## Glendale Community College District



## **Emergency Procedures Guide**



Glendale Community College Police Department 1500 N. Verdugo Rd. Glendale CA 91208

(818) 409-5925

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### INTRODUCTION

Emergencies can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. In times of crisis we all need to respond immediately to prevent and reduce the possibility of further accidents and tragedies and can do this effectively by following the Emergency Procedures Guide.

The information provided in this Emergency Procedure Guide is designed to coordinate with the Emergency Procedures Flipchart that is located in every classroom and throughout the campus. The Emergency Procedure Flipchart is utilized as a quick reference. This manual has been written to provide you with your own copy of the information contained in the Glendale College Emergency Procedures Flipchart. Please read this guide thoroughly and become familiar with its contents. Keep this guide for reference purposes and do not throw it away. When you become familiar with the information contained in this guide you will be better prepared to protect yourself other members of the campus community during an emergency.

It is very important to remember that this guide is designed to provide you with information that will help you deal with an emergency occurring on Glendale Community College District property. If you are at an off-campus location you should follow the emergency response procedures of that location.

For additional information on the Emergency Procedures Guide please contact the GCC Police at extension 5925 or (818) 409-5925.

## THE EMERGENCY PROCEDURES FLIPCHART

The Emergency Procedures Flipchart is located in every classroom and throughout the campus. Examples of emergency situations that may occur on campus are listed, on tabs, down the center of the flipchart. When a particular emergency occurs, <u>raise the tab directly above</u> the particular emergency and read the emergency procedure information. Follow the instructions and do not panic.

The following pages contain the identical information that is included in the Emergency Procedures Flipchart. The heading at the top of each page corresponds to a tab on the flipchart. This information is also listed in the same order.

## **EMERGENCY NUMBERS**

## **GLENDALE COMMUNITY COLLEGE**

Police (6am-12mid)	Ext. 4000
Cell Phone or Off-Campus	
Health Center (Accident-Injuries)	Ext. 5909
Facilities (M-F 7am to 4:30pm)	Ext. 5555
CITY OF GLENDALE	
Ambulance (Paramedic)	Dial 9+911
Fire Department (Including Toxic Spills)	Dial 9+911
Police	Dial 9+911

# REPORTING EMERGENCIES NOT COVERED ON THE FLIPCHART

The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone:

### **GCC POLICE**

Any campus phone...... Dial 4000 Off-Campus or Cell Phone...... Dial 818-409-5911

When calling, stay calm and carefully explain the problem and location to the police dispatcher.

Quickly notify your supervisor of the emergency and begin to take the appropriate action warranted by the situation.

REMEMBER TO KEEP YOURSELF AND OTHERS CALM

### **BUILDING EVACUATION**

Before an emergency, determine the nearest exit to your location ane alternate exits. Building evacuation routes are posted near each Emergency Procedure flip chart.

The **alarm system** will sound for any situation that requires complete evacuation of the building. This may include but is not limited to fire, threats of violence, gas leaks, and hazardous materials releases. It is important that all individuals completely evacuate the building during alarm situations. To facilitate a safe evacuation, the following procedures have been established.

#### When the alarm sounds, or when told to evacuate by a supervisor or Emergency Response Personnel:

- Stop all activities and promptly leave the area
- Secure sensitive material and money (if applicable) if safe to do so
- Make sure that nearby individuals are aware of the emergency
- Close doors and move toward the nearest marked exit corridor and/or stairway.
- Exit building you are responsible for your personal items (purse, coat, etc.)
- Do not panic stay calm do not run

#### \*\*\* DO NOT USE ELEVATORS \*\*

## 2. Proceed to designated assembly area or such areas as directed by Emergency Response Personnel

- Stay within your immediate work/class group
- Remain in the area until told otherwise by Emergency Response Personnel
- Re-enter building only when told to do so by Police or Fire Department

KEEP ACCESS CLEAR FOR ARRIVING EMERGENCY VEHICLES
DO NOT CONGREGATE IN ROADWAYS OR NEAR
BUILDING ACCESS POINTS

#### 3. Procedures for individuals with disabilities

- Individuals not able to descend the stairs will be instructed by the Emergency Response Personnel as to where to wait for assistance.
  - Able-bodied individuals will report locations of individuals requiring assistance to any college employee, who will notify First Responders/Incident Commander.

