



TAFT COLLEGE

West Kern Community College District

EMERGENCY RESPONSE GUIDE

INTRODUCTION	EMERGENCY CONTACT INFO	WHEN TO REPORT AN INCIDENT, ETC.
UTILITY FAILURE	EVACUATION	MEDICAL EMERGENCIES
INTRUDER ON CAMPUS	WEAPON ON CAMPUS	ACTIVE SHOOTER
LOCKDOWN	EARTHQUAKE / SEVERE WEATHER	FIRE
SUSPICIOUS PACKAGE	BOMB THREAT	EXPLOSION
PHYSICAL ALTERCATION	STALKING / IPV	SEXUAL ASSAULT
MISSING PERSON	HOSTAGE / KIDNAPPING	SUICIDE ATTEMPT
HAZARDOUS MATERIAL	CHEMICAL SPILL	BLOOD-BORNE PATHOGEN
THEFT / ROBBERY / BREAK-INS	MEDIA POLICY	INCIDENT REPORT

MESSAGE FROM THE TAFT COLLEGE VICE PRESIDENT OF STUDENT SERVICES

The safety and security of our students, faculty, staff and visitors is always a priority, and we must all be prepared to keep our campus safe. I hope you find this Emergency Response Guidebook to be a valuable reference of each of our roles and responsibilities in the event of an incident. I urge you to familiarize yourself with the information and procedures in this guidebook, and I thank you for all you do to keep our campus safe.

Brock McMurray

Vice President of Student Services

INTRODUCTION

CAMPUS SAFETY CONTACTS

If possible, it is always best to contact the following parties in the event of an emergency (you can always dial 911).

Day Phone numbers:

- **Police & Fire****911**
- Vice President of Student Services office(661) 763-7811
- Security, Dorm Supervisoroffice, (661) 763-7832
cell, (661) 428-4032
- Police non-emergency(661) 763-3103
- Fire non-emergency(661) 765-2155

Code Blue Stations:

- Push the red button for help. This will automatically call the Kern Security Central Office, 911 and the college Administrator on duty.

Evening Phone numbers:

- **Police & Fire****911**
- Vice President of Student Services(661) 763-7811
- Security, Dorm Supervisorcell, (661) 428-4032
office, (661) 763-7832
- Campus Securitycell, (661) 747-3258
- TIL Security(661) 623-1072 or (661) 623-0963
- Police non-emergency(661) 763-3103
- Fire non-emergency(661) 765-2155

For evening parking lot assistance/escort please call (661) 747-3258

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**EMERGENCY
CONTACT INFO**

CAMPUS SAFETY CONTACTS *continued*

Community Resources:

- Sheriff Department(661) 763-8550 or 1 (800) 861-3310
- California Highway Patrol(661) 764-5580

Community Resources:

- Taft Union High School(661) 763-2300/(661) 763-2310
 - Buena Vista Continuation HS.....(661) 763-2383
 - Roosevelt(661) 763-3113
 - Lincoln Middle School.....(661) 765-2127
 - Taft City School District.....(661) 763-1521
-

WHEN TO REPORT AN INCIDENT, CRIME OR EMERGENCY:

- If someone is injured or ill
- If you see or smell smoke or fire
- If you see someone being hurt, harassed or bullied
- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle, or any activity that is against the law.
- If you see something or someone suspicious.

Do not assume someone else has made or will make the call. Provide the officer(s) or dispatcher(s) with accurate detailed information about the situation so that it can be relayed to the emergency personnel who are on the way to assist.

If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the Officer(s).

Campus Security Authorities must report an Incident or Crime by Federal Law, the CLERY ACT passed in 1998.

- CSA's are defined by function and not by title. *If you are an employee of the college and have been designated as a CSA, you must report a crime if witnessed by you or reported to you.*

(Source: <http://www.securityoncampus.org/>)

Continued →

**WHEN TO REPORT
AN INCIDENT, ETC.**

WHEN TO REPORT AN INCIDENT, CRIME OR EMERGENCY: *continued*

Campus Security Authorities:

According to the federal law known as the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, a “Campus Security Authority” is defined as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.”

