

SANTA MONICA COLLEGE



EMERGENCY PROCEDURES

(Rev. March 2025)

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EMERGENCY PROCEDURES FOR SANTA MONICA COLLEGE

INTRODUCTION

The purpose of the **Santa Monica College (SMC) Emergency Procedures Booklet** is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference the most common emergencies and those that are most probable in the future. Reading this booklet will help prepare you to protect yourself and the people around you during an emergency.

The safety of all students, faculty, staff, and visitors is of paramount concern to all who work, study, or visit an SMC facility or campus. Supported by our College President, Dr. Kathryn Jeffrey, the Santa Monica College Emergency Preparedness Committee and Emergency Operations Team meet regularly to address all the challenges within our unique setting that make up the entire SMC Campus Community.

This booklet is one of several important tools provided to our college community and is the result of many hours invested by the members of the Emergency Preparedness Committee and Emergency Operations Team.

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires immediate response from law enforcement or other emergency service providers. Use your best judgment when determining whether an incident is an emergency. If you consider a situation to be an emergency, then it is an emergency, and the procedures found in this booklet should be followed accordingly.

BEING PREPARED

Being prepared and informed about what you should do in case of an emergency can make a significant difference in the outcome of an emergency situation. The first response to all college emergencies comes from the Santa Monica College Police Department (SMCPD) who will coordinate with all outside agencies and other first responders. If you are not certain of what action to take in your building, or if you have further questions, please review the Santa Monica College (SMC) Emergency Preparedness webpage at:

<https://admin.smc.edu/administration/emergency-preparedness/>

**TO REPORT AN EMERGENCY
CALL 310-434-4300
OR DIAL 911
FROM ANY CAMPUS PHONE
OR USE LIVESAFE APP**



LIVESAFE

WHAT IS LIVESAFE?

LiveSafe is a mobile safety communications platform, providing users a tool to proactively keep our community safe. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged text, calls, photos, and videos; scalable mass notifications; relevant safety resources; and peer-to-peer safety tools.

Through the generosity of SMC's Associated Students, LiveSafe is provided to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with SMCPD, enhancing your overall safety and allowing us to better protect you.

SANTA MONICA COLLEGE

Safety Starts With You

- 1 Download "LiveSafe" from Google Play or the App Store.
- 2 Register with your phone number & email.
- 3 Search for & select "Santa Monica College" & then choose your community.

Scan to download

A MOBILE SOLUTION TO INCREASE OVERALL SAFETY

- **Communication:** LiveSafe increases communication between the Santa Monica College community and safety officials in order to increase safety and awareness.
- **Prevention:** LiveSafe is a preventative measure to stop crimes and incidents before they occur.
- **Collaboration:** LiveSafe leverages the community's eyes and ears in helping keep our campus safe.

STEPS TO DOWNLOAD LIVESAFE

1. Download "**LiveSafe**" on your mobile device.
2. Enable location services and push notifications when prompted.
3. Sign up using your mobile phone number.
4. Create a password and fill in your name.
5. Search for "**Santa Monica College**" to connect with the organization.
6. Add your email to your profile (Left Menu > Settings > Profile).

THE MAIN FEATURES OF THE LIVESAFE APP:

- **Report Tips:** The “Report Tips” feature allows you to send text, pictures, videos, and audio directly to SMCPD in real-time (and anonymously if you prefer). You can share information about any safety incidents or concerns, such as suspicious activity, theft, and/or harassment. You can also engage in a live chat with a safety official.
- **Emergency Options:** In the “Emergency Options” section of the LiveSafe app, you can call 911 or call and message SMCPD. This option will initiate location tracking, allowing safety officials to see where you are. This helps them respond to you quickly in an emergency. You can easily stop location tracking at any time after the call is placed.
- **SafeWalk:** Get from place to place safely by using SafeWalk to invite your contacts to “virtually escort” you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well.
- **Receive Alerts:** Stay up to date by receiving important safety notifications and emergency alerts from Santa Monica College Police.
- **Resources:** Access important safety information such as emergency procedures, health & wellness resources, sexual assault assistance resources, and more.

BEST PRACTICES TO DOWNLOAD AND START USING THE LIVESAFE APP

- **Complete your profile:** To gain the maximum benefit of the LiveSafe app, make sure to complete your user profile with your mobile phone number.
- **Enable Push Notifications:** Allow “Push Notifications” to be enabled in your Settings. Santa Monica College Public Safety will send important alerts through SMS, email, and push notifications. You will not be spammed.
- **Enable Location Services:** Be sure to enable location services. Safety officials rely on GPS data to better serve and protect you. When you report an incident or make an emergency call through the app, Santa Monica College will see your location so they can respond quickly. Don’t worry! You are not being actively tracked and can stop location tracking (when used during emergencies) any time you want.