#### \*\*\* KEEP DOORS CLOSED \*\*\*

- Able-bodied persons should assist in the evacuation of the disabled. That assistance may be in the form of the following:
  - Be familiar with the disabled persons who are routinely in your area
  - o Inform hearing impaired/deaf persons that they should evacuate
  - Assist visually impaired/blind persons to evacuate
  - Assist persons in wheelchairs to evacuate
  - o In the extreme case where you must physically evacuate a disabled person, you should ask that person how to safely carry/assist them.

#### **Notes and Precautions:**

- All individuals should know where primary and alternate exits are located, and be familiar with the various evacuation routes available.
- Floor plans with escape routes, exit locations are posted in the buildings.
- All fires, even those that have been extinguished, must be reported to campus police immediately.
- At no time should information concerning the emergency be given to members of the news media. Contact with the media is limited to designated personnel.

## **EMERGENCY ASSEMBLY AREAS**

After evacuating a building or campus area you have the option to proceed to an assembly area for any medical or additional assistance that you may require. Parking Lot F (north side of campus), Football Field (south side of campus) and Vaquero Plaza (for east and west occurring incidents) are designated as the Emergency Assembly Areas. After an emergency occurs emergency personnel will be sent to the three Emergency Assembly Areas to assist you. One of the three areas may be deemed a more suitable location than the other two. If this is the case you will be escorted to the designated Emergency Assembly Area.

#### DESIGNATED EMERGENCY ASSEMBLY AREAS

Glendale Community College, Main Campus

- 1) North side of campus: Parking Lot F.
- 2) South side of campus: Football Field.
- 3) East and west campus: Vaquero Plaza.

#### Garfield Campus

- 1) Sidewalk area, adjacent to curb, on both sides of Garfield Avenue.
- 2) The GCC Police will block access to Garfield Avenue at Chevy Chase Drive and Adams Street. When this has been done, Garfield Avenue will become an additional Emergency Assembly Area.

#### Professional Development Center

The south parking lot, adjacent to Broadview Drive.

#### Other Off-Campus Sites

Glendale Community College District sponsored activities at other approved sites or at other educational facilities will assemble in accordance with the established practice of each of the approved sites or educational facilities.

## **EXPLOSION**

In the event that an explosion occurs on campus that could render a building unsafe, employees should take the following action:

- 1) Take cover under tables, desks or anything else that would protect against flying glass and debris.
- 2) Notify the GCC Police at extension 4000 or 818-409-5911 from any other phone.
- 3) Take immediate action to ensure your safety and the safety of others.
- 4) Evacuate according to the Emergency Procedure Flipchart.
- 5) If you do evacuate, go to an area upwind from the explosion site to avoid toxic fumes. If smoke is present stay low and exit by crawling on the floor to avoid breathing fumes.
- 6) Keep roadways and walkways clear for emergency vehicles.
- 7) Do not return to the building unless told to do so.

## SUSPICIOUS BEHAVIOR

Everyone is asked to assist the GCC Police in making the campus a safe place by reporting suspicious activity. If you observe a crime in progress, or any behavior you suspect is suspicious, immediately notify the GCC Police at extension 4000 or 818-409-5911 from any other phone. Attempt to observe and report as much information as possible. This includes what is occurring, the location and the physical description of those involved. If a vehicle is involved attempt to obtain the license plate number, vehicle description and direction and travel if you can do so in a safe manner.

#### DO NOT APPROACH OR APPREHEND THE PERSON(S) INVOLVED

The GCC Police will respond to the situation, take appropriate actions and investigate the incident. All college staff members should refrain from attempting to negotiate with the suspect(s) unless asked to do so by a police officer.

## **CIVIL DISTURBANCE**

Civil disturbances include threatening behavior and assemblies that disrupt the normal activities associated with a college. At times they can escalate to become riots. However, most campus demonstrations are peaceful and only occasionally become disruptive.

In case of a civil disturbance or demonstration:

- 1) If the GCC Police are not already present, call the police dispatcher at extension 4000 or 818-409-5911 from any other phone.
- 2) Avoid provoking or obstructing demonstrators.
- 3) Avoid the area of disturbance.
- 4) Continue with normal routines as much as possible.
- 5) If the disturbance is outside, stay away from doors and windows.

## HAZARDOUS MATERIALS EMERGENCY

Only trained and authorized personnel are permitted to respond to a hazardous materials incident. Any campus spillage of dangerous chemicals should be reported immediately to GCC Police at extension 4000 or 818-409-5911 from any other phone. When reporting, be specific about the hazardous materials that are involved and the location of the incident. GCC Police will respond to the scene, contact the proper authorities and summon medical personnel.

