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1. PURPOSE

The purpose of the Hartnell Community College District Emergency Action Plan (EMERGENCY ACTION PLAN) is to provide detailed information and response procedures related to specific events or incidents that could occur on campus. It identifies necessary management, employee and student actions during fires and other emergencies. A comprehensive risk assessment is regularly conducted by the the Campus Safety Office. The Emergency Action Plan was developed to guide responses to those assessed risks. A copy of the ongoing Campus Risk Assessment is kept on file in the Campus Safety Office. This plan is designed to supplement the Campus Emergency Management Plan (CEMP) and Building Evacuation Plans (BEP) posted in common areas. The CEMP outlines the framework and general procedures that the Community College District will utilize during a hazardous or emergency event. The BEP’s provide building specific evacuation and emergency procedures.

*Nothing in the EMERGENCY ACTION PLAN, or any element thereof, should be construed as limiting the use of good judgment and common sense in matters not foreseen or addressed by the EMERGENCY ACTION PLAN.*

2. DEFINING AN EMERGENCY

A 911 emergency is any situation that requires **IMMEDIATE** public safety, police, fire, or medical response to preserve life or property. In an emergency, seconds count. Calling 911 or 8-911 from a campus phone inappropriately may delay responses to real emergencies. This guide will help you use your best judgment when deciding whether a situation requires an emergency response.

Calling 911 from a cellular telephone will connect you to Monterey County Department of Emergency Communications. While there may be police officers in the area, the response time may be delayed as opposed to calling Hartnell Community College District’s Public Safety Office (831) 755-6888 or (911 from a campus land line phone). Campus Safety Officers are onsite and available 24 hours a day, 7 days a week. The King City site is patrolled Monday – Thursday from 8:00 a.m. – 9:00 p.m. and Friday and Saturday 8:00 a.m. – 5:00 p.m. when classes are in session.
Call 911 or Campus Safety at (831) 755-6888 to report problems such as:

- Fires
- Explosions
- Chemical spills
- Assault or immediate danger of assault
- Severe injuries or illnesses
- Crimes in progress
- Unusual odors
- Someone choking or drowning
- Bomb threats
- Natural disasters
- Power outage
- Suspicious persons or behavior
- Accidents
- Personal threats

During a crisis, First Alarm Security on Behalf of Hartnell Community College District Campus Safety office will seek to do the following:

- Act responsibly
- Bring the situation under control
- Assure or restore the safety of students, employees and faculty
- Keep the district operations running with minimal interruption
- Disseminate accurate and needed information in a timely manner

3. REPORTING EMERGENCIES

Any HCCD Student, Staff or Faculty, upon discovering an emergency situation, shall immediately notify others in the area of the situation and sound an appropriate alarm if applicable. As soon as safely possible, the situation shall be reported to Hartnell Community College District Campus Safety at (831) 755-6888. This number is staffed by A First Alarm Security Officer 24 hours/day, 7 days/week. The Campus Safety Officer will contact the proper outside agencies if needed.

<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire or Medical Emergency</td>
<td>Salinas Fire Dept.</td>
<td>911 or (831) 758-7261</td>
</tr>
<tr>
<td>Criminal Act</td>
<td>Salinas Police Dept.</td>
<td>911 or (831) 758-7090</td>
</tr>
<tr>
<td>Building Hazard</td>
<td>Facilities Management</td>
<td>(831) 755-6950</td>
</tr>
<tr>
<td>Other Safety or Health Hazards</td>
<td>Campus Public Safety</td>
<td>(831) 755-6888</td>
</tr>
<tr>
<td>Any Student Related Issue</td>
<td>Student Affairs</td>
<td>(831) 755-6822</td>
</tr>
</tbody>
</table>
4. RECEIVING EMERGENCY ALERTS

In the event of a fire or other emergency requiring a building evacuation, the fire alarm system will be utilized. Most fire alarm systems on campus consist of multiple alarm initiating devices such as smoke (photo) detectors, water flow sensors and manual pull stations. When the alarm system detects smoke, excessive heat from a fire or a change in water flow to the fire sprinkler system, the alarm will activate. Most alarms will sound in a loud single tone noise or with a repeating beeping noise and a pre-recorded message that states “A fire has been reported in the building; please proceed calmly to the nearest exit”. Strobe lights will also flash.

The Campus is equipped with a Visiplex public address system. Campus Safety Officers or outside emergency responders may utilize the public address system to notify occupants of emergencies other than a fire. Typically, the PA system would be used to warn of a shelter in place situation or lockdown situation.

The Hartnell Community College District also has outdoor speakers located throughout the main campus that when sounded, indicate the need to lockdown or shelter in place. When activated, the outdoor speakers will generate a loud, slowly changing siren tone much like an air raid type siren. If the outdoor sirens are sounded, the lockdown section in this manual will be utilized.

All current students and employees are also automatically registered to receive approved Hartnell Community College emergency communications and other important information via the Hartnell utilized Everbridge Emergency Alert System. This system will be used in the event of an emergency to provide alerts and response procedures.

5. EMERGENCY ACTIONS

The three most common emergency actions required are listed in this section.

1. **Evacuation**: Occupants will be directed to evacuate a building in the event of a fire, natural gas leak, large chemical spill or other hazard requiring all occupants to exit the building.

2. **Shelter in Place**: Occupants will be directed to shelter in place during large storms or a large scale hazardous materials release in the area.

3. **Lockdown**: A Lockdown will be initiated whenever there is an active violent threat anywhere on campus or in the near vicinity of the campus. Refer to the Lockdown section in this manual for more information.
**Evacuate**

Building Evacuation:

All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized university official such as a Campus Safety Officer.

Assist anyone with a physical disability evacuating or getting to an area of refuge. If possible, one person should remain in the area of refuge with the disabled person until emergency responders arrive.

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 and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.

Do NOT go back into the building for any reason until an authorized university official deems it safe to re-enter.

