

Yavapai COLLEGE life explored

EMERGENCY RESPONSE PLAN

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EMERGENCY CONTACTS

Local Police / Fire 911

Campus Police (Prescott).....(928) 776-2185

Campus Police (Verde Valley)(928) 634-6599

Poison Control Center 1-800-362-0101

Weather Alerts / Campus Closure Hotline.....(928) 445-7300

Facilities Management (Prescott)(928) 776-2180

Facilities Management (Verde Valley).....(928) 634-6555

Marketing & Communications (Media Calls/Public Information Officer)(928) 776-2067

Central Yavapai FIRE(928) 772-7711

Chino Valley FIRE(928) 636-2442

Clarkdale FIRE(928) 639-4591

Sedona FIRE(928) 282-7101

ACTIVE SHOOTER / HOSTILE INTRUDER

Quickly determine the best way to protect your life.

EVACUATE IF POSSIBLE:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide Out:

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action:

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.

Call 911 or Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley) when it is safe to do so.

LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous persons from entering campus buildings.

IF A LOCKDOWN IS ORDERED:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades and blinds, and avoid being seen from outside the room if possible.
- Monitor **alertYC** and email for updates and further instructions. A description of the actor will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to Campus Police.
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside at least 30 feet from the building.
- Once in a secure location, do not leave until receiving the “all clear” from a police officer, Public Safety officer, **alertYC**, email or website communication

FIRE

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- **Do not use elevators.**
- Feel doors before opening, and close doors and windows as you leave if safe to do so.
- Report the fire to Campus Police by calling (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley) or 911 once outside.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (e.g. a jacket or shirt) out window to attract attention.
- Remain at least three hundred (300) feet from the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized official deems it safe to re-enter.

BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller including:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did you place the bomb?
- How many bombs are there?
- What is your address?
- What is your name?
- Notify Campus Police by calling (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley) immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Be sure to inform Campus Police of any suspicious packages, items or people in the area.
- Follow instructions from first responders in regards to evacuation assembly areas.

SUSPICIOUS PACKAGE

- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify Campus Police at** (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.

CHEMICAL SPILL

- **Notify Campus Police** at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley) **immediately**.
- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- **Do not pull the fire alarm unless there is a fire.**
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by first responders.

EMERGENCY NOTIFICATION

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus.

- **alertYC:** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts. Students, faculty, and staff are automatically entered into the **alertYC** system. Please contact the Prescott Technology Helpdesk at (928) 776-2168, or in the Verde Valley Area at (928) 649-5558, or toll free at (855) 848-5017 for more assistance.
- **Campus Siren:** This 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 incidents.
- **Risk Management Website:** Safety and preparedness information is posted on YC Risk Management's web page on the www.YC.edu site.
- **Yavapai College Website:** Emergency notifications, campus closures, etc. appears in a box atop all YC website pages.
- **Email:** Broadcast emails are sent to Yavapai College students, faculty and staff. Anyone who has provided YC with their outside email address will receive an email notification via that email address, as well.
- **Telephone:** As appropriate, the YC system calls the classroom phones throughout the district with the emergency message.
- **Social Media:** Emergency notifications and updates are posted on the YC Facebook (facebook.com/YavapaiCollegePrescott) and Twitter (twitter.com/yavapaicollege) accounts.

EVACUATION

BUILDING EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized college official such as Campus Police or a Public Safety officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. **Do NOT use elevators.**
- Remain at least three hundred (300) feet outside of the building at a designated assembly area and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized college official deems it safe to re-enter.

LARGE-SCALE EVACUATION

- If evacuation of part or all of the campus is necessary, monitor alertYC, e-mail and www.YC.edu for additional information.
- If necessary, those in need of transportation will be directed to areas to await transport to an off-campus site.

EVACUATING THE DISABLED

Pre-Planning is Important. If you may need assistance evacuating in an emergency, you should pre-plan and contact the Office of Disability Resources at (928) 776-2085 or Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).

- Evaluate your need to identify as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:
 - Being carried – You have a chance to get out but you and/or your helpers may be injured in the process.
 - Evacuation chairs – Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you. These take practice to use safely, however, and the device has to be nearby.
 - Areas of Refuge – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel that you may be injured if you evacuate using the stairs; however, they are typically not available in older buildings and you may be overcome by smoke before getting help from rescue personnel.
 - Uses of elevators – Elevators are useful in non-fire emergencies however they are shut down automatically if the fire alarm is activated. The elevator shaft can also become a chimney for smoke and the power can go out, leave the elevator stuck between floors.

Evacuation Procedures

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
- If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area.
- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.

MEDICAL EMERGENCIES

- Do not move a seriously injured person unless there is a life-threatening situation.
- Call 911 or Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).
- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim. A campus police officer will respond immediately to the scene and will summon additional medical personnel if necessary.

REPORTING CRIME

All crimes should be reported to the Campus Police Department at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).

If you witness a crime in progress call Campus Police immediately. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until an officer contacts you unless it is not safe to do so.

SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others into the building will not jeopardize your safety.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor **alertYC** and email for further instructions.
- Report any emergency or unusual condition to Campus Police.
- Do not leave the building until receiving the “all clear” from a police officer, Public Safety officer, **alertYC**, email or website communication.

WINTER STORM

Yavapai College implements the following procedures for announcing operational changes during periods of inclement winter weather:

- The College President or her designee will determine whether to issue a 2 hour delay or a full district closure due to inclement weather.
- If Prescott Campus is the only campus affected by the weather, a full district closure will be issued.
- Closings and delays are announced using the following methods:
 - **alertYC**
 - Local Radio Stations
 - Emergency/Weather closing hotline at (928) 445-7300
 - Yavapai College website
- Do not come to campus when a weather-related closing is announced. Employee access to inner-campus is typically limited to emergency vehicles and snow removal personnel.
- If a weather closing is possible, take any needed items from campus in advance as you may not be permitted to enter until snow removal is complete.