The following individuals have been identified as

Taft College Campus Security Authorities:

Brock McMurray, Vice President of Student Services
Angelo Cutrona, Security and Residence Hall Supervisor
Debbie Hegeman Asst. to the Vice President of Student Services
Myisha Cutrona, Coordinator of Student Activities
Valentine Sanchez, Security Officer
Margaret Buddell, Security Officer
Kanoë Bandy, Director of Athletics
John Delaney, Residence Advisor
Phil Centeno, TIL Security
Alex Gonzalez, TIL Security
Wendy Berry, PTK Advisor
Darcy Bogle, Counselor
Candace Duron, Counselor

UTILITY FAILURE

Immediately report utility failures during regular work hours (Monday-Friday 8:00 a.m.-5:00 p.m.) to the Maintenance Department.

Immediately report utility failures after regular work hours, on weekends, and on holidays to the Taft City Police or Campus Security.

GAS LEAKS:

- Evacuate the area immediately.
- **DO NOT** attempt to shut off or manipulate valves.
- Activate building emergency notification procedures to ensure everyone in the building is notified.
- Call the Maintenance Department and the Taft Fire/Police Department to report the problem
- **DO NOT** switch on lights or any other electrical equipment. Do not smoke in the area.
- Account for all building personnel once outside and wait for further instructions from Taft City Police and Fire Department.
- If leak is outside, **DO NOT** remove any vehicles from the immediate area until cleared by Taft City Police or Fire Department.

POWER OUTAGE:

- Report the outage to the Maintenance Department and the Taft City Police/Fire Department
- Help co-workers in darkened areas move to safer locations.
- Secure current experimental work and keep refrigerators and freezers closed.
- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation.
- Follow the instructions given by the Taft City Police and the Fire Department.

UTILITY FAILURE

EVACUATION

In the event that an evacuation is needed due to a fire or other emergency:

- Please remain calm.
- Evacuate your building at the nearest exit.
- **DO NOT** run or **USE** elevators!
- Once evacuated, please go to the meeting area assigned to your building and await further instructions.

If someone needs assistance leaving the building and you can do so **SAFELY**, please assist this person out of the building and to your assigned meeting area.

- **DO NOT** return to an evacuated building unless told to do so by Campus Safety and/or other authorized personnel.



EVACUATION

MEDICAL EMERGENCIES

In the event of a medical emergency:

- Please remain calm and contact Campus Safety, if necessary dial **911**.
- **DO NOT** move the injured person unless there is an immediate threat to them. If it is **SAFE** to do so, comfort them and reassure them that help is on the way.
- Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
- **DO NOT** touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming in contact with bodily fluids.
- If you are certified in first aid and it is **SAFE** to do so, provide care to the person to the extent you are capable.
- Follow all directions given to you by Campus Safety and/or other authorized personnel.
- Report the medical injury to your supervisor and/or Campus Safety once the victim receives professional medical attention.

Continued →

**MEDICAL
EMERGENCIES**

MEDICAL EMERGENCIES *continued*

SEIZURE:

The primary role of a bystander when someone is having a seizure is to prevent injuries. This can be done by following the steps below:

- Call **911**.
 - Cushion the head.
 - Loosen any tight neckwear.
 - **DO NOT** attempt to hold down or restrain the person.
 - **DO NOT** place anything in the person's mouth or try to pry the teeth apart.
 - Remove sharp objects from around the person to prevent injury.
 - Reassure bystanders who may be panicking and ask them to give the person room.
 - Turn the person on his or her side after the convulsion ceases. This may help drain any moisture or secretions from the person's mouth.
 - Observe these items: length of seizure, type of movements, direction of any head or eye turning, amount of time to return to alertness and full consciousness.
 - Report the information above to EMS personnel when they arrive.
-

INTRUDER ON CAMPUS

If you come across or learn of an intruder or someone who is threatening the safety of individuals on campus:

- Immediately contact Campus Security or call **911** as soon as you can do so safely.
- Remove yourself from danger, if safe to do so, get to a **SAFE ZONE**.
- **DO NOT** approach the person.
- Be prepared to give a full description of the individual, as well as his or her location.

