

CHAFFEY COLLEGE

CAMPUS POLICE

909/652-6911

24 HOURS / 7 DAYS A WEEK

EMERGENCY INFORMATION

The time to become familiar with emergency procedures is before an emergency. Read this booklet carefully now so you'll be familiar with the information it contains.

In the event of an emergency, faculty and supervisors have the responsibility to give instructions to students and staff, close and lock doors, and be prepared to assist the College Police or other emergency personnel, if safe to do so.

**FOR FIRE, POLICE,
PARAMEDICS:
911**

**Also call
COLLEGE POLICE
24 hours/7 days a week
909/652-6911**

FIRST AID

1. **In CASE OF A SERIOUS INJURY OR ILLNESS** occurs on campus, immediately call Campus Police at extension 6911 or 911. Give your name; describe the nature of the medical problem and the campus location of the injured person.
2. **Quickly perform these four steps:**
 - a. Ask person "Are you okay?" and "What is wrong?"
 - b. Check breathing and perform rescue breathing if you are CPR certified.
 - c. Control serious bleeding by applying direct pressure to the wound.
 - d. Keep person still and comfortable. Have person lie down if necessary.
3. In case of a minor injury or illness, call Student Health Services at extension 6331.
3. Have a pad and pencil available so that both of you understand the same message; this is especially necessary if you cannot understand his/her speech. Write clearly and let the deaf person read as you write.
4. If a Sign Language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling, COMMEND – Communication Medical Emergency Network for the Deaf at 1-714-621-3300 (Voice/TDD).

ASSISTING A HEARING IMPAIRED PERSON IN AN EMERGENCY:

1. FLASH LIGHTS ON and OFF, wave or tap the shoulder of the deaf or hearing impaired person to alert him/her of an emergency.
2. Face a deaf person directly and speak clearly and naturally, even if an interpreter is present. He/she may be trying to read your lips. He/she will also know to whom you are speaking.

ASSISTING A BLIND PERSON IN AN EMERGENCY:

Assign a "buddy" to assist in evacuation according to the regular procedures.

ASSISTING A PERSON WITH LIMITED MOBILITY IN AN EMERGENCY:

Students using a wheelchair and others who cannot manage stairs should be directed to the nearest elevator lobby and wait for Campus Police personnel.

Message from the President:

The Chaffey College Health and Safety committee and the Campus Safety/College Police have the highest regard for your safety, health, and the protection of life and property which is maintained within the campus community. These emergency procedure guidelines are designed to provide you with detailed information necessary in the event of an emergency.

Notifications or timely warnings regarding any extraordinary event that may pose a potential, ongoing, or continuing threat to campus community members or its property also play an integral role in the emergency preparedness plan. These notifications will be distributed when deemed appropriate and necessary.

Chaffey College is a safe academic community. We all play a role in maintaining the safety of our campus. Thank you for your support and for taking the time to educate yourself with these emergency procedure guidelines.

Henry Shannon, Ph.D.
Superintendent/President

EMERGENCY RESPONSE AND CONTACTS
POLICE • FIRE • PARAMEDICS 911

EMERGENCY PHONE NUMBERS

EMERGENCY RESPONSE AND CONTACTS

Chaffey College takes great measures to prepare for crisis.

COMMUNICATION AND ADVISORIES

Chaffey College uses several resources to routinely advise the campus community of incidents and emergencies. Please become familiar with the following before a crisis happens.

Emergency Information Hotline

909/652-6117

Chaffey College Radio

AM 1110

Internet Stream

www.chaffey.edu/broadcast

Click on "Listen Now to Live Radio Streaming"

Website

In the event of an emergency, the most current information will be posted on the Chaffey College website www.chaffey.edu.

Marquee

The electronic message board (marquee) on the Rancho Cucamonga campus is used to communicate with the community. Current information regarding campus closures and emergency information is posted on the marquee.

ChaffeyVISION

Television monitors on the three Chaffey College campuses stream valuable information. In the event of an emergency these monitors will broadcast college messages or television broadcasts.

EARTHQUAKE

1. When the earth begins shaking, DROP to knees, place one hand behind the neck, COVER yourself, make body as small as possible, close eyes and cover ears with forearms, HOLD on to an object such as a desk or chair. Drop, cover, hold.
2. During an earthquake, remain calm and quickly follow the steps outlined below.
3. If indoors, seek refuge in a doorway, under a desk or table. Stay away from glass windows, shelves and heavy equipment.
4. If outdoors, move quickly away from buildings, utility poles and other structures.
5. After initial shock, evaluate the situation and if emergency help is necessary, call Campus Police at extension 6911. Protect yourself at all times, and be prepared for aftershocks.
6. Coordinate with your supervisor and begin turning off all potentially hazardous equipment. Damaged facilities should be reported to Campus Police.
7. If necessary, because of the danger involved, or if directed to do so by Campus Police personnel, activate the building fire alarm system and follow the remaining steps.
8. Evacuate the building by quickly walking to the nearest exit, and report to the nearest evacuation area. (See evacuation map)
9. FLASH LIGHTS ON and OFF to alert deaf or hearing impaired students.
10. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