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**Shelter In Place**

Shelter-in-place is designed to keep you safe while indoors if dangerous 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 to enter the building should not jeopardize your safety.
- Close all exterior doors and windows.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor EVERBRIDGE alerts and Hartnell email for further instructions.
- Report any emergency or unusual condition to Campus Safety.
- Do not leave the building until receiving the “ALL CLEAR” from a Police Officer, Campus Safety, EVERBRIDGE alert, Hartnell email or website communication.

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**Lockdown**

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors lock automatically. Campus Safety Officers 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 imminent dangerous situation arises inside. If outside, seek safety in the nearest building or seek safety in a lockable room if possible.
- Close windows, shades and blinds. Avoid being seen from outside the room if possible.
- Monitor EVERBRIDGE text messages, Hartnell email and website for updates and further instructions. A description of the suspect will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to Campus Safety at (831) 755-7000.
- Use discretion in admitting anyone into a secure building. Require that all backpacks and other bags be left outside and away from the building.
- Once in a secure location, do not leave until receiving the "ALL CLEAR" message from a police officer, Campus Safety officer, EVERBRIDGE alert, Hartnell email or website communication.
6. GENERAL SAFETY RULES

The health and safety of the entire Hartnell Community College District Community is of critical concern. Employees, students and guests are required to be conscientious about campus safety, including proper operating methods. Any unsafe or dangerous conditions or potential hazards should be reported to campus safety or any manager immediately, even if the problem appears to be corrected.

Periodically, the District may issue rules and guidelines governing workplace, campus safety and health. The District may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All District employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any work-related injury, accident, or illness must be reported to the employee's Supervisor and the Human Resources department as soon as possible, regardless of the severity of the injury or accident. Any student related accident or illness must be reported to the Campus Public Safety.

Hartnell Community College District is committed to providing a safe and healthy environment for all employees, students and visitors. As such, it will not knowingly require anyone to work or study in an unsafe environment or under unsafe conditions. In addition, it will make every effort to provide constituents with necessary safety equipment, information, and training.

- When in doubt, proceed in a safe manner-safety first.
- Use available equipment, proper lifting techniques, and/or obtain assistance when lifting or handling heavy materials.
- Fire exits must be visible and remain unobstructed at all times.
- Food and drinks are permitted only in designated areas.
- Machine adjustments and electrical work must be performed by authorized personnel only.
- Employees are not to operate equipment without appropriate safety guards and/or equipment.
- Loose clothing, jewelry, or open shoes are not permitted around moving equipment.
- Personal protective equipment must be worn in designated areas or when performing certain high-risk jobs or lab work.
- When operating a District vehicle or a personal vehicle on District business, constituents are expected to wear seat belts and drive the vehicle safely in compliance with state and local laws.
These General Safety Rules are in addition to those which may be set out in other District safety-related documents, as well as any/all federal, state, and/or local regulations, such as the Occupational Safety and Health Act (OSHA) or the California Department of Transportation (DOT).

7. PREPARING FOR AN EMERGENCY

Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our campuses and students. The midst of a crisis is not the time to start figuring out what to do. At that moment, everyone involved, from top to bottom, should be prepared. There are a few actions that should be taken before an emergency that will help reduce panic and inability to perform in a time of crisis.

- Familiarize yourself with this Emergency Action Plan (EMERGENCY ACTION PLAN).
- Know your escape/evacuation routes and locations. These can be found in your Building Evacuation and Emergency Action Plans (BEEMERGENCY ACTION PLAN’s located in common areas)
- Learn the locations of emergency equipment such as fire extinguishers, first aid kits, blue-light security stations, etc...

In addition to the above mentioned actions, an emergency supply kit is always recommended and should be assembled before a crisis or emergency. A basic emergency supply kit could include the following items:

- Water, One gallon of water per person per day. This water will be utilized for drinking and sanitation purposes.
- Food, non-perishable food should be kept on hand.
- Battery powered or hand crank radio
- Flashlight with extra batteries
- First aid kit
- Whistle
- Dust mask
- Moist towelettes, garbage bags and plastic ties
- Cell phone charger for your current cell phone
- Any prescription medications you are currently taking

Campus Emergency Numbers

Campus Security :(831) 755-6888, Room, C-135, Ext. 6888 from a campus phone
Evening/Weekend Coordinator: (831) 755-6721, Room, B-107 Ext. 6721 from a campus phone.

Vice President, Academic Affairs & Accreditation: (831) 770-7090; Room, D-102--Ext. 7090 from a campus phone.

Vice President, Student Affairs: (831) 755-6822 or Room, C104; Ext. 6822 from a campus phone.

City of Salinas:
Emergency (Fire, Police, Ambulance): (8) 9-1-1
(Dial 8 for Off Campus Line)
Police (Non-Emergency): (8) 758-7090
Poison Control Center (24-Hour): (8) 1-800-222-1222

TO RECEIVE EMERGENCY NOTIFICATION GO TO THE HARTNELL COLLEGE WEB PAGE AND SIGN-UP FOR ALERT-U AND TWITTER.
WHEN REPORTING AN EMERGENCY, THE MOST IMPORTANT INFORMATION IS THE LOCATION, FOLLOWED BY THE NATURE OF THE EMERGENCY. IF A LINE IS DISCONNECTED AFTER THIS INFORMATION IS GIVEN, RESPONDERS WILL AT KNOW WHERE TO GO.

8. RESPONDING TO EMERGENCIES

Hartnell Community College Campus Safety utilizing First Alarm will respond to all emergency calls. Dialing 911 will connect you to emergency responders and from any campus or cell phone, (831) 755-6888 will connect you to the Campus Public Safety Office. Most incidents can and will be handled by First Alarm Campus Safety Officers. In the event that an incident overwhelms the capacity of the Hartnell's, First Alarm Campus Safety Officers, outside assistance will be contacted. During a large scale incident, in order to communicate directly with responding police and fire agencies, a Campus Safety employee may be imbedded with the local responding agency. This ability will aid in the coordination of efforts during a large scale incident where the Incident Command System has been activated. In the event the Incident Command System the Hartnell President will be the designated Incident Command. More information regarding the Incident Command System can be found in the Hartnell Campus Emergency Management Plan (CEMP).