#### SPILLS OR LEAKS

- 1) Remove yourself from the area and keep others away. Do not touch any of the spilled substance. Try not to inhale gases and fumes. If possible, cover your mouth with a cloth while leaving the area. Stay with any accident victims until emergency response personnel have arrived.
- 2) If necessary, or directed to do so by GCC Police, activate the building alarm and follow the steps provided to you on the Emergency Procedures Flipchart.
- 3) Notify your supervisor and evacuate the building, alerting people as you exit. Assist the disabled in getting out of the building safely.

### AIRCRAFT CRASH

There is air traffic near Glendale Community College due to arrivals and departures from the Burbank, Los Angeles International, Van Nuys and Whiteman Airports. In the event of an aircraft crash or any other violent act that could render a building unsafe, employees should take the following action:

- 1) Take cover under tables, desks or anything else that would protect against flying glass and debris.
- 2) Notify GCC Police at extension 4000 or 818-409-5911 from any other phone.
- 3) Take immediate action to ensure your safety and the safety of others. Activate the fire alarm system, but do not compromise your safety.
- 4) Evacuate according to the Emergency Procedures Flipchart.
- 5) If you do evacuate, go to an area upwind from the explosion site to avoid toxic fumes. If smoke is present stay low and exit crawling on the floor to avoid breathing fumes.
- 6) Keep roadways and walkways clear for emergency vehicles.
- 7) Do not return to the building unless told to do so.

## NATIONAL DEFENSE EMERGENCY

The threat of a nuclear or terrorist attack is a distinct possibility. If an attack is imminent, a warning will be received from the North American Air Defense Command (NORAD) through the Civil Defense Warning system. In the event of an attack the GCC Police will evacuate the campus if appropriate. Turn on a radio or television to receive information and emergency broadcasts.

#### IN THE EVENT OF AN ATTACK

- 1) Take cover instantly! **Drop, Cover and Hold.**
- 2) Close your eyes.
- 3) Take cover in any protection area such as a building, basement or ditch.
- 4) Avoid windows or where glass is present.

After the shock wave, move inside a major concrete building and keep away from any outside exposure. If evacuation is ordered by the GCC Police, remain calm and evacuate in an orderly fashion. Remember to assist the disabled.

GCC Police will be in contact with Civil Defense Authorities to provide information and assistance.

#### FIRE

When a fire erupts inside a building the most important thing you can do is to get out fast! Never hide or take the time to gather up your belongings. In the event of a fire in your building follow the Emergency Procedures Flipchart.

Before a fire occurs, college faculty and staff should learn how to use a fire extinguisher and take the time to find the extinguisher closest to their work area.

#### IF YOU DISCOVER A FIRE

- 1) Manually activate the fire alarm system.
- 2) Immediately begin to exit the building and alert other employees, staff and students to evacuate utilizing the stairs. **DO NOT USE THE ELEVATORS.**
- 3) Contact GCC Police at extension 4000 or 818-409-5911 from any other phone.
- 4) Do not return to the building unless told to do so.

## IF YOU ARE TRAPPED IN A ROOM

- 1) Wet and place cloth material around or under the door to prevent smoke from entering the room.
- 2) Close as many doors as possible between you and the fire.
- 3) Move to a window where you can get the attention of people who are outside.

### **BUILDING UTILITY FAILURE**

The inherent danger during a major power outage is panic. Try to remain calm during a power outage. If utility failure occurs during work hours, immediately notify the Facilities Department at extension 5555. Keep flashlights and batteries in key locations throughout your work area.

#### WHEN A POWER OUTAGE OCCURS

- 1) Remain calm.
- 2) Follow directions on the Emergency Procedure Flipchart and contact the GCC Police at extension 4000 or 818-409-5911 from any other phone.
- Turn off all light switches, computer equipment, copiers, printers and other office equipment.
- 4) If the decision has been made to evacuate a building, seek out people that may be disabled and provide assistance.
- 5) Laboratory personnel should secure all experiments and unplug electrical equipment. Chemicals should be stored in their proper location.
- 6) Do not use candles or other types of open flame for lighting.
- 7) Do not use the elevators.
- 8) Once outside, move to a clear area and keep the roadway and walkway clear for emergency vehicles.

#### IF PEOPLE ARE TRAPPED IN THE ELEVATOR

- 1) Tell passengers to stay calm and that you are getting help.
- 2) Call GCC Police at extension 4000 or 818-409-5911 from any other phone.
- 3) Remain outside the elevator, reassuring the passengers, until the GCC Police or other assistance arrives.