BOMB THREAT EARTHQUAKE

UTILITY FAILURE

1. In the event a major utility failure occurs, immediately notify Campus Police at extension 6911.
2. If there is potential danger to the building occupants, or if the utility failure occurs after hours, or on a weekend or holiday, notify Campus Police at extension 6911.
3. Direct disabled persons to elevator lobbies when those persons are on floors above or below ground level. They should wait for further direction by Campus Police personnel. Assist the disabled in exiting the building when on ground level.
4. FLASH LIGHTS ON and OFF to alert deaf or hearing impaired students. Write notes to explain what is happening.
5. Once outside, proceed to the nearest evacuation area. (see Evacuation map)
Keep walkways clear for emergency vehicles.
6. To the best of your ability, and without re-entering the building, assist Campus Police or college staff in their attempt to determine that everyone has evacuated safely.
7. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

ADDITIONAL INFORMATION AND PROCEDURES:

Electrical/Light Failure: All major campus buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. It may also be advisable for your department to have some flashlights available.

Elevator Failure: All campus elevators are equipped with emergency phones and alarms. If you discover an elevator failure, phone Campus Police immediately. **DO NOT ATTEMPT TO OPEN ELEVATOR DOORS.**

Plumbing Failure/Flooding: Cease using all electrical equipment, supervisor. Evacuate the area and notify Campus Police at extension 6911.

Serious Gas Leak: Cease all operations, immediately evacuate the area and notify your supervisor.

Smoke or burning odor: If smoke or burning odor comes from the lighting or ventilation systems, report it to Campus Police at extension 6911.

RANCHO CUCAMONGA

5885 Haven Avenue
Rancho Cucamonga, CA 91737
909/652-6000

FONTANA CAMPUS

16855 Merrill Avenue
Fontana, CA 92335
909/652-7400

CHINO CAMPUS

Main Instructional Building

5897 College Park Avenue (Edison and Oaks Avenue)
Chino, CA 91710
909/652-8000

Health Science Building

5897 College Park Avenue, Chino, CA 91710 • 909/652-8215

Community Building

5890 College Park Avenue, Chino, CA 91710 • 909/652-8202

Information Technology Center

13170 Seventh Street, Chino, CA 91710 • 909/652-7651

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call Campus Police at extension 6911.
2. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:
 - a. When is the bomb going to explode?
 - b. Age and sex of caller
 - c. Speech pattern, accent
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Emotional state
 - d. Background noises
4. Immediately notify Campus Police at extension 6911, and supply them with the information outlined above.
5. If the bomb threat is received by mail, do not handle the letter, envelope, or package. Evacuate the area at once, report to your supervisor, and call Campus Police at 6911.
6. The police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to the police or emergency personnel. **DO NOT TOUCH THE OBJECT**.
7. If an evacuation is warranted, personnel will activate the building fire alarm.
8. Direct disabled persons to elevator lobbies when those persons are on floors above. They should wait for further direction by personnel. Assist the disabled in exiting the building when on ground level floors.
9. **FLASH LIGHTS ON** and **OFF** to alert deaf or hearing impaired students. Write notes to explain what is happening.
10. Once outside, proceed to a clear area that is at least 200 feet away from the affected building. Keep walkways clear for emergency vehicles.
11. To the best of your ability, and without re-entering the building, assist personnel or college staff in their attempt to determine that everyone has evacuated safely.
12. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

On Campus Emergency Notification System

Each classroom and office is equipped with a telephone containing a broadcast option. In the event of an emergency, instructions will be disseminated to the college community.

Email

All students with valid email addresses on file will be notified of campus closure or emergency by the college administration utilizing the email. It is important that your email address is currently updated. It can be found on MyChaffeyVIEW.

Chaffey College Emergency Phone Numbers

911	For urgent emergencies
6911	For District emergencies
909/652-6911	When calling from a cellular off-campus phone

When you call 911:

Give your name, location, and phone number. Describe what is happening. Do not hang up until asked to do so by the 911 operator or emergency personnel on the scene.

Chaffey College Department Phone Numbers

Safety & Risk Management 909/652-6530	Safety Escort Service 909/652-6632
Building Maintenance 909/652-7777	Student Health Services 909/652-6331

Alert U

Subscribers receive SMS text messages through Alert U. Emergency notifications regarding Chaffey College will be sent directly to your cell phone. Subscribe to Alert U text messages today to receive valuable information click on the link www.chaffey.edu/emergency.

EMERGENCY PHONE NUMBERS

EXPLOSION

EVACUATE BUILDING

In the event a violent accident such as an explosion occurs on campus that could render a building or area unsafe, take the following action:

1. College staff will command "DROP!"
2. Immediately take cover under tables, desks or other such objects, which will give protection against glass or debris. Hold on to the object nearest to you. Drop, cover, hold, if safe to do so.
3. After effects of the explosion have subsided, call 911. Give your name and describe the location and nature of the emergency.