SEE SOMETHING, SAY SOMETHING!



SANTA MONICA COLLEGE

Safety Starts With You



1 Download
"LiveSafe" from
Google Play or
the App Store.



2 Register with your
phone number & email.

3 Search for & select
"Santa Monica
College" & then choose
your community.

Scan to download the app.
For more information, visit
smc.edu/livesafe



Certain features require enabling location sharing on your phone.

REPORTING EMERGENCIES

CALL 310-434-4300 FOR ALL EMERGENCIES

This number connects you to the SMC Police Dispatch Center, the focal point for all safety and security needs for the entire college community. The Dispatch Center is staffed 24 hours a day, 365 days a year, by fully trained police dispatchers who are dedicated to providing students, staff, faculty, and guests with a safe environment.

Santa Monica College police officers monitor the main campus, satellite campuses, and the surrounding community perimeters 24/7. During an emergency, the Dispatch Center is responsible for dispatching the first available police officer to the location of the reported incident. In addition to around the clock patrol, the SMCPD monitors surveillance cameras and fire alarm panels throughout our campuses. The Dispatch Center receives hundreds of calls on a daily basis with content ranging from routine inquiries to emergency calls for law enforcement services or medical attention.

SMCPD dispatch personnel undergo extensive training in several areas mandated by the State of California through the Commission on Peace Officers Standards and Training (CA POST). Further training required by the SMCPD includes preparing for and responding to emergency situations, such as power outages, earthquakes, fires, civil unrest, active shooter, and medical incidents.

WHEN REPORTING AN EMERGENCY

1. Stay on the line with the dispatcher.
2. Provide the location and a thorough description of the incident to ensure that the appropriate resources and equipment are dispatched.
3. Provide the phone number of your location/

EMERGENCY PROCEDURES

ACTIVE SHOOTER

Active Shooter Definition — At least one subject who participates in a random or systematic shooting spree and who demonstrates their intent to continuously harm others. An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in heavily populated areas. In most cases, active shooters use firearms and display no pattern or method for selection of their victims. Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement and emergency personnel to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter can dictate the circumstances of the encounter. If you find yourself in an active shooter situation, try to remain calm and call the College Police Dispatch Center at 310-434-4300 or dial 911 from a campus phone as soon as possible.

NOTE: THERE ARE CAMPUS PHONES LOCATED IN ALL SMC CLASSROOMS, CONFERENCE ROOMS, AND THROUGHOUT THE SMC CAMPUSES. THESE CAN SOMETIMES BE LOCATED NEAR BLUE LIGHTS ON EMERGENCY POLES IN OUTSIDE AREAS.

First and Foremost – Take Immediate Protective Action.

Try not to do anything to provoke an active shooter! Quickly clear students, staff, and faculty from the area of the shooting. Try to warn others to seek cover.

Close and lock all doors and windows to offices and classrooms; turn off the lights; close blinds and hide. If your door cannot be locked from the inside, stack desk, tables, and chairs to form a barricade. Have everyone get down on the floor, or up against a solid interior wall, and shelter in place. Turn off cell phones/devices or turn on silent. Devices that emit sound will attract attention to your location. Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.

If you are in the open and unable to find a room to hide in (lockdown), run away from the sound of the gunfire and get out of sight.

To prevent confusion, have one person call the police and provide the following information:

A description of the suspect(s): sex, race, clothing, type of weapon, location last seen, direction of travel, and identity – if known. Do not call if it is not safe to call; use LiveSafe to text the information if you are worried about being heard.

If you observed any victims, give a description of the location and number of victims to the Police Dispatcher. Attempts to rescue people should only be made if they can be accomplished without further endangering the persons inside the secured area.

If there is no possibility of escape or hiding, and only as a last resort, make an attempt to negotiate with or overpower the assailant(s).