The following sections outline responses to specific risks and threats that can occur on campus:
9. ACTIVE SHOOTER EVENT

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims in past incidences have been selected at random. The event is unpredictable and evolves quickly. Knowing what to do in advance can save lives. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes -- before law enforcement arrives on the scene -- individuals must be prepared both mentally and physically to deal with an active shooter situation.

When an Active Shooter is in your immediate vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

1. RUN (if you can clearly escape)
   - Have an escape route and plan in mind
   - Leave your belongings behind
   - Evacuate regardless of whether others agree to follow
   - Help others escape, if possible
   - Do not attempt to move the wounded
   - Prevent others from entering an area where the active shooter may be
   - Keep your hands visible
   - Call 911 when you are safe

Information to provide to 911 operators:
   - Location of active shooter
   - Number of shooters
   - Physical description of shooter/s
   - Number and type of weapons the shooter has
   - Number of potential victims at location

2. HIDE (if there is a good place to hide or lockdown and escape is not possible)
   - Hide in an area out of the shooter’s view
   - Lock door or block entry to your hiding place
   - Silence your cell phone (including vibrate mode) and remain quiet
3. FIGHT (as a last resort)

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvised weapons (chairs etc.) or throw items at the active shooter
- Commit to your actions...your life depends on it

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding onto them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

10. REPORTING SUSPICIOUS ACTIVITY

Hartnell Community College District has partnered with the Department of Homeland Security in support of their “If you see something say something” campaign. The nationwide campaign is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities.

If you see something suspicious taking place then report that behavior or activity to Campus Safety at (831) 755-6888 or in the case of emergency 8-911 from a campus phone. Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, only suspicious behavior and situations (e.g., an unattended backpack in a crowded public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity should be reported. A critical element of the mission is ensuring that the civil rights and civil liberties of
persons are not diminished by our security efforts, activities, and programs.

Consequently, the "If You See Something, Say Something™" campaign respects civil rights or civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity. Only reports that document behavior reasonably indicative of criminal activity related to terrorism will be shared with federal partners.

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information (optional)

11. SUSPICIOUS PACKAGES AND LETTERS

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. If you receive a suspicious letter or package, DO NOT open it. Do not handle the package unnecessarily. Call Campus Safety at (831) 755-6888 immediately and back away from the package. Do not use any radio or cell phone equipment that emits RF or VF frequencies.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address or a return address that can’t be verified as legitimate.
- Are marked with restrictive endorsements such as “Personal,” “Confidential,” or “Do not X-ray.”
- Have protruding wires or aluminum foil, strange odors or stains.
- Show a city or state in the postmark that doesn’t match the return address.
- Are of unusual weight given their size or are lopsided or oddly shaped.
• Are marked with threatening language.
• Have inappropriate or unusual labeling.
• Have excessive postage or packaging material, such as masking tape and string.
• Have misspellings of common words.
• Are addressed to someone no longer with your organization or are otherwise outdated.
• Have incorrect titles or titles without a name.
• Are not addressed to a specific person.
• Have hand-written or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

• Refrain from eating or drinking in a designated mail handling area.
• Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
• If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
• Leave the room and close the door or section off the area to prevent others from entering.
• Wash your hands with soap and water to prevent spreading any powder to your face.
• Report the package to Campus Safety immediately.
• List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

12. BUILDING RELATED EMERGENCIES AND POWER OUTAGES

CRITICAL BUILDING EMERGENCIES

Call 911 (8-911 from a campus phone) or Campus Safety at (831)755-6888 and evacuate campus buildings according to your specific Building Evacuation and Emergency Action Plan in cases of:

• Fire
• Smoke
• Explosion
• Gas leak
• Structural damage or collapse
• Chemical spills or hazardous odors or fumes
Call Campus Safety at (831) 755-6888 and await further instructions in cases of:

- Unknown odors
- Hazardous conditions
- Activated residence-hall room smoke detectors

SIGNIFICANT BUILDING EMERGENCIES

For electrical, heating or air-conditioning problems, flooding or water leaks contact the appropriate department.

During Office Hours:
Facilities at (831) 755-6950

After Office Hours:
All issues should be reported directly to Campus Safety at (831) 755-6888. Public Safety will then notify the on-call facilities personnel.

ELECTRICAL EMERGENCIES

In electrical emergencies, avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks. Contact Campus Safety immediately at (831)755-6888 to report an electrical emergency.

POWER OUTAGE

Definitions:

LOCAL OUTAGES - Generally caused by wires or poles down, pole fires or transformer problems. Usually will only affect a local area.

FEEDER OUTAGES - Damage or problems at one of the substations or major distribution lines. Feeder outages will normally cause a larger area to be without power.

ROLLING BLACKOUTS - As a last resort power companies will discontinue electricity to circuits to reduce power consumption and allow the company time to reroute power to compensate for the outage.

PLANNED TEMPORARY OUTAGE – A scheduled and known outage, generally due to construction or routine maintenance.

The purpose of this plan is to describe actions that will be followed during short term non-emergency power outages as well as extended power outages with extreme (heat or cold) weather conditions. The aim of this plan is to assess the extent of the outage and to secure the
welfare of the Hartnell community in the outage area that may be at high risk due health/impairments, or immobility’s. Most buildings have emergency lighting and back-up generator power to critical buildings, however power outages can occur at any time.

The Campus Safety Department will begin dispatching officers and Facilities workers to every building on campus to check for power. The Campus Safety Officers will keep track of which buildings have reported power and which buildings do not. The Campus Safety Officers will report the findings to The Director of Public Safety and Emergency Management or the Dean on Duty. Everbridge messages will be sent out to advise the campus community which buildings have power and can be used as temporary shelter. Campus Safety will also conduct checks on all registered DSPS students and assist to shelter as necessary. Most buildings with elevators have an emergency generator that will turn on in the event of an outage. Campus Safety Officers will still check all elevators in every building during a power outage.

