object:

1. Do not touch the object.
2. Move people away from the object.
3. Do not use portable radio equipment or cell phones within 100 feet of the suspicious object.
4. Dial 911 or (928) 776-2185 immediately to notify College Police.
5. Follow police instructions precisely.
6. Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

If a search of the building is conducted, you and other staff may be asked to accompany College Police officers since you are more likely to notice something out of the ordinary in your own area or facility.

Suspicious Mail or Package

Characteristics of a Suspicious Letter or Package

Some typical characteristics, which in combination may trigger suspicion, are:

- Restricted marking such as “Personal” or “Special Delivery”
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string

If you receive a suspicious letter or package:

- Do not try to open it.
- Isolate it.
- Call College Police at (928) 776-2185.

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call College Police at (928) 776-2185.

Stay at the scene to answer questions from College Police. If anyone enters the closed area in which the suspicious letter or package, that person should also stay at the scene.