

# GUIDELINES FOR VIOLENT OR THREATENING SITUATIONS ON SBCC CAMPUSES

(Please note that these are only guidelines. Each situation is different and may call for a different course of action.)

## PREVENTING A VIOLENT INCIDENT

All faculty and staff should be vigilant regarding the risk of violence on campus. Every District employee is urged to take notice of the following:

- Unusually aggressive, odd, or threatening behavior of student(s) or co-worker(s)
- Threats of violence or retribution, whether said seriously or jokingly
- Co-worker(s) or student(s) who are distraught or suicidal
- Student reports of threatening behavior exhibited by another student
- Overheard comments or rumors of some kind of planned or intended violence
- Papers or writings that indicate potential engagement in violence
- Presence of groups that have a history or suggestive behavior of violence
- Fights or other acts of non-lethal violence
- Presence of guns, other weapons, or suspicious objects

***If any of the above is noticed, do not confront the threatening individual(s). Notify campus Security of your suspicions or observations.***

## WHAT TO DO IN THE EVENT OF A VIOLENT OR THREATENING SITUATION

1. **FIRST, GET OUT OF HARM'S WAY.** If possible, help others to avoid the threatening situation as well. Use common sense. **Do not take foolish risks.**

2. CALL FOR HELP – CALL 911 FIRST then Campus Security

FROM A REGULAR CAMPUS TELEPHONE, DIAL 9 AND THEN 911. The call will go directly to the Santa Barbara Police Department (SBPD) Communications Center (Mesa or Schott) or the County Sherriff's Office (Wake or Cosmetology). They will know that the call is coming from SBCC but not the exact location on campus. GIVE THEM DETAILS. These would include details on suspects, weapons, injuries, and exact location. Stay on the phone until you are told it is okay to hang up.

FROM A CELL PHONE DIAL 911. **NOTE:** All 911 calls from cellular telephones go to the CHP Communications Center in Ventura. Tell the operator that you have an emergency and need to speak with SBPD or the County Sherriff's Office. You will be transferred to the appropriate communications center. Unless asked, do not give details to the CHP as you will have to repeat these for the SBPD operator.

3. **AS SOON AS YOU ARE OFF THE LINE WITH SBPD CALL CAMPUS SECURITY**

FROM A CAMPUS TELEPHONE CALL EXT. 2400. FROM A CELL PHONE CALL 730-4200.

Two or more security officers are on duty most of the time. They will respond to the location of the problem to assist. On the Mesa campus they will also meet any emergency vehicles at the campus entrance to escort them to the exact location of the incident.

It is important to remember that SBCC security staff are not armed. Security staff are instructed to respond, evaluate the situation, and assist in getting police and other help to the scene as quickly as possible. To the extent possible they will assist with evacuation, if necessary, and render aid and comfort to anyone in need.

## IF A SHOOTING OCCURS

1. **IF YOU HEAR GUNFIRE, DIRECT STUDENTS, FELLOW FACULTY AND STAFF TO TAKE COVER.** The best chance to avoid injury is to remove yourselves from sight. This can be done in several ways:

- If in a classroom, keep students in the room and have them immediately fall to the floor, face down, and as flat as possible. If there is a safe place or cover within 15-20 feet, have them duck and run to it.
- If confronted in an office, immediately fall to the floor. Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. (Remember that many objects of cover may conceal you from sight, but may not be bulletproof.)
- Close, and if possible lock and/or barricade doorways; turn off lights.
- If the room has shades or curtains, close them. Hide behind any available cover.
- If walking down a hallway, look for an open room in which to hide.
- If outdoors, get behind a tree, wall or fence, lie down, and wait for rescue.
- If caught in an open parking lot, hide behind the front wheel/engine area.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police.

## **2. CALL 911**

- Identify the College and the exact location. Remain calm and answer the police operator's questions. Operators are trained to obtain the necessary and required information for a proper emergency response.
- Call Security.
- Limit calls to emergency calls only.

## **EMERGENCY NOTIFICATION PROCEDURES**

**The District is prepared, and continues to prepare, to provide information to faculty, staff and students in the most expedient manner necessary to protect lives and property. Such information includes emergency notification to warn of an event and recommend a course of action, and long-term notification regarding conditions such as closures or access restrictions.**

### **WARNING AND INFORMATION METHODS CURRENTLY AVAILABLE**

- Face to Face - Direct contact by SBCC Security staff, police, fire, and EMS
- Runners - Group contact by individuals moving from area to area
- Phone – Mass messages sent to all College phones
- Email – Mass messages sent through College emailing systems
- Web – Postings on College website and social websites (e.g., Facebook)
- Media - Announcements via local radio and television stations
- Flyers - Posted announcements to provide updates

### **WARNING AND INFORMATION METHODS CURRENTLY BEING INVESTIGATED**

- Loudspeakers - Public address system used to contact large areas
- Information Line - Specific phone number where updates can be obtained
- Web - Specific disaster or emergency designated site
- Text Messaging – Software allowing mass text messages to be sent to students, faculty and staff
- Display Boards - Display signs that provide notices, updates and resources

These warning and information methods will continue to be investigated and reviewed as possible resources to be used in the case of an emergency.