Facilities Management will contact PG&E to advise of the outage and obtain an estimate of the expected duration. Facilities Management will work with PG&E as needed until power is restored.

Campus Safety will notify The Director of Public Safety and Emergency Management and campus administration of the extent and expected duration of the outage. If the outage is anticipated to last for several hours, arrangements will be made to provide the campus community updates and further notifications will need to be made.

Food Service management will need to be contacted to alert them of the outage. Stored food may need to be monitored and discarded if it can be stored properly without power. They may also be needed to provide the campus community with food in extreme emergencies or in the event of an activation of the alternate shelter center by the Red Cross.

**BUILDING FLOODS**

In the case of a building flood, never enter areas where there is submerged electrical equipment. Unless you are trained to do so and it is safe:

- Do not touch electrical equipment if you are wet or standing in water.
- If it is safe to do so, unplug electrical equipment before water reaches it.
- Turn off circuit breakers for flooded areas only if it is safe to do.
- Use plastic or tarps to cover water-sensitive materials and equipment.
- Move materials from floors and other flooded areas to a safe location.
TRAPPED IN AN ELEVATOR

If you are trapped in a stalled elevator on campus, summon help by using the elevator's emergency telephone, call 911 from a cellular phone, call the Office of Campus Safety at (831) 755-6888 or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator. Unless you are experiencing a life threatening medical emergency, NEVER attempt to exit a stalled elevator.

All elevators on campus are built, maintained and are in compliance with elevator codes regulated under ASME A17.1. A stalled elevator is engineered to remain in position without risk to passengers. Attempting to exit a stalled elevator will greatly increase your risk of injury and should never be attempted, unless there is a life threatening emergency taking place.

Using the elevator's emergency telephone will connect you to the Campus Safety Office. This office is staffed 24 hours/day, all year long. Campus Safety officers will respond and remain in constant communication with you until trained and certified elevator technicians can arrive to safely lower the elevator.

Elevator entrapment and rescue operations are complex and potentially hazardous operations that require emergency procedures and use of trained personnel.

TELEPHONE OR NETWORK FAILURES

In case of telephone or computer network failure, call the IT help desk at (831) 755-6789.

13. CRIME

To report a crime or criminal behavior in progress on campus, call Campus Safety at (831)758-7090 or 911 (8-911 from a campus phone).

Criminal behavior examples (not all inclusive) which should be reported includes:

- Homicide
- Robbery
- Assault
- Sexually-related offenses
- Civil disturbance
- Personal threat
- Obscene or threatening Phone Calls
- Property Crimes
Do not approach or attempt to apprehend the persons involved unless you are in danger. Take only actions necessary for self-defense. If you are safe, stay where you are until Campus Safety Officers arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothes) and if they have any weapons.
- Direction of travel away from the scene if applicable
- Vehicle description (color, year, make, model, license-plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call Campus Safety at (831) 755-6888.

Criminal logs of all incidents that have been reported or have occurred on campus are available at the Campus Safety Office. Information or questions related to criminal statistics on campus are also available. Please contact Campus Safety at (831) 755-6888 with any information or request.

Note: Information concerning registered sex offenders as required under the California Penal Code Sections 290 can be obtained from the Salinas Police Department, Monterey County Sheriff’s Office, and the King City Police Department. The information may also be obtained by visiting http://meganslaw.ca.gov/. Sex offenders are required to register with the Campus Safety Department and with local law enforcement.

14. BOMB THREAT

When a bomb threat is received, immediately alert Campus Safety at (831) 755-6888. Inform them that a bomb threat has been received. Campus Safety will notify the Salinas Police and Fire Departments for further assistance. Follow evacuation procedures outlined in your Building Evacuation and Emergency Action Plan. If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Utilize the checklist on the following pages as a guide. Check to see if the caller's phone number or location is displayed on your phone.
14. BOMB THREAT

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Gender
- Age
- Distinctive voice, pronunciation or accent, or speech patterns
- Tone of voice and attitude
- Was it a recorded voice
- Background noises or voices or other clues about location or caller

If the threat came in a form other than a call (e.g., a note was left or delivered):

- Report the time, location, and content of the threat, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call. Answer the dispatcher’s questions and do exactly what the dispatcher tells you to do (try to take written notes).
- Take a quick visual look around your area for any suspicious objects. Do not touch or move the object.
- If you are told to evacuate the area, take your notes about the call with you.
Bomb Threat Telephone Checklist

Time call received: ___________ Time call terminated: ___________

Exact words of caller:

Questions to Ask

(Be calm, delay caller, ask to have message repeated)

When is the bomb going to explode? __________________________

Where is the bomb located? ________________________________

What does it look like? ________________________________

What kind of bomb is it? ________________________________

What will cause it to explode? ________________________________

Did you place the bomb? ________________________________

Why? __________________________________________

What is your name? ________________________________________

What is your address? ______________________________________

Description of Voice

Male _____ Female____ Young___ Middle-aged____ Old___ Accent ____

Background noise (type of noise)

Additional information:

Signature of person receiving call: ___________________________ Date: ____________
15. EXPOSURE TO BLOOD OR BODILY FLUIDS

Since people often carry blood-borne infections unknowingly, follow the universal precaution of treating all bodily fluids as if they were infectious and avoid contact with them.

- If an emergency occurs, call 911 (8-911 from a campus phone) or Campus Safety at (831) 755-6888 and give your name, department, location and telephone number.
- If you must assist an injured student or worker who is bleeding, put on protective gloves and other personal protective equipment. Wear gloves even when treating such minor injuries as skinned knees or bloody noses.
- Once your assistance is no longer needed, carefully remove your gloves and dispose of them in a proper receptacle. The recommended procedure is to peel one glove off from the wrist and hold it in the gloved hand. With your bare hand, now peel the glove from the other hand from the inside, tucking the first glove inside the second.
- Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective precaution against blood-borne pathogens. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
- If you feel that you may have been exposed to blood-borne pathogens during a workplace accident, report the incident to your supervisor immediately. He/she will help you arrange confidential medical evaluation and any treatment if necessary.