HAZARDOUS MATERIAL

1. Any campus spillage of a dangerous chemical or radioactive material is to be reported immediately to Campus Police at extension 6911.
2. When reporting, be specific about the nature of the involved material and the campus location. Campus Police will contact the necessary specialized authorities and medical personnel.
3. Evacuate the affected area at once and limit access to prevent further contamination of others.
4. Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to emergency personnel. Required first aid and clean up by specialized authorities should be started at once.
5. If necessary, because of the danger involved, or if directed to do so by personnel, activate the building fire alarm system and follow the remaining steps.
6. Evacuate the building by quickly walking to the nearest exit alerting people as you go. Leave the elevators for the disabled and assist them as necessary.
7. Direct disabled persons to elevator lobbies when those persons are on floors above. They should wait for further direction by personnel. Assist the disabled in exiting the building when on ground level floors.
8. FLASH LIGHT ON and OFF to alert deaf or hearing impaired students. Write notes to explain what is happening.
9. Once outside, proceed to a clear area that is at least 200 feet away downwind from the affected building. Keep walkways clear for emergency vehicles.
10. To the best of your ability, and without re-entering the building, assist personnel or college staff in their attempt to determine that everyone has evacuated safely.
11. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

SECURE AND DENY ENTRY HAZARDOUS MATERIAL

FIRE EMERGENCY

1. Know the location of fire extinguishers in your area and know how to use them.
2. On a fire that appears to be controllable, immediately call Campus Police at extension 6911, and then promptly direct the charge of a fire extinguisher toward the base of the flame.
3. If unsuccessful in extinguishing the fire, activate the building alarm, and evacuate the building.
4. FLASH LIGHTS ON and OFF to alert deaf or hearing impaired students. Write notes to explain what is happening.
5. Direct disabled persons to elevator lobbies when those persons are on floors above. They should wait for further direction by emergency personnel. Assist the disabled in exiting the building when on ground level floors.
6. Once outside, proceed to a clear area that is at least 200 feet away from the affected building. Keep walkways clear for emergency vehicles.
7. To the best of your ability, and without re-entering the building, assist personnel or college staff in their attempt to determine that everyone has evacuated safely.
8. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

POLICE EMERGENCY

REPORT ALL CRIMES TO CAMPUS POLICE

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by reporting them as outlined below. **DO NOT TAKE ANY UNNECESSARY CHANCES**
2. Dial extension 6911. This will alert Campus Police personnel, or you may use the campus emergency phones.
3. If you are the victim, or are a witness of any on-campus violation of the law such as assault, robbery, theft, unwanted sexual behavior, etc:
4. Everyone is asked to report to Campus Police at extension 6911 the existence of anyone loitering or soliciting on campus. These people will be asked to leave if they do not have permission or a proper reason for being on campus.
5. Campus Police will investigate all reported incidents and take appropriate action.
6. Utilize the Campus Police or escort safety service to and from class or work, if you are concerned about your safety.

Notify Campus Police personnel at extension 6911 as soon as possible and supply them with the following information:

- a. Nature of incident
- b. Campus location of incident
- c. Description of person(s) involved
- d. Description of property involved

SECURE AND DENY ENTRY

1. Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
2. College staff should call the Department and their immediate supervisor. To avoid causing additional trouble, use a private office when making the call. The procedures outlined under number 3 below should also be considered.
3. A threatening disturbance should be reported immediately to Campus Police personnel at extension 6911. The following action should also be taken:
 - a. Alert all employees in the area to the situation.
 - b. Lock all doors; secure all files, documents, and equipment.
 - c. If necessary, cease operations and evacuate.
4. Contact personnel for further instructions if you are evacuated.
5. **Campus administration will assess the situation.** Participants who refuse to disperse may be arrested for a violation of the California State Penal Code 416.
6. If a class or lecture is disrupted, the offending person(s) should be requested to leave. If they refuse, call Campus Police at extension 6911 and your immediate supervisor.

BUILDING EVACUATION

1. Be aware of all marked exits from your area and building.
2. The evacuation alarm sounds like a horn – **WHEN YOU HEAR THE ALARM OR VOICE MESSAGE – LEAVE THE BUILDING.**
3. When the building evacuation alarm is sounded, or when you are ordered to leave by personnel or college staff, walk quickly to the nearest marked exit, and ask others to do the same.
4. Direct disabled persons to elevator lobbies when those persons are on floors above. They should wait for further directions by personnel. Assist the disabled in exiting the building when on ground level floors.
5. FLASH LIGHTS ON and OFF to alert deaf or hearing impaired students. Write notes to explain what is happening.
6. Once outside, proceed to the nearest evacuation area (see campus map) away from the affected building. Keep walkways clear for emergency vehicles.
7. To the best of your ability, and without re-entering the building, assist personnel or college staff in their attempt to determine that everyone has evacuated safely.
8. **DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO BY CAMPUS POLICE.**

EXPLOSION BUILDING EVACUATION