**INTRUDER ON
CAMPUS**

WEAPON ON CAMPUS

If you observe a person(s) with a weapon on campus:

- **REMAIN CALM** and immediately contact Campus Security or call **911**.
- Initiate lockdown procedures if a potential threat exist.
- **DO NOT TOUCH THE WEAPON.**
- If the situation warrants, remove yourself from the area in which the weapon is located.
- Advise Campus Security and/or Taft City Police of your exact location and a description of the weapon.
- Follow all instructions given to you by Campus Security and/or other authorized personnel.
- **DO NOT APPROACH** the person(s) with the weapon.

Provide all available information to Campus Security and/or Taft City Police including:

- Your name.
- Phone number.
- A description of yourself.
- A description of the person with the weapon
- The types of weapon and the number of weapons (if you know).
- Any other information that could be pertinent.

WEAPON ON
CAMPUS

ACTIVE SHOOTER

An “active shooter” is defined as one or more subjects who participate in a random or systematic action demonstrating their intent to harm others (shooting or other means of inflicting serious injuries and/or death).

Identify Problem:

- Notify **911**, Taft City Police and the Sheriff's Department. If possible contact the campus switchboard at 763-7700 and/or Information Technology at 763-7737.
- As soon as reasonably possible the early warning mass notification system will be activated.

Police Response:

- It is the duty of responding police officers to protect the lives of innocent people by any legal means necessary, including the use of deadly force against the suspect(s).

If you are involved in a situation where someone has entered the area and has started shooting, or is threatening to do so, or otherwise cause bodily injury, the following is a list of actions that are recommended:

- If you believe you can safely do so, exit the building immediately and seek shelter
- Notify anyone you may encounter to also exit the building.
- As soon as possible, call **911** or activate the Emergency Blue Light phone by pressing the **RED** button
- **DO NOT** pull the fire alarm to alert others of an active shooter as this may put others in danger.
- Give emergency dispatcher the following information:
 - Type and location (building/room) of incident
 - Your name and location (marked on outer windows).
 - Number and identity of shooter(s) if known
 - Other information as requested.
- Remain in a safe place until the threat is over.

Continued →

ACTIVE SHOOTER

ACTIVE SHOOTER *continued*

If you are in a place where you may become more directly threatened or involved, the following steps are recommended:

- Go to the nearest room or office
- Close and lock or barricade the door by any possible means.
- Stay away from doors or windows where you might be seen. Turn off radios, computers or anything else that might draw attention.
- Leave interior room lights off.
- Get into the most secure place/position you can find.
- Remain quiet and hidden.
- **DO NOT ANSWER THE DOOR** unless you know it is emergency personnel.
- Notify **911**

Give the emergency dispatcher the following information:

- Type and location (building/room) of incident
 - Your name and location (marked on outer windows).
 - Number and identity of shooter(s) if known
 - Other information as requested.
 - Remain in that safe place unless the situation changes and it is no longer safe. If this occurs you will need to consider changing locations.
 - Re-contact the emergency dispatcher and give updated information.
 - Remain in place until an “all clear” is given by law enforcement.
-

LOCKDOWN

In the event that an emergency situation requires a lockdown, Campus Safety and/or other personnel will lock down some or all buildings on campus. You will be notified of a lockdown by the Emergency Notification system, which includes a variety of modalities to provide swift and accurate information to the community.

In the event of a lockdown:

- **REMAIN CALM.**
- Lock the doors, close and lock windows and shut blinds.
- If you can do so **SAFELY**, inform others in your area of the lockdown.
- If someone needs assistance, and you can do so **SAFELY**, help them to the lockdown area.
- If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade doors.
- Stay low on the floor away from windows and doors and under desks if possible.
- **DO NOT** leave the area until you are told to do so by Campus Safety and/or other authorized personnel.

LOCKDOWN

EARTHQUAKE / SEVERE WEATHER

In the event of severe weather, the National Weather Station will issue a warning or advisory. Weather alerts can include, but are not limited to ice storms, snow storms, thunderstorms, or tornado watches and warnings. **DO NOT** use your cell phone or any type of portable phone during a thunderstorm.