Do not attempt to clean up any blood spills yourself. Please contact Facilities Services at (831) 755-6888 for cleanup.

Note: Contact Campus Safety at (831) 755-6888 to document the situation regardless of the severity of the injury (see information on accident reports).

16. FIRE, SMOKE, AND EXPLOSION

All fires occurring on campus must be reported to Campus Safety at (831) 755-6888, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. If you see smoke or fire:

- Alert people in the immediate area of the fire, and evacuate the room.
- Confine the fire by closing doors as you leave the room.
- Activate a fire alarm by pulling on an alarm box.
• Call 911 (8-911 from a campus phone) or use an emergency phone to report the location and size of the fire.
• Always call from a safe location.
• Evacuate the building, using the Evacuation of Buildings plan. Do not use elevators to evacuate unless directed to do so by emergency responders.
• Notify emergency responders of the location, nature, and size of the fire as soon as you are outside.

If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. **Know where the fire extinguishers are located in your building before a fire occurs.** This information can be found in your Building Evacuation and Emergency Action Plan. If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:
• Drop to the ground or floor, and roll to smother flames.
• Smother flames using a fire blanket.
• Drench with water.
• Seek medical attention for all burns and injuries.

Facilities Management in conjunction with Campus Safety, conducts routine fire drills throughout the year. These drills play a vital part in planning and evaluating how quickly and safely occupied areas can be evacuated. All records of drill results and schedule of drills are kept on file as part of the fire maintenance records.

17. HAZARDOUS MATERIALS: Chemical, Radioactive and Biological

All hazardous-materials spills on campus must be reported to Campus Safety at (831) 755-6888. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident.

A hazardous-material emergency exists when:
• Clean-up of a spill of a hazardous material is beyond the level of knowledge, training or ability of the staff in the immediate spill area, and/or
• The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.

In a hazardous-materials emergency:
• Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, do not create sparks by turning electrical equipment on or off.
• Confine the hazard by closing doors as you leave the room.
• Use eyewash or safety showers (if available) as needed to wash off spilled chemicals. Flush the affected area with copious amounts of water for at least 15 minutes. Call 911 (8-911 from a campus phone) to report any personal contamination. Seek medical attention as required.

• Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.

• Once outside, identify yourself to emergency responders and report the location, nature and size of the incident. Provide any additional information you believe would be helpful.

• Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.

• Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

• Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.

• Follow decontamination instructions from local authorities. You may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.

• Seek medical treatment for unusual symptoms as soon as possible.

• Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.

• Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.

Refer to the table on the following page if there is a large scale hazardous materials incident off campus but directly impacting the area.

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asked to evacuate</td>
<td>• Do so immediately.</td>
</tr>
<tr>
<td></td>
<td>• Stay tuned to an emergency communications for information on evacuation routes, temporary shelters, and procedures.</td>
</tr>
<tr>
<td></td>
<td>• Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.</td>
</tr>
<tr>
<td></td>
<td>• If you have time, minimize contamination in the building by closing all windows, shutting all vents, and turning off fans.</td>
</tr>
<tr>
<td></td>
<td>• Remember to help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.</td>
</tr>
</tbody>
</table>
| Caught Outside | – Stay upstream, uphill, and upwind. Move away from the accident scene and help keep others away.  
– Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.  
– Stay away from accident victims until the hazardous material has been identified. |
| In a motor vehicle | – Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater. |
| Requested Shelter in Place | – Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.  
– Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.  
– Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.  
– Seal gaps around window and air conditioning units, Use material to fill cracks and holes in the room, such as those around pipes.  
– If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.  
– If office communications are not available, communicate by cell phone.  
– Continue to follow instructions given by authorities: tune into your local news radio or T.V. station for emergency broadcast information. |
18. MEDICAL AND MENTAL HEALTH EMERGENCIES

In the event of a medical emergency, Hartnell Community College District Campus Safety (831) 755-6888 and or Fire 911 should be notified. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved

All Hartnell Community College District Campus Safety Officers are trained to administer First Aid, CPR, or use Automated External Defibrillator (AED).

Procedures:

- It is recommended that trained responders should provide first aid assistance.
- Do not move the victim unless the victim’s location is unsafe.
- Control access to the scene.
- Take “universal precautions” to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Stay beside the person and call 911 (8-911 from a campus phone) immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold, clammy skin
- looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

FAINTING, UNCONSCIOUSNESS OR SHOCK:

Have victim lie on his/her back or sit up with head lowered toward knees. If unconscious, place victim in a side-lying position.

Do not give liquids; keep victim warm.

1. Ask and/or look for a medical identification bracelet and/or necklace. Ask witnesses about any known health problems, recent illnesses, etc.
2. Treat any other injuries with First Aid, as necessary.
FOR BREATHING PROBLEMS OR CHOKING:
1. Be sure the victim’s mouth and airway are clear.
2. Ask about history of asthma if breathing is very difficult; medications for asthma may be in the victim’s pocket or bag.
3. If choking on a food particle, give the Heimlich maneuver if trained to perform it. If not, have the victim lean forward and use the heel of your hand to give a strong blow to the area between victim’s shoulder blades. Ask a witness to call (8) 9-1-1 even if victim seems to have recovered.

FOR SEVERE BLEEDING:
1. Apply direct pressure to the wound with your hand wrapped in paper, cloth or plastic wrap. Apply pressure to adjacent major artery if necessary.
2. Add more cloth or paper if blood soaks through. Keep pressure on wound until emergency crew arrives.
3. If possible, elevate the injured body part.
4. If bleeding is copious from nose, ear or mouth area, apply pressure externally at the area where nose or ear meets the skull.
5. If bleeding is copious and steady from the genital area, elevate hips and legs.