SEVERE WEATHER

Severe Weather

- Move to safe area (internal area of building)
- Remain calm
- Do not use elevators
- Assist mobility assisted persons
- Close all doors on the way to the designated area
- Take cell phone with you
- Floor wardens will bring emergency kits
- Campus Security Authority, or designee, will take Roll Call in safe area
- Remain in this location until the “all-clear” signal is given by a member of the Campus Police

Tornado

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations, alertYC and weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or residence hall if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- Wait for an “all clear” notification prior to returning to your work area, classroom, or living area.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

Flood - gradual flood

- Move removable objects to the second or higher floors (higher ground)
- Unplug electrical equipment
- Remove cabinet drawers to a higher location
- Take this flipchart with you
- Evacuate the building as the Campus Security Authority or emergency personnel instructs

Flood - flash flood

- Evacuate and/or act in accordance with Campus Police or emergency personnel instructions

continued 

SEVERE WEATHER *continued*

Hurricane

- Secure any loose objects that may blow away
- Leave areas that may flood
- Stay indoors during high winds
- When advised, evacuate to sturdy buildings or public shelters
- Stay tuned to alertYC, radio/TV for instructions

STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley) or a member of the CARE Team at (928) 776-2273.

Quick Reference for Helping Students Having Difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

For more information on incident reporting, go to:

<https://www.yc.edu/v5content/student-services/codeofconduct.htm>

UTILITY / PHONE / IT FAILURE

Utility Failures

- Immediately report utility failures during regular work hours (Monday - Friday 7:00 a.m. – 4:30 p.m.) to the Facilities Management Office at (928) 776-2180.

Phone & IT Failures:

- Call the IT Help Desk at (928) 776-2168, 7days a week, 24 hours a day, to report an outage.

MEDIA CALLS

The Marketing and Communications Department serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Marketing and Communications Department. The Marketing and Communications Department speaks on behalf of the college and has the most accurate and up-to-date information available about an incident. In addition, Marketing and Communications works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from a media representative, please take the following steps:

- Direct all media inquiries to the Marketing and Communications Department at (928) 776-2067.
- To assist the Marketing and Communications Department in responding as quickly as possible, try to obtain the following information and forward it to Marketing and Communications:
 - The reporter's name and phone number
 - The media organization he/she represents
 - The type of information he/she is seeking
 - The reporter's deadline
- Regardless of the situation or what the media questions might be, don't say "No comment." A better response is "Thanks for calling. Allow me to refer you to our Communications Department, who handles media questions and they will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use any information that they obtain in their report.

CIVIL DISTURBANCE

Do not interact with participants (take their flyers, etc.)

- Should you witness an unruly crowd or one that threatens your safety, contact Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley)
- Close the drapes or shades
- Do not talk to media; Refer them to: The Media Relations Office at (928) 776-2067
- If you are outside the building, focus your attention away from the incident
- To prevent injury or erroneous arrest, leave the area of disturbance

If a demonstrator enters the premises:

- Keep calm, be courteous and avoid an incident
- Avoid actions or verbal responses that may inflame the situation
- Avoid arguing, making provocative statements or entering into a debate with the demonstrator as they have entered the property to propagandize, confront or agitate the building's occupants
- Let them make their point; frustrating them is dangerous
- Do not try to reason with them
- Contact Campus Police to have the individual removed
- If the situation becomes hostile, **See intruder tab**

Media Relations

- All media inquiries should be routed immediately to The Media Relations Office at (928) 776-2067.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger.

Immediately notify the Campus Police at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).

Be prepared to provide the following information:

- Location and room number of incident.
- Number of possible hostage takers.
- Physical description and names of hostage takers, if possible.
- Number of possible hostages.
- Any weapons the hostage takers may have.
- Your name.
- Your location and phone number.

IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched DO NOT resist. You will be taken to a safe area, where proper identification and status will be determined.

SEXUAL ASSAULT

Sexual assault is any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Included within this broad term are rape, attempted rape, statutory rape and incest, and, where active consent is absent, groping, forced kissing, sodomy, sexual assault with an object and fondling.

Reporting Sexual Misconduct

The College encourages students and employees to report incidents of sexual misconduct as soon as possible. To report such an incident, the victim may contact:

- Students: Title IX Coordinator for sexual misconduct incidents – 928-776-2129
- Employees: Director of Human Resources – 928-776-2217

Employees and students who have been the victims of sexual misconduct also have the option of reporting the misconduct to the Yavapai College Campus Police Department (311 from internal college phones or 928-776-2185) or local law enforcement officials (Call 911). Victims are not, however, required to report such conduct to law enforcement.

Victims of sexual misconduct should take care to preserve evidence of the misconduct. For example, victims should not shower, otherwise clean themselves before reporting the misconduct, wash their clothing or bedding, etc.

Filing a Complaint

A victim of sexual misconduct may file a complaint with:

- Students: Title IX Coordinator for sexual misconduct incidents – 928-776-2129
- Employees: Director of Human Resources – 928-776-2217

Any student or employee who becomes aware of an incident of sexual misconduct should contact:

- Students: Title IX Coordinator for sexual misconduct incidents – 928-776-2129
- Employees: Director of Human Resources – 928-776-2217

You will be offered advice and assistance to ensure that the College responds appropriately. The College may bring charges in the absence of a formal complaint from a victim.

For more information about the Yavapai College Sexual Misconduct Policy, go to:

<http://www.yc.edu/v5content/student-services/sexualmisconduct.htm>

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