If possible, stay inside your building, away from windows and other areas with glass. If you are **OUTSIDE**, immediately go into a building to avoid possible falling tree limbs and other debris

In the event of an earthquake/severe weather warning:

- Give **DROP & COVER** command – stay low and cover head.
- After shaking stops, check for injuries, and render first aid.
- Contact **911** and/or Campus Security to notify them of your location.
- If you exit the building, **DO NOT** return to the building unless cleared by emergency personnel and/or security.
- **DO NOT** light any fires.
- Keep at least 200 feet from building or any downed power lines.
- Check attendance whether or not evacuation takes place. Report any missing students to Security and/or Emergency personnel.
- Stay alert for aftershocks.
- Emergency Personnel and/or Security will issue further instructions.

Drop & Cover Procedures:

Actions while INSIDE building:

- Get under desk, table, door arch, stairwell or other sturdy furniture with back to windows. Stay away from large windows, shelving systems, or tall room partitions.
- If not near any furniture, sit in a corner, facing a wall with your back to windows.
- Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

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**EARTHQUAKE /
SEVERE WEATHER**

EARTHQUAKE / SEVERE WEATHER *continued*

- If notebooks or jackets are handy, hold over head for added protection.
- Stay away from windows, bookcases, or other heavy objects.
- Maintain position until shaking stops.
- Contact **911** and/or Campus Security to notify them of your location, names and need for assistance and details of injuries.
- Be prepared for aftershocks. Aftershocks can occur for a period of up to several days. They may last from 5 seconds to 5 minutes.

Actions while OUTSIDE building:

- Assume **DROP & COVER** position in an open space away from buildings, trees and power lines.
 - Maintain position until shaking stops.
 - Move away from buildings, trees, overhead wires and poles.
 - **DO NOT** re-enter building until it is determined to be safe by Emergency personnel.
-

FIRE

- If the fire alarm sounds remain calm and evacuate the building by the nearest exit immediately (when the fire alarm is activated, evacuation is mandatory.)
- If you observe smoke or a fire and the alarm is not sounding, leave the building **IMMEDIATELY** and while doing so attempt to find the nearest pull station and **ACTIVATE** the fire alarm if it is **SAFE** to do so.
- Notify others as you leave
- Close doors behind you if possible and **SAFE** to do so.
- **DO NOT** use elevators
- Always use the stairs to exit upper floors and if smoke is present, stay low to the ground.
- If it is not safe to use the nearest exit, go to the next nearest available exit.
- Take your personal belongings (purse, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
- Contact Campus Safety 747-3258 or Taft Fire Dept. by dialing **911** as soon as possible.
- Remain calm, **DO NOT RUN**.
- Follow directions given by your buildings emergency coordinator, fire department or the police.
- Assist individuals who may need assistance to move to a safe area.
- Meet with students and staff at an established outside evacuation location.
- If you know of anyone who may possibly be trapped inside, notify Campus Safety and provide the trapped person(s) last known location.
- **DO NOT** re-enter the building until authorized to do so by emergency personnel.

FIRE

SUSPICIOUS PACKAGE

- **DO NOT** open the suspicious item. If you have opened it, remain calm.
- **Notify Taft City Police at 911 immediately.**
- **DO NOT** move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you come into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- **DO NOT** attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by the Taft City Police Department.

**SUSPICIOUS
PACKAGE**

BOMB THREAT

In the event you receive or overhear a bomb or other mass threat contact Campus Security at 661-7747-3258 and/or **911**.

For Security reasons it is best when possible to avoid using a cell phone or two way radio near a suspected bomb or suspicious package when reporting the threat.

In the event the threat is received by phone (employee):

- **DO NOT** activate any fire alarms.
- Keep the caller talking as long as possible!
- Listen carefully. Try to determine the caller(s) sex, age, accent, speech pattern and whether he or she is drunk or drugged.
- Listen for any background noises.

Questions to ask:

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

Please photocopy the checklist on the following page, complete and submit it to the Office of the Vice President of Student Services as soon as possible.