Minor Cuts & Punctures
- Vigorously wash injury with soap and water for several minutes
- Obtain medical attention to check tetanus status
- If impaled by a foreign object - **DO NOT REMOVE THE OBJECT.** Seek medical attention immediately.
- Report incident to supervisor. The supervisor is responsible to notify the appropriate authority.

Material Splashed in Eye
- Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes
- Forcibly hold eye open to ensure effective wash behind eyelids
- Obtain medical attention
Self-Harm Policy

If an individual has inflicted physical harm to him/herself or has admitted to or been reported as taking a substance in attempt to cause physical harm, you should first call 911 (8-911) from a campus phone or Campus Safety (831)755-6888. Make no attempt to transport the individual yourself. Proceed with the appropriate steps listed in (AP6800).

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person within the workplace to their immediate supervisor and Campus Safety, and the appropriate Police Department. Such reports will be promptly and thoroughly investigated as appropriate.(AP6800).

19. NON-EMERGENCY INJURIES

Non-emergency injuries may include:

- Sprains
- Strains
- Concussion (with no loss of consciousness)
- Illness
- Abrasions, minor cuts, contusions, etc.

In the event of a non-emergency injury:

- Provide appropriate first aid care.
- Notify the appropriate supervisor.
- Send the person to the appropriate medical care facility (if unsure of the severity of the injury).
- Complete an Injury/Illness Report and Medical Referral Form as necessary.
- Provide follow-up care as necessary.

Off-Campus School-related Injuries

In the event a student, athlete, faculty or staff member is injured while participating in a school sponsored event off campus, the following guidelines should be followed:

- If an emergency, contact 911 (8-911 from a campus phone) to provide medical aid.
- If a non-emergency injury, provide appropriate medical care and/or send individual to appropriate medical care facility.
• Notify the appropriate supervisor/athletic coach/trainer, provide injured individual's name, a brief description of the injury/illness, and, if relevant, the name and telephone number of the hospital/emergency facility where the injured has been transported.
• It is the supervisor's responsibility to inform individual's designated emergency contact of any injured student and refer them to the hospital/emergency facility as appropriate.
• It is the responsibility of the hospital/emergency facility to notify the individual's designated emergency contact with the latest and most accurate information concerning his/her condition.

20. NATURAL DISASTERS & INCLEMENT WEATHER

Listen to NOAA Weather Radio for critical updates from the National Weather Service (NWS).

Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

Follow instructions from faculty and staff, supervisors or emergency services for safely turning off equipment.

• Duck or drop to the floor.
• Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, large windows and heavy objects.
• Hold on securely and stay in your protected position until the shaking stops.
• Evacuate the building as soon as the shaking stops.

Be prepared to evacuate:
• Help direct people with special needs to a safe place if necessary.
• Wheelchair bound individuals should lock brakes.

If you are outdoors when you feel shaking:
• Move to a clear area away from trees, signs, buildings, electrical wires, poles, etc. 50 feet away from buildings and structures.
• If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.
If you are driving when you feel shaking:
- Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:
- Anticipate aftershocks, and plan where you will take cover from them.
- Check for injuries, and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately. Contact Campus Safety at (831) 755-6888 and Facilities at (831) 755-6950 immediately.
- Replace all telephones receivers, and use phones only to report emergency situations.
- Tune to an emergency-broadcast radio or television station for bulletins.
- Stay out of damaged buildings.
- Stay away from downed power lines and report them immediately.
- Do not enter any building that is deemed or looks unsafe.
- Public Safety will provide instructions for immediate actions by means of door-to-door alerting, police vehicle loud speakers, fire alarms or bull-horns.
- Stay away from downed power lines and report them immediately.
- Notify Campus safety or 911 if help is needed.

**Flash Flooding**

Even though the Hartnell Community College District is in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because we haven't experienced a major flood in the past, doesn't mean we won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

In the event of imminent major flooding, the campus will be evacuated immediately. Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water line break. In the case of imminent minor, weather-related flooding, Public Safety will monitor the National Weather Service and other emergency advisories to determine necessary action such as evacuation of areas and cancellation of classes. In cases of water main failure, affected areas of campus would need to be evacuated immediately.
• Do not touch electrical equipment if you are wet or standing in water.
• Notify Public Safety at (831) 755-6888.
• Secure vital equipment, records, and chemicals if safe to do so (move to higher, safer ground).
• Shut off all electrical equipment if safe. Secure all laboratory experiments.
• Wait for instructions from Public Safety for immediate action.
• Do not return to your building unless you have been instructed to do so by someone from Public Safety.
• Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
• Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

21. SUICIDE ATTEMPTS AND THREATS

The purpose of section is to provide a plan of action in dealing with self-harm situations. Hartnell Community College District's definition of self-harm is any of the following:

- Suicide attempts (defined as engaging in self-destructive behavior in which there may or may not be an acknowledged suicidal intent)

- Suicide threats (defined as any verbal, written or oral communication on self-destructive behaviors)

Many self-harm situations can be mitigated with some form of early intervention. The sooner the self-harm situation is brought to the attention of mental health professionals the less likely a person will be able to succeed in harming themselves and/or others. Suicide attempts are generally preceded by signs of depression and/or threats. These signs and threats need to be addressed early on in order to prevent self-harm and potential harm to others.

It is important to note that if anyone experiences thoughts of self-harm, there are always professionals ready and willing to assist. Anyone at any time can contact the Campus Safety Office at (831) 755-6888 for assistance. Campus Safety Officers will respond and make referrals to mental health professionals for assessments and treatment. During normal business hours the Hartnell Crises Counselors can also be contacted at (831)770-7019 for help Monday thru Friday 11:00A.M. To 12:00 P.M. building D123, 124 and 126.
If any student, faculty or staff members become aware of another person making suicide attempts or threats they will report it immediately. Any delay in reporting these situations will place the campus community in greater harm. At no time should anyone make an attempt to treat or transport a suicidal person themselves. The following procedures should be adhered to.