## **EARTHQUAKE**

Earthquakes are inevitable. They strike suddenly, violently and without warning. You as an individual can make your home, school or workplace safer in the next earthquake by securing your building and its contents.

If an earthquake occurs while you are on campus, duck, cover, hold and try to remain calm. If you are indoors seek refuge under a desk or in a doorway. Protect your neck and head by getting in the fetal position, place your hands over the back of your neck and cover the sides of your face with your arms. Stay away from windows, where glass can shatter, and away from objects that could fall on you. Do not use the elevators.

If you are outside, move away from buildings, utility poles and other structures. Drop to your knees and get into the fetal position, close your eyes and place your hands and arms over the back of your neck for protection.

After the initial shock, if you need help contact the GCC Police at extension 4000 or 818-409-5911 from any other phone. Evacuate the building as soon as possible.

Be prepared for aftershocks! Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down.

#### BEFORE AN EARTHQUAKE OCCURS

We can't control earthquakes, but we can control our environment by taking a few precautions. Walk through your home and office to look for things that could fall, or possibly develop into a safety hazard, during an earthquake.

#### Examples:

- 1) Falling objects (pictures, items in cupboards and on shelves, ceiling fixtures, furniture, file cabinets and bookshelves).
- 2) Computers.
- 3) Swinging doors and broken windows.
- 4) Fires from broken gas lines and electrical short circuits.
- 5) Pipes.
- 6) Furnaces and water heaters.

## **BOMB THREAT**

Most bomb threats are hoaxes. Telephone calls stating that there is a bomb on campus usually are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms but should be handled in a consistent manner. Emergency personnel will respond to the bomb threat in a quick fashion to maintain campus safety and prevent unnecessary panic.

If you see a suspicious package or device do not touch or disturb the suspected bomb. <u>Immediately notify the GCC Police at extension 4000 or 818-409-5911 from any other phone</u>. Do not use radios or cell phones, these may activate some types of bombs.

#### IF YOU RECEIVE A TELEPHONE BOMB THREAT

- Stay calm, courteous and keep the caller talking. Ask for specific bomb location and time of detonation. Gather the following information:
  - a) When is the bomb going to explode?
  - b) Where is the bomb located?
  - c) What kind of bomb is it?
  - d) What does it look like?
  - e) Why did you place the bomb?
  - f) What is your name?
- 2) Keep the caller talking and record the following:
  - a) Time of call.
  - b) Age and sex of caller.
  - c) Speech pattern, accent.
  - d) Emotional state of caller and background noises.
- 3) Immediately notify the GCC Police at extension 4000 or 818-409-5911 from any other phone and give them the information. GCC Police

Officers and the City of Glendale Police Department will conduct a further investigation and assume responsibility.

#### MEDICAL EMERGENCY

First aid and medical emergencies do occur quite frequently on our campus. The person who is affected by the medical emergency should be evaluated and treated by a health care professional as soon as possible.

Take the following steps in the event of a medical emergency:

- 1) Notify the Health Center at extension 5909 or the GCC Police at extension 4000 or 818-409-5911 from any other phone immediately. Advise them of the location of the victim, nature of the injury and tell them who you are.
- 2) An ambulance may be summoned by anyone by dialing 9+911. However, it is recommended that you contact the GCC Police at extension 4000 or 818-409-5911 from any other phone. They will make arrangements for the most efficient entry of the emergency vehicles at a point that is close to the location of the incident.
- 3) Prior to taking any action, <u>CHECK</u> the accident scene for potential hazards in order to protect your personal safety. Then proceed and check the victim.
- To reduce the risk of infection, <u>WEAR LATEX GLOVES</u> and <u>WASH YOUR HANDS</u> before and after treating an open wound or handling any body fluids. Stay with the victim and reassure them that medical help is on the way.

## WHEN A MEDICAL EMERGENY OCURRS, CONTACT THE HEALTH CENTER OR GCC POLICE IMMEDIATELY

A list of serious injuries and initial first aid treatment follows. These measures should only be initiated when the GCC Police or the Health Center cannot respond to the accident scene due to the circumstances of the incident.

#### **AMPUTATION**

- 1) Control bleeding with direct pressure on wound or pressure points using clean materials available.
- 2) Elevate remaining body part.

Wrap separated part in moist dressing, place in plastic bag, place in ice water and transport it with the victim.

#### **BLEEDING**

- 1) Control bleeding with direct pressure on wound or pressure points using clean materials available.
- 2) Elevate wound above level of heart, if possible.