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BOMB THREAT

BOMB THREAT CHECKLIST

Name: _____ Date: _____

Department: _____ Time: _____

BOMB FACTS:

When will it explode? Specific Time: _____

Where is it located? Building: _____

Area: _____

What kind of bomb? _____

How did you become aware of the threat? _____

Did caller appear familiar with the campus by the description of the bomb location? Yes No

Write out the bomb threat in its entirety in the Comment Section of this checklist.

Please select as much information as possible below.

CALLER'S IDENTITY

Male Female Adult Juvenile Approximate Age: _____

ORIGIN OF CALL

Local Long Distance Internal (From inside of building) if internal, note extension

VOICE CHARACTERISTICS

Loud High Pitch Raspy Intoxicated Soft Deep Pleasant

SPEECH

Fast Distinct Stutter Slow Distorted Nasal Pleasant

LANGUAGE

Excellent Good Fair Poor Foul

ACCENT

Local Foreign Race Not local region

MANNER

Calm Angry Rational Irrational Coherent Incoherent

Righteous Laughing Deliberate Emotional

BACKGROUND NOISES

Factory Machinery Trains Animals Music Office Machinery

Quiet Voices Airplanes Party Atmosphere Street Traffic

Comments: _____

EXPLOSION

If there is an explosion:

- Take immediate cover under tables, desks or other objects that will give you protection from falling glass and debris.
- **REMAIN CALM** and once it is **SAFE** to do so, evacuate the buildings and respond to your assigned meeting place so that an accurate account of the buildings occupants can be made.
- If others around you need assistance and you can **SAFELY** do so, assist them in exiting the building.
- Use caution when opening doors or exiting the windows of the building.
- As soon as possible, dial **911** or call Campus Safety and tell them as much information as possible including the location of the explosion, other locations in the building where injured people may be, and any injuries you have observed.
- Follow all instructions given to you by Campus Safety and/or other authorized personnel.

EXPLOSION

PHYSICAL ALTERCATION

What some may perceive as “just a fight” is actually a violation of the Taft College Standards of Student Conduct Policy.

All members of the Taft College community are urged to notify Campus Security and/or the Vice President of Student Services office if you observe or are involved in a physical altercation.

An altercation will be followed with an investigation by a representative from the college, and if deemed necessary by the complainant, the Taft City Police will be notified. Individuals can be held accountable through the Criminal Justice System.

In the event of a physical altercation, take the following actions:

- Contact Campus Security and/or Vice President of Student Services or if necessary, dial **911**.
- Provide detailed information including the location of the altercation, the number of combatants involved and whether anyone is injured.
- **DO NOT** become involved in the altercation if at all possible.
- *If you do choose to become involved, know that you may be injured and/or may be implicated as an assailant or mutual combatant when the police arrive.*
- Be able to provide information on the names of the combatants, if known, and any direction of flight and physical description.

PHYSICAL
ALTERCATION

STALKING/INTIMATE PARTNER VIOLENCE (IPV)

If a student/staff member reports to you that he/she believes that he/she is in an abusive relationship or is being stalked, he/she may be in either imminent danger or not immediately at risk.

Stalking and IPV is a serious crime and is so often minimized. College campuses are open environments and for that reason pose a great risk to victims of intimate partner violence/stalking.

If the victim believes he/she is in imminent danger:

- Locate a safe place; Police station, residence unknown to assailant, domestic violence shelter, church, or public place. Call 911 or Campus Security.

If the victim believes he/she is not immediately at risk:

- Offer options to call Campus Security, victim services/ counseling on-campus and off campus victim service agency. These entities will explain protection/restraining orders, stalking laws (vary state by state), documentation of events, contingency/escape planning.

If a student/staff believes that he/she is being stalked;

- Explain to him/her to maintain a log recording all stalking-related behaviors including, but not limited to, electronic mail, phone calls, text messaging and in-person events.

If a student in your class has a protection/restraining order, contact your Vice President of Student Services office so that you can follow campus policy.

SEXUAL ASSAULT

In the event that a student/staff member discloses that he/she was the victim of a sexual assault, listen and do not be judgmental.