**Reporting Individual:**
- Call 911 (8-911 from a campus phone). Be sure to give the exact location of the incident including the Hartnell Community College District name, building you are in and location within the building.
- Call Campus Safety at (831) 755-6888 to notify them of the anticipated arrival of medical personnel.
- During normal business hours call and notify Student Affairs.
- If the subject does not have immediate means with which to carry out the threat AND it is safe to do so, remain with the individual until medical personnel arrive.
- Notification will be made to the Vice President of Student Affairs and the Director of Student Affairs as immediate as practical.

**Campus Safety Personnel:**
- Meet and escort medical personnel to the location of the situation. Send an officer to the site to secure the area.
- Assess the need to evacuate any portion of the building to ensure the safety of any campus population.
- Complete an Incident Report and submit it to the Vice President of Student Affairs and the Director student Affairs as immediate as practical.

**Non-Hartnell Medical Personnel:**
- Trained medical personnel responding to the 911 call will determine whether or not the individual should be transported.
- No Hartnell employee should transport the individual to a care facility under any circumstance.

If the on scene medical professionals responding to the 911 call determine that the individual is not being transported to a recovery facility they will be escorted by Campus Safety personnel to the Student Affairs Office. The Director of Student Affairs will discuss and facilitate:

- A family member can be called for the individual to be released to until treatment begins and is cleared by medical personnel to return to the campus.

If the decision made by responding medical professionals to transport the individual to a recovery facility, the individual must provide a document of release from the treatment center before being allowed to return to campus.
Online Student Suicide Attempt/Threat Procedure:

While online students may not pose an immediate threat to campus population, the importance of an early intervention is just as critical. If any Hartnell faculty member or student learns of a student suicide attempt or threat the following procedures will be followed.

- Attempt to find out where the student is. Keep in mind that online students may be in another city. The more information obtained from the student regarding their current location, the better the chances of intervening before a critical incident occurs will be.
- Be sure to have the student’s correct name and spelling as this information will assist Campus Safety personnel to locate the student and send out appropriate city, county, state resources.
- Call Hartnell Community College District Campus Safety at (831) 755-6888 to report the incident.

Campus Safety Personnel Procedures:

- Ascertain the student’s location from the faculty member or look up the student if no information was obtained.
- Call emergency personnel in the city where the student is believed to be to request a wellness check. You can call 911 (8-911 from a campus phone) to get connected to that cities emergency personnel. Be ready to provide the students full name and date of birth, address, and nature of the threats or attempt.
- Complete an Incident Report Form and forward it, along with any other forms to the Vice President of Student Affairs.

22. WORKPLACE VIOLENCE

Your actions may help calm a potentially violent situation, or they may escalate the problem. The following actions should be followed to help calm the situation.

Do:

- Stay calm. Do not be in a hurry.
- Be empathetic. Show that you are concerned.
- Suggest the other person and yourself sit down. Sitting is perceived as a less aggressive position.
- Try to be helpful.
- Give positive outcome statements, such as “We can get this straightened out”.
- Give positive feedback for continued talking, such as “I’m glad you’re telling me how you feel”.
- Stay out of arms reach.
- Have limited eye contact
- Take notes if possible
Do not:

- Patronize.
- Yell or argue.
- Joke or be sarcastic.
- Touch the person

If someone becomes agitated, leave the scene immediately, if possible. Call Campus Safety at (831) 755-6888 from a safe place or try to alert a co-worker that there is a problem.

Practice preventive measures:

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend or family member. Call Campus Safety at (831) 755-6888 to advise that you are still in the building and contact them again when you are leaving to be escorted to your vehicle.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Report any strange or unusual activities in and around your workplace immediately to your supervisor and the police.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call Campus Safety at (831) 755-6888 or 911.
- Report to facilities (831) 755-6950 any workplace locks, windows or lights that are in need of repair or attention.
23. PERSONAL THREAT, ASSAULT OR CIVIL DISTURBANCE

Personal threat or assault includes threatening behavior that is deemed threatening or harmful by another individual.

**Stalking**
- Call Public Safety at (831) 755-6888 or 911 (8-911 from a campus phone) and seek the safety of others.
- Do not confront alleged stalker.
- Take note of physical characteristics and other identifiers that you can report to the Hartnell Community College District Campus Safety Department.
- Campus Safety Personnel can provide information on obtaining court orders prohibiting harassment or restraining orders.

**Assault**
- Call Campus Safety at (831) 755-6888 or 911 (or 8-911 from a campus phone).
- Remain with victim until emergency assistance arrives, provided it is safe to do so.

**Report of Relationship Violence**
- Call 911 (or 8-911 from a campus phone) if there is a medical emergency or immediate threat or call Campus Safety at (831) 755-6888.

**Resources**

**On Campus:**

Counseling Office: CAB 165 755-6820
EOPS Office: College Annex 104 755-6860
DSP&S Office: College Center 102 755-6760
Sports Counseling: PE 114B 755-6848 755-6805

**Off Campus:**

Alanon 424-6207
Alcoholic Anonymous - Monterey 373-3713
Alcoholic Anonymous - Salinas 424-9874
### Off Campus:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beacon House Alcohol and Drug Program</td>
<td>831-372-2334</td>
</tr>
<tr>
<td>Cocaine 24-hour hot-line</td>
<td>1-800-347-8998</td>
</tr>
<tr>
<td>Community Human Services-Monterey</td>
<td>831-373-4775</td>
</tr>
<tr>
<td>Door to Hope - Women's Residential Recovery</td>
<td>831-422-6226</td>
</tr>
<tr>
<td>Community Service Residential Drug Program</td>
<td>831-899-2436</td>
</tr>
<tr>
<td>Community Human Service-Salinas</td>
<td>831-424-4828</td>
</tr>
<tr>
<td>Narcotics Anonymous - Monterey</td>
<td>831-624-2055</td>
</tr>
<tr>
<td>Narcotics Anonymous - Salinas</td>
<td>831-758-1630</td>
</tr>
<tr>
<td>Sun Rise House</td>
<td>831-758-3302</td>
</tr>
<tr>
<td>TRUCHA</td>
<td>831-424-0521</td>
</tr>
<tr>
<td>Women's Crisis Center</td>
<td>831-757-1002</td>
</tr>
<tr>
<td>Women's Crisis Center 24-hour crisis line</td>
<td>831-757-1001</td>
</tr>
</tbody>
</table>