#### BURNS

First Degree (superficial redness)

- 1) Use cool water (pour over or immerse) to reduce pain.
- 2) Cover with moist sterile dressing.

Second Degree (open blisters) and Third Degree (charred or white)

- 1) DO NOT put water on burn.
- 2) DO NOT remove clothing sticking to heat burn.
- 3) Cover burn with dry sterile dressing.

#### Chemical Burns

- 1) Flush with water for 15 to 30 minutes (until all pain stops).
- 2) Remove all clothing on which chemical spilled.
- 3) Cover burn with dry sterile dressing.

#### **CHOKING**

- 1) Ask victim "ARE YOU CHOKING?"
- 2) If victim cannot cough, breath, or speak, ask "CAN I HELP YOU?"
- 3) If victim says "yes", or is unresponsive (implied consent), then perform abdominal/chest thrusts (Heimlich Maneuver) according to the American Red Cross or American Heart Association guidelines.

#### **DENTAL-LOSS OF A TOOTH**

- 1) Have victim bite on folded gauze to control bleeding.
- 2) Transport victim and tooth to dentist immediately to re-implant the tooth.

#### **ELECTRICAL SHOCK/BURN**

- 1) Check the scene for safety before proceeding.
- 2) Disconnect power source.
- 3) If no breathing or signs of circulation are present, administer rescue breathing or CPR following American Red Cross or American Heart Association Guidelines.

#### EYE INJURIES

#### Penetrating Object or Cut

- 1) Position victim on back
- 2) Do not try to remove penetrating object.
- 3) Use cup to protect impaled or injured eye.
- 4) Prior to transporting the victim, cover both eyes in order to avoid eye movement and possible further injury.

#### Chemical Burns

- 1) Flush eyes from nose outward with clean water for about 15 to 30 minutes.
- 2) Victims with chemical burns to their eyes should be evaluated by an ophthalmologist.

#### FAINTING OR LOSS OF CONSCIOUSNESS

- 1) If dizziness occurs, have victim sit down with head between knees or lie down.
- 2) If fainting or loss of consciousness occurs, lay person down with feet elevated and keep airway open. Turn the victim on their side and stabilize their head and neck by placing your hands along each side of the victim's head to prevent movement.
- 3) If no breathing or signs of circulation are present, administer rescue breathing or CPR according to the American Red Cross or American Heart Association Guidelines.

### FRACTURES, SPRAINS, AND STRAINS

- 1) Avoid movement of injured part.
- 2) Splint an injury in the position you find it, if necessary to move the person, immobilize fractured bone and joints above and below the fracture.
- 3) Apply cold pack to closed fracture, NOT an open fracture.
- 4) Control bleeding with pressure.
- 5) Cover open fracture wound with large clean cloth.

#### HEAD, NECK, AND SPINE INJURIES

- 1) Stabilize head, neck and spine as you found them placing your hands along each side of victim's head to prevent movement.
- 2) If victim is not breathing, perform rescue breathing or CPR according to the American Red Cross or American Heart Association Guidelines.
- 3) Do not move victim unless absolutely necessary.
- 4) If the airway becomes blocked by fluids, place victim on a backboard and turn victim on side.

#### HEART ATTACK/CHEST PAIN

1) Immediately notify the GCC Police and/or the Health Center.

- 2) If no breathing or signs of circulation are present, administer rescue breathing or CPR according to the American Red Cross or American Heart Association Guidelines.
- 3) Place victim in a comfortable position, sitting up if possible until emergency personnel arrive.
- 4) Loosen restrictive clothing.
- 5) Keep victim calm.

#### **OVERHEATING**

This can be a life-threatening emergency.

- 1) Get victim out of the heat and into a cooler place.
- 2) Cool the victim fast. Immerse in cool bath or wrap in wet sheets and fan victim.
- 3) Keep head and shoulders slightly elevated.
- 4) Give nothing by mouth.
- 5) Place victim on side if unconscious.

#### NOSE BLEED

- 1) Place victim in a sitting position with head forward.
- 2) Apply pressure by pressing the bleeding nostril toward middle of the nose.

#### POISONING

- 1) Place victim on side if vomiting, DO NOT INDUCE VOMITING; save vomit for testing.
- 2) Identify poison and send poison container or exact information with victim.
- 3) Find out if poison was swallowed, inhaled or absorbed.
- 4) Wash or brush poison from skin.

5) Remove clothing or other articles with poison on them.

