In case of Emergency

**EMERGENCY NOTIFICATION**

In the event of a life-threatening emergency call 911.

To report a non-life threatening incident, safety hazard, or a suspicious activity please contact campus security at 831-755-6888. From a campus line, dial 6888.

To obtain campus status information, call the campus safety and facilities emergency status bulletin telephone number: 831-796-6222. From a campus line, simply dial 6222

Please visit Hartnell's emergency reporting link here: [http://www.hartnell.edu/reporting-emergencies (Links to an external site.)](http://www.hartnell.edu/reporting-emergencies)

Non-emergency police business. . . . . . . . . . . . . . . . . . . . . . . . .831-758-7321   
**Non-life threatening incidents, injuries or illness**

* during school hours call Campus  Safety 831-755-6888
* after school hours call 831-755-6888

**Utility Failure**

* during school hours call the Facilities Office at x6950 or 831-755-6950
* after school hours call 831-755-6888

**Any incident with potential for adverse publicity to the college**

* call President's Office, x6900 or 831-755-6900
* after school hours call 831-755-6888

Emergency Text Notifications

In the event of an emergency, Hartnell College can contact you by email, text, and voice. [Hartnell College has partnered with the Everbridge Mass Notification (Links to an external site.)](http://www.hartnell.edu/alert" \t "_blank) system to provide emergency notifications. The system is used to send emergency notifications to Hartnell faculty, staff, and students in the event of a campus emergency such as a campus closure or hazardous situation. The system will send notifications through email, voice calls, and text messaging.

Students: If you receive an emergency notification, please tell your instructor immediately.

Students: If you have knowledge of an emergency on campus, share it immediately. If you see something suspicious or potentially hazardous, let someone know.

If you have been notified that the campus has been closed because of an emergency, please do not proceed to the campus until you have confirmed that it is clear to enter the campus.

During a Campus Emergency

During a campus emergency, you will generally be told to do one of two options, SHELTER IN PLACE or EVACUATE. When either of these are given, vehicle traffic coming onto campus will likely be turned away. Students are required to obey the directions of staff in a timely fashion.

**EVACUATION**:

Please note the exit(s) in the room. For evacuation, immediately heed official directions by proceeding calmly and quickly to an exterior assembly area as indicated by trained staff.  Please stay back at least 200 feet from any building until the “all clear” command is issued.

In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

**SHELTER IN PLACE**:

A shelter in place order is when personnel are told not to leave their immediate area. Shelter in place means that personnel should stay where they are. This could be for safety from an environmental threat, like a chemical leak off campus, to a threat of violence on campus. A LOCKDOWN is a shelter in place.

In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

Lockdown

A lockdown is a Shelter in Place. In the event of a safety threat, instructors and staff will lock classroom doors and direct occupants to stay clear of windows. Occupants are requested to remain quiet.  During this time, DO NOT access any exits unless directed by first responders or staff.

In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

Run, Hide, Fight

In the event of an Active Shooter Event, there are three things you need to know in order to survive: [Run, Hide, Fight (Links to an external site.)](https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf).

[Ready.gov Active Shooter Website (Links to an external site.)](https://www.ready.gov/active-shooter)

**RUN**

Have an escape route and plan in mind

Leave your belongings behind

Keep your hands visible

**HIDE**

Hide in an area out of the shooter’s view

Block entry to your hiding place and lock the doors

Silence your cell phone and/or pager

**FIGHT**

As a last resort and only when your life is in imminent danger

Attempt to incapacitate the shooter

Act with physical aggression and throw items at the active shooter

AFTER

* Keep hands visible and empty
* Know that law enforcement’s first task is to end the incident, and they may have to pass injured along the way.
* Follow law enforcement instructions and evacuate in the direction they come from.
* Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
* Officers will shout commands and may push individuals to the ground for their safety.
* Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.Helping the Wounded
* Take care of yourself first, and then you may be able to help the wounded before first responders arrive:
* If the injured are in immediate danger, help get them to safety.
* While you wait for first responder to arrive, provide first aid- apply direct pressure to wounded and use tourniquets if you have been trained to do so;
* Turn wounded people onto their sides if they are unconscious and keep them warm.

**Emergency Preparedness**

The first 72 hours of a disaster are often the most difficult, but this period can be less stressful if everyone has extra supplies on hand.  The college has a limited amount of emergency supplies, so students and staff should have on campus their own portable emergency kit including snacks, water, and prescription medication; this is especially important for those who may need to shelter on campus.

<https://ready.gov/kit>

**Reporting suspicious Behavior**

If you see suspicious behavior on campus, please contact [Campus Safety (Links to an external site.)](http://www.hartnell.edu/reporting-crimes-and-requesting-police-assistance)

**Anonymous reporting of incidents or concerns**

Hartnell’s Behavioral Intervention Team (BIT) accepts and processes anonymous reports from anyone about incidents or concerns on our campus. Please visit the [Behavioral Intervention Team website (Links to an external site.)](https://www.hartnell.edu/students/programs/dsps/behavioral-intervention-team.html) for more information.

**Reporting Forms**

Public Incident Report Form

Use the [Public Incident Report form (Links to an external site.)](https://hartnell-advocate.symplicity.com/public_report/index.php/pid702450?rep_type=1001https://hartnell-advocate.symplicity.com/public_report/index.php/pid702450?rep_type=1001) for:

* Student Conduct Violations
* Academic Integrity Issues
* Student Complaints or Grievances

CARE Form

Use the [CARE form (Links to an external site.)](https://hartnell-advocate.symplicity.com/care_report/index.php/pid639829) for:

* Concerns about Well-being
* Mental Health Concerns
* Unusual or Disruptive Behavior

Useful Links

[Campus Maps and directions (Links to an external site.)](https://www.hartnell.edu/location/)

[Emergency online resources (Links to an external site.)](https://www.hartnell.edu/about/safety/emergency/emergency-online-resources.html)

[Hartnell Emergency Action Plan 2018 (Links to an external site.)](http://www.hartnell.edu/sites/default/files/Library_Documents/safety/emergency_action_plan.pdf)

[Campus Safety Policies (Links to an external site.)](https://www.hartnell.edu/about/safety/policies/)

[Hartnell's Emergency Alert System (Links to an external site.)](http://www.hartnell.edu/alert)