### In-patient/Out-patient Treatment Centers

<table>
<thead>
<tr>
<th>Center</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Hospital of the Monterey Peninsula</td>
<td>831-373-0924</td>
</tr>
<tr>
<td>Beacon House Alcohol and Drug Program</td>
<td>831-372-2334</td>
</tr>
<tr>
<td>Genesis House</td>
<td>831-899-2436</td>
</tr>
</tbody>
</table>
24. ACCIDENTS

ACCIDENT REPORTS

Anyone witnessing an accident or involved in an accident including visitors, employees, or students should report the accident to Campus Safety at (831) 755-6888 for assistance.

The term "accident" applies to any personal injury. Accident reports are not required unless injury results. Injuries sustained due to an illness are included in the definition of "accident."

If employees or student workers sustain injuries during their working hours, they should contact Human Resources at (831) 755-6706. However, if they are unable to do so, their direct supervisor should contact Human Resources.

Note: Contact Campus Safety to document the situation regardless of the severity of the injury.

AIRCRAFT ACCIDENT

- Call 911 (8-911 from a campus phone). Notify the operator of the accident location, the number of casualties and if any campus structures are affected.
- If the crash scene is close to your building, notify your supervisor, and evacuate if smoke from the crash scene moves in your direction.
- DO NOT approach a downed aircraft. The responding Fire Department has equipment and personnel that are trained for such incidents.

MOTOR VEHICLE ACCIDENT INVOLVING INJURIES

- Call Campus Safety (831)755-688 if circumstances dictate call 911 (or 8-911 from a campus phone) immediately and remain on the scene until released by paramedics and police.
- Advise the operator of the number of injured and extent of injuries
- Look for hazards that could affect you or responding emergency personnel (fuel, chemicals, etc.) and report them to the 911 operator.
- DO NOT attempt to move the injured unless it is more dangerous to leave them where they are, i.e. car fire.
- Attempt to keep the victims calm and reassure them that assistance is on the way.
- Notify emergency personnel of the number of injured and their locations.
MOTOR VEHICLE ACCIDENT WITHOUT INJURY

A driver involved in a traffic accident on Community College District property must report the traffic accident to Campus Safety at (831) 755-6888 as soon as possible, but no later than 24 hours after the accident if it involves any of the following:

- Injury or death (must be reported immediately)
- Damage to Community College District property or a government vehicle
- Damage in excess of $1,000 to any one vehicle or accidents involving hazardous material.

All drivers involved in a traffic accident must stop and exchange the following information:

- Names and addresses
- Drivers' license numbers and issuing states
- Vehicle license plate numbers and vehicle identification numbers
- Year and make of vehicles and insurance information

ACCIDENTS INVOLVING UNATTENDED VEHICLES

In an accident involving an unattended vehicle, the driver responsible for the accident must contact Public Safety at (831) 755-6888 or leave a note with his or her name and address, as well as the name and address of the owner of the vehicle, and a statement of the circumstances thereof and shall without unnecessary delay notify the police department of the city wherein the collision occurred or, if the collision occurred in unincorporated territory, the local headquarters of the Department of the California Highway Patrol per California Vehicle code section 20002.

If a vehicle owner becomes the victim of an unattended vehicle accident for which the responsible driver failed to leave his or her name and address and/or failed to report the incident to Campus Safety and Police, the vehicle owner should report the incident to Campus Safety and police.
25. ANIMAL INCIDENTS

Untrained persons should not attempt to approach any feral animals. Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences.

Hartnell has a "no dogs on campus" policy. Any animal that is wandering loose on campus should be reported immediately to Campus Safety at (831) 755-6888.

If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away before calling Campus Safety at (831) 755-6888.

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 911 (8-911 from a campus phone) immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

26. Emergency Lockdown Procedures

The following procedures should be followed when a threat or intruder is inside the Hartnell College facility or on campus property:
1. Building Security will initiate and announce the lockdown on the Alert-U system.
2. Remain calm. Encourage others to remain calm.
3. Immediately cease all activity (i.e., teaching, group work, meetings, etc...)
4. Enter the nearest classroom, office or secured space.
5. Lock or barricade all doors where possible. Keyless entry doors will be locked during a lockdown but can be opened from the inside.
6. Turn off all lights, computers, projectors or any other devices that may indicate a room is occupied.
7. Draw curtains and lower blinds where practical to do so. Stay away from all windows and doors.
8. Sit on the floor or crouch under or behind desks and bookshelves where possible so as to be as invisible as possible.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until “all clear” is announced over the Visiplex system or if you are certain it is safe to do so (i.e. if police are at the door).
11. Security will provide additional information and direction using the Visiplex system when appropriate including notice of termination of the lockdown.
12. If you are directed to leave your secured area, assist others in moving as quietly and quickly as possible.

**AN INCIDENT COMMAND CENTER WILL BE SET UP IN THE EVENT OF A MAJOR EMERGENCY. KEEP CLEAR OF THE COMMAND CENTER UNLESS YOU HAVE IMPORTANT INFORMATION TO REPORT.**

Nearest Hospitals

- Salinas Valley memorial Hospital (2.2 miles away)
  450 E Romie Ln, Salinas, CA 93901
  (831) 757-4333

- Natividad Medical Center (3.3 miles away)
  1441 Constitution Blvd, Salinas, CA 93906
  (623) 755-4111

Natividad provides mental health treatment for those in need Monterey County also provides Human Services mental health assistance.