#### <u>SEIZURES</u>

- 1) While waiting for emergency personnel, clear area of objects, ease person to the floor and place soft material under the victim's head.
- 2) Clear the area of all unnecessary people and begin to time seizure.
- 2) Do not restrain. Minimize touching and handling of the victim.
- 3) Do not place anything into the mouth.
- When seizure is over, position victim on side (unless there is a suspected spinal injury, see those recommendations) to allow fluid to drain from side of mouth.
- 5) If no breathing or signs of circulation are present, administer rescue breathing or CPR according to the American Red Cross or American Heart Association Guidelines.

#### SNAKEBITE

- 1) Check the scene for safety to prevent additional snakebites.
- 2) Keep victim calm.
- 3) Identify snake without endangering yourself.
- 4) Do not cut or suck wound.
- 5) Do not apply tourniquet.
- 6) Do not apply cold.

#### **UNIVERSAL PROTECTIONS**

Barrier protection should be used at all times to prevent skin and mucous membrane contamination with blood or other body fluids. The type of barrier protection used should be appropriate for the type of procedures being preformed and the type of exposure anticipated. Examples of barrier protection include disposable lab coats, disposable gloves (latex, nitrile or vinyl) and eye and face protection (mask or goggles).

## IF YOU DO NOT HAVE ACCESS TO THE LISTED UNIVERSAL PROTECTIONS, DO NOT INITIATE CONTACT WITH THE ACCIDENT VICTIM

Universal protection should include the following:

- 1) Gloves are to be worn when there is potential for hand and skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
- 2) Wear face protection during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose, and eyes.
- 3) Wear protective body clothing when there is potential for splashing of blood or body fluids.
- 4) Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
- 5) Wash hands immediately after gloves are removed.
- 6) When performing procedures, cleaning instruments, handling sharp instruments and disposing of used needles, be careful to avoid accidental injuries that can be caused by these instruments.
- 7) Used needles, disposable syringes, scalpel blades, pipettes, and other sharp items are to be placed in puncture resistant containers marked with a biohazard symbol for disposal.

## FOR FURTHER INFORMATION CONTACT THE HEALTH CENTER OR THE AMERICAN RED CROSS FIRST AID REFERENCE GUIDE

## DISABLED STUDENT AND STAFF EVACUATION

For use by Glendale College faculty and staff to safely evacuate disabled students and staff members from classrooms and buildings during an emergency.

Glendale College emergency personnel, faculty and staff are responsible for the safe evacuation of students and fellow staff members during an emergency. During an emergency, responsible college personnel should always **ASK IF ANY STUDENT OR STAFF MEMBER NEEDS ASSISTANCE**.

- 1. Ensure that disabled students and staff members have adequate help, especially people with communication, vision or mobility impairments. Ask the person how you can best assist them.
- 2. Make sure that disabled students and staff members get to a safe campus assembly area. Be aware that they may need additional assistance to their car, bus stop or pick up location.
- 3. Members of the college emergency team will be available at the designated assembly areas that are listed below and will be able to assist you.

#### DESIGNATED EMERGENCY ASSEMBLY AREAS

Glendale Community College, Main Campus

- 1) North side of campus: Parking Lot F.
- 2) South side of campus: Football Field.
- 3) East and west campus: Vaquero Plaza.

#### Adult Community Training Center

- 1) Sidewalk area, adjacent to curb, on both sides of Garfield Avenue.
- 2) The GCC Police will block access to Garfield Avenue at Chevy Chase Drive and Adams Street. When this has been done, Garfield Avenue will become an additional Emergency Assembly Area.

Professional Development Center

The south parking lot, adjacent to Broadview Drive.

#### WHEN ASSISTING VISUALLY IMPAIRED PERSONS

- 1. **Explain** the nature of the emergency. Alarms and commotion can confuse a person, even when they are familiar with the area.
- 2. **Guide** the person. Disabled people will take the guide's arm below the elbow and will follow.
- 3. **Tell** the person where you are as you walk.
- 4. **Advise** the person of any obstacles in their path.

When you have reached the designated assembly area:

- 1. **Orient** the person to where they have been taken.
- 2. **Ask** if they require any further assistance before you leave.

#### WHEN ASSISTING DEAF OR HARD OF HEARING PERSONS

In order to get the person's attention:

- 1. **Flash** room lights.
- 2. **Wave** your arms.
- 3. **Tap** the person's shoulder.
- 4. **Gesture** to inform the person as to what is happening and what to do, **OR**
- 5. **Write** on board or paper the nature of the emergency and the evacuation route.