This person is telling you because he/she trusts you. Reassure the student/staff member that what happened is not his/her fault and that he/she should do what is best for him/her.

Offer options so that the victim can make an informed decision about what is best for him/her. Do not make his/her choices for him/her.

Options can include:

- Report the assault to local Police.
- See a trained professional in the counseling center/sexual assault services.
- See a trained counselor at an off-campus victim service center (services are free).
- Call a hotline to have questions answered

MISSING PERSON

If there is a Student, Faculty, Staff or other person missing:

- Immediately contact Campus Safety or **911**.
- Be prepared to give your name and phone number as well as provide all information possible regarding the missing person including a physical description such as:
 - What they were wearing when they were last seen
 - Where they were last seen
 - The physical condition they were in when last seen
 - If they were driving or have a vehicle and its description and who they were with.
- Be prepared to provide information on any medical or other special conditions that you know about.

MISSING PERSON

HOSTAGE/KIDNAPPING SITUATION

If you see or hear of a possible hostage situation:

- Immediately remove yourself from any danger.
- Remain calm and contact Campus Security at **661-747-3258** or Taft City Police Department by dialing **911** as soon as you can do so **SAFELY**.
- Be prepared to give as much information as possible to Campus Security and/or the Taft City Police Department including your name and phone number, the location, number of possible hostages, number of possible hostage takers, physical descriptions of the hostage takers, any possible injuries and the types of weapon being used.

If you are taken hostage:

- Remain calm and cooperate with your captors.
- **DO NOT** attempt to escape unless there is **NO** danger in doing so.
- If possible, call Taft City Police by dialing **911** and leave the line open.
- **DO NOT** draw attention to yourself.
- Do what you are told to do.
- **DO NOT** speak unless spoken to and **DO NOT** try to intimidate the captors.
- Stay low below windows and behind cover if possible.

SUICIDE ATTEMPT

In the event a person expresses suicidal thoughts or attempts suicide:

- **DO NOT** leave the person alone if you can remain with them **SAFELY**.
- Dial **911** immediately and contact Campus Security.
- Remain calm.
- If weapons are present, leave the area immediately.
- **DO NOT** touch any weapons or other items that the person may consider using, or has used, to ensure your personal safety.
- Advise Taft City Police and/or Campus Security of all possible weapons or other items if you can do so **SAFELY**.
- Show support to the person without being judgmental.
- Follow all directions given to you by Campus Security and/or other authorized personnel.

If there is a possible suicide:

- **DO NOT** touch anything in the area.
- **IMMEDIATELY** dial **911** and/or contact Campus Security and report the situation.
- Remain calm and be prepared to give all information possible to Campus Security and/or Taft City Police including your name, phone number, location, name of victim(s) if known and any other pertinent information.

SUICIDE ATTEMPT

HAZARDOUS MATERIALS

Hazardous material is material that, because of its quantity, concentration, or physical or chemical characteristics, may pose a real hazard to human health or the environment.

Hazardous materials include the following categories:

- Flammable and Combustible Material
- Toxic Material
- Corrosive Material Oxidizers
- Aerosols
- Compressed Gases

The accidental spill of hazardous material must be handled by qualified personnel only. Trained Laboratory technician/instructors maintain their own procedure on chemical spills based on the type of chemical.

Employees must contact Campus Security at 661-747-3258 immediately and advise them of the type of spill (if known), location and if anyone is injured by the spill and take the following steps:

- Instruct the student(s) to vacate the contaminated area immediately; do not attempt to clean the spill as the chemical could be hazardous.
- Evacuate the area and move to an area away from the spill area.
- If the spill occurs outside, proceed immediately upwind from the spill location.
- Instruct student(s) to carefully remove any contaminated clothing.
- Attempt to seal off the area to prevent entry.
- **DO NOT** turn on anything electrical, smoke in the area, or light a match/lighter in the area.
- Provide fresh air and water to any victims of exposure until medical personnel arrive.
- Await direction from Campus Security or other Emergency personnel. **DO NOT** return to the spill area until instructed that the area is safe.