#### WHEN ASSISTING MOBILITY IMPAIRED PERSONS

- 1. **ALWAYS** ask the person if they have special needs or advice on how you can help them.
- 2. **Individuals using wheelchairs** can be pushed or accompanied to safety.
- 3. **Individuals using canes, crutches or walkers** should evacuate themselves except in the event that rapid evacuation is deemed

essential.

- 4. Call the GCC Police, Disabled Student Services or other college personnel to assist you before transferring a person from a wheelchair or transporting a person utilizing a stairway; unless the situation is life threatening and immediate action is necessary.
- 5. **Special evacuation chairs** may be used for stairway evacuation or to transport injured or non-ambulatory persons. Contact the GCC Police if a stairway evacuation or victim transport is necessary.

# CLASS DISMISSAL EARLY RELEASE INFORMATION

#### Closing Due to Hazardous Conditions

The Superintendent/ President and staff of Glendale College strive to operate the college efficiently, safely, economically, and according to well-publicized predetermined schedules. On those occasions when hazardous conditions or other events indicate that the college should not be opened in the morning or forced to close early, timely notification will be given through the local news media to students, faculty and staff concerning the revised operating schedule.

#### Closing Before the Start of Instruction

Incidents affecting campus safety will be the primary reason for making a decision to close the college. The GCC Police Department will be responsible for collecting critical incident information and making recommendations to the Superintendent/President concerning the closing of the college.

#### **Delayed Start Procedure**

A Delayed start schedule will be used when it appears that an extra hour of time will allow for the critical incident to be resolved. The decision to enact the Delayed Start Procedure allows the college to hold classes instead of canceling the entire day of instruction. When a Delayed Start is announced, all classes will begin one hour later than usual. Dismissal will be at regular times.

## **WORKPLACE VIOLENCE**

#### 3510 Administrative Regulation

#### **Workplace Violence**

It is the policy of the Glendale Community College District to provide a safe educational and work environment free from violence and threats of violence. The District will not tolerate workplace violence of any type or from any source including, but not limited to, threatening or violent actions by employees directed at other employees, by employees against students, or visitors, and by students or visitors directed at or against District employees. Consistent with this policy, acts or threats of physical or psychological violence, including, but not limited to, intimidation, harassment, physical attack or property damage which involve or affect the Glendale Community College District, its students and/or its employees, or which occur on District property are strictly prohibited. Any District employee or student who violates this policy shall be subject to immediate and appropriate disciplinary action pursuant to the applicable employee or student discipline policies and procedures of the District, and may further be subject to such additional civil and criminal sanctions, including but not limited to, restraining orders, criminal charges, and civil law suits, as permitted by law.

#### **Definitions**

"Acts or threats of violence" means conduct against person(s) or property that is sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating educational and/or work environment for one or more District employees, students, or any other persons physically present on District property.

"Threat" means the expression of an intent to cause physical or mental harm or property damage which would cause a reasonable person, in the circumstances in which the expression of intent is made, to believe that he or she is under threat of injury to his or her person or property. An expression may constitute a threat without regard to whether the party communicating the threat has the present ability and/or the specific intent to carry it out, and without regard to whether the expression is contingent, or future.

"Physical attack" means unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

"Psychological" means conduct which does not necessarily constitute a threat of physical harm but which has the purpose of causing intimidation.

"Property damage" means intentional damage to property which includes property owned by the District, employees, students, visitors or vendors.

"Intimidation" means engaging in actions intended to frighten, coerce, or induce duress, and includes, but is not limited to, "stalking" as defined in Penal Code section 646.9.

"Harassment" means a knowing and willful course of conduct directed at a specific person or persons which seriously alarms, annoys, or frightens the person, and which serves no legitimate purpose.

This policy shall not be interpreted in a manner which interferes with or prohibits an individual's right to free expression consistent with constitutional guarantees, Board policies and administrative regulations.

#### **Examples of Workplace Violence**

General examples of prohibited workplace violence include, but are not limited to the following:

All threats or acts of violence occurring on District property, regardless of the relationship between the District and the parties involved in the incident. All threats or acts of violence not occurring on District property but involving an individual who is acting in the capacity of an employee of the District. Any threats or acts resulting in the conviction of an employee or agent of the District, or of an individual performing services on the District's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the District shall be grounds for action by the District.

Specific examples of conduct that may be considered "acts or threats of violence" prohibited under this policy include, but are not limited to, the following:

Hitting or shoving an individual.

Threatening to harm an individual or his/her family, friends, associates, or their property. The intentional destruction or threat of destruction of property owned, operated, or controlled by the District, or which is physically present on District property.

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.

Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety. Making a suggestion or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where such suggestion or intimation occurs.

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on District property.

#### **Reporting Threats of Violent Behavior**

When an employee becomes aware of a threat, or is the victim of a threat or act of violence, he or she shall immediately notify his/her supervisor, or the Campus Police or the Campus Safety Liaison (member of the Crisis Management Team). An employee who is a witness to a threat, whether the perpetrator is a District employee or a non-employee, shall immediately notify his/her supervisor and the Campus Police. In the event of a serious threat of immediate harm, employees shall contact Campus Police directly at extension 4000. Even when a threat is divulged "in confidence" the employee shall report the threatening behavior as soon as possible to insure safety. If the employee's immediate supervisor is not available, the next level supervisor or a managerial level employee and Campus Police shall be notified.

If a non-employee or student becomes aware of a threat, or is the victim or a threat or of violence, he or she shall immediately notify the Campus Police. In the event of a serious threat if immediate harm, non-employees or students shall contact Campus Police directly at extension 4000.

When the District has knowledge of a threat or potential act of violence which may occur on District property, it will take all steps reasonably necessary to diffuse the situation and prevent a violent incident from occurring. In the case of imminent threat/danger, preventive actions will be taken immediately. When a supervisor, Campus Police and/or the Campus Safety Liaison (member of the Crisis Management Team) are notified of an employee making or receiving a threat or engaging in an act of violence, the supervisor, Campus Police or the Campus Safety Liaison (member of the Crisis Management Team) shall notify the appropriate Vice President of the incident. While the notification of the appropriate Vice President may be verbal, a written report of the incident must be submitted within 2 working days.

The written report to the appropriate Vice President shall include the following information:

- 1. who made the threat or engaged in the violent act;
- 2. against whom the threat was made or threat of violence was directed;
- 3. the specific language of any threat, or a description of the specific conduct which constituted the act of violence;
- 4. any physical conduct by the threatening party which would tend to substantiate that the individual intends to follow through on the threat;
- 5. the names of any other witnesses to the threat or violent behavior;
- 6. the time and place where the threat or act of violence occurred;
- 7. threats of violent conduct by the alleged perpetrator before the current incident; and
- 8. any other information which will help the District conduct its investigation and help the District ensure that the threat will not be carried out or acts of violence be repeated.

## Investigation

Each threat or act of violence will be investigated immediately by the Vice President. It is the responsibility of the Vice President to ensure that actual/perceived/potential threats are investigated thoroughly. In all cases, the District will take all threats of violence seriously and will not tolerate any behavior implied or actual that poses a threat to employees, students or others on District property. The Vice President conducting the investigation may enlist the assistance of others in conducting the investigation.

Upon completion of the investigation, the District shall determine if the charge of workplace violence has merit. If a charge is found to be merit less, the charge will be dismissed. If the charge is found to have merit, appropriate disciplinary action will be taken up to and including dismissal of employees and student expulsion.

#### Notification

The District will inform employees and students about potential threats on a need to know basis. The District will take reasonable steps to warn potential victims of the risk so that they can take necessary precautions. Where the threat is against the workplace or District as a whole, the District will warn all potentially affected individuals.

In the event an employee or student obtains a restraining order against another person, the employee or student shall report this information to his/her supervisor/instructor and/or to the Campus Police, and shall provide the Campus Police with a copy of the Restraining order. A description of the individual (and photograph if available) against whom the restraining order is filed shall be provided to Campus Police.

#### **Disciplinary Action**

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with appropriate Board policies, laws and/or collective bargaining agreements.

Students who act in violation of this policy and/or the law will be subject to discipline, up to and including expulsion. Such action shall be in accordance with appropriate Board policies, administrative regulations and laws. Reference:

- Title 8, California Code of Regulations, Section 3203;
- Labor Code Section 6400

Adopted: 3/23/98 Revised: 1/20/09

## **CRISIS COUNSELING AND INTERVENTION**

Crisis counseling and intervention is an effective, therapeutic response to an individual's temporary state of disruption, upset and overwhelm. The supportive, problem-solving approach helps to assist a person regain functioning, identify coping responses and return to a more stable pre-crisis state.

If you or someone you know is experiencing difficulty trying to manage a distressing event or situation, please notify the GCC Police at extension 4000 or 818-409-5911 from any other phone and the Health Center at extension 5189.