**HAZARDOUS
MATERIAL**

CHEMICAL SPILL

If there is a chemical spill:

- Notify the Taft City Police at **911** immediately.
- **DO NOT** attempt to clean up the spill.
- Remove yourself and others from the area
- Cordon off the area and do not let others enter the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel.
- **DO NOT** pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- **DO NOT** re-enter the building until an “all clear” is provided by first responders.

BLOOD-BORNE PATHOGEN

Blood-borne pathogens are contained in any bodily fluid including urine, semen, blood, saliva, vomit or fecal matter.

Action Steps for Buildings:

- For any situation of this nature, call the Maintenance and Operations department immediately and provide details (where, what is the issue, etc.).
- **DO NOT** handle or touch anything.
- Seal off the area immediately and keep people away. If possible cover the substance with a towel or paper towels.
- In the event a community area is contaminated (i.e. bathroom, stairwell, etc.) direct students and faculty to another community facility, until Security or Maintenance Department can block off and secure the area.

THEFT/ROBBERY/CAR BREAK-INS

In the event of a burglary or robbery in a classroom, dormitory, office, or other campus property, contact campus safety/police immediately so that members of the campus community can be warned.

A robbery is the attempt to take something by using force. If a robbery occurs, report items missing along with a description of the perpetrator(s). If a student reports a mugging or robbery to you, contact Campus Safety and/ or Taft City Police immediately. On college campuses, most perpetrators of robberies are serial and will continue to prey on the community.

A burglary occurs when no one is present or no force is used while belongings are taken from a dormitory, office, classroom, or other campus property. Report items missing and suspicious persons to Campus Security and/or Taft City Police.

In the event of a car break-in, contact Campus Security as soon as possible. Try to refrain from touching any potential evidence in or around your vehicle.

TAFT COLLEGE MEDIA POLICY

If members of the media are on campus covering an emergency of any kind, the President or Vice President will answer all questions from the media.

Please direct all questions from the media to the President's office.

IMPORTANT TIP – You don't have to talk to the reporter, but don't say "No comment," as this can be interpreted to mean you know something but won't tell them. Instead say something like, "I don't have enough information to talk about that issue" or words to that effect.

TAFT COLLEGE INCIDENT REPORT FORM

To ensure that the campus is aware of potentially dangerous situations, you are asked to report incidents that may suggest something more serious. These reports will be maintained in the office of the Vice President of Student Services to track patterns of behavior that indicate a potential risk for members of the campus community.

Immediately report by phone any aggressive physical contact to the Security Office at 661-747-3258 or the Office of the Vice President of Student Services at 661-763-7727 or 661-763-7811. Any other behaviors listed below may be severe enough to warrant police intervention.

Please photocopy both pages of this report, complete them and submit it to the Office of the Vice President of Student Services as soon as possible.

Name of Offender: _____

Location on campus of incident(s) _____

Day and time _____ Reported by: _____

Position _____ Phone# _____

(Circle all applicable encountered with this individual)

1 Physical contact

- a. Pushing
- b. Grabbing
- c. Hitting
- d. Inappropriate touching
- e. Other _____

2. Other Physical Actions

- a. Hitting an object
- b. Throwing an object
- c. Slamming fists
- d. Presence of weapons
- e. Violent gestures
- f. Other _____

3. Verbal insults and threats

- a. Intimidating or abusive comments
- b. Direct verbal threat
- c. Threat to use weapon
- d. Repeated mention of weapons
- e. Repeated reference to violence
- f. Other _____

4. Classroom disruption

- a. Verbal insults
- b. Harassment of other students
- c. Disoriented behavior
- d. Repeated refusals to follow classroom guidelines for civility
- e. Other _____

Continued →

TAFT COLLEGE INCIDENT REPORT FORM *continued*

5. **Additional Information:** _____

Have you reported this incident to the Security Office or Office of the Vice President of Student Services?

If yes, when? _____

Have you reported this incident to your Vice President or supervisor?

If yes, when? _____

If you would like the Security Office to work with you further, call 747-3258 or 763-7832.

Incident Report Completed by: _____

Printed name: _____ Date: _____

Once completed, return to your supervisor, Security Office or the Office of the Vice President of Student Services.

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