What to Do If Taken Hostage

- Be patient. Avoid drastic action. The first 45 minutes are the most dangerous. Be alert and follow the Hostage taker's instructions.
- Don't speak unless spoken to and then, only when necessary
- Avoid arguments or appearing hostile towards the captor. Try to develop a rapport with the captor. It is probable that the captor(s) do not want to harm anyone.
- Be observant; you may be released or you may be able to escape
- You may be able to help others with your observations by providing law enforcement officers with valuable information
- Be prepared to speak to law enforcement personnel regarding the situation

What to Expect from Responding Police Officers

The objectives of responding police officers are to:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior
- Identify threats such as improvised explosive devices
- Identify victims to facilitate medical care, interviews, and counseling
- Investigate

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams, they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests, Kevlar helmets, or other tactical gear. The officers may be armed with rifles, shotguns, or handguns. Regardless of how the police appear or sound, do not be afraid of them. Do exactly as the officers instruct. **Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so.**

If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will focus on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Reporting a Threat

As members of an institution of higher learning, it is important for the Santa Monica College community to view school shootings with the appropriate perspective. If you believe an individual poses an imminent threat to a member or members of the college community please contact our College Police Department immediately. If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems likely it could lead to harm to the individual or to the community, you should report the concern to the College Police Department. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the College Police Department.

Lockdown

A lockdown condition may be required for a number of different types of emergencies, such as a hostile intruder, a chemical spill, or civil unrest. Lockdown announcements are given over the SMC emergency notification system.

If you see a hostile intruder, dial 310-434-4300 or 911 from a college phone (if you can) and report what is happening. You can also use LiveSafe if it is not safe to talk. DO NOT pull a fire alarm! This could cause innocent persons to be put in harm's way.

- Stay in your classroom or office
- Immediately secure the classroom or office door(s)
- Turn off the lights
- If possible, stay out of sight of windows and doors
- Stay put until police officers give an "All Clear"

Shelter in Place

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

Hostile Intruder

If a hostile intruder is seen inside a building, dial 911 from a college phone to report what is happening to the College Police Dispatch Center. **Do not pull a fire alarm!** This could cause innocent persons to be put in harm's way.

Only you can tell if it is safe to run from the building. If in doubt, do not run. Seek shelter where you are. Secure the doors to the room you are in. Turn off the lights. Stay out of sight of windows and doors. Be quiet and stay calm. Stay in hiding until a Police Officer gives an "All Clear" notification.

If you feel your life is in imminent danger, you need to determine if you should take defensive action. If a hostile intruder is outside a building, run away from the threat as fast as you can. Do not run in a straight line.

Keep objects or buildings between you and the intruder. If you can get away from the area of danger, warn others not to enter the area. Dial 911 and report what you have seen.

If the intruder is near you and causing great harm, hide if at all possible.

BOMB THREAT

All bomb threats must be treated as a serious matter. To ensure the safety of Santa Monica College students, personnel, and guests, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

IF YOU RECEIVE A BOMB THREAT OVER THE PHONE

- Use the Bomb Threat Checklist provided on the following page
- Ask a lot of questions. Where is the bomb? When is it going to go off? What does it look like? Permit the caller to say as much as possible without interruption.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc. Document this information on the Bomb Threat Checklist (found on next page).
- When possible, call 310-434-4300 or 911 from a campus phone to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. Alternately, use the LiveSafe app to text with a dispatcher.
- If you see a suspicious package or anything not normally in your area such as an unknown briefcase, suitcase, package, etc. – DO NOT TOUCH IT. Immediately call 310-434-4300 and report the location.

IF YOU FIND A NOTE

- If exposed, try not to touch the note
- If enclosed, save any envelope that it came in
- Immediately call 310-434-4300 and give specific information. (Where was the note found? Who gave you the note? What time did you find it?)

Bomb Threat Checklist

Instructions: If you receive a phone call, BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER. Write down the following information.

Your name: _____ Time: _____ Date: _____

Caller's Identity

Gender: _____ Approximate Age: _____

Male _____ Female _____ Adult _____ Juvenile _____

Does a number show up on Caller ID? If so, what is the number: _____

Yes _____ No _____

PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS ABOUT THE BOMB LIKE:

When will it go off? Exact time (certain hour) Time Remaining

Where is it located? _____

Building: _____ Area: _____

What kind of bomb? _____ What kind of package? _____

How does the caller know so much about the bomb? _____

What is the caller's name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

Bomb Threat Checklist

Did the caller appear familiar with the building (by their description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately. If you have a display phone, write down what appeared on the display.

Voice Characteristics	Speech	Language
<input type="checkbox"/> Soft <input type="checkbox"/> Loud	<input type="checkbox"/> Fast <input type="checkbox"/> Slow	<input type="checkbox"/> Good <input type="checkbox"/> Bad
<input type="checkbox"/> Deep <input type="checkbox"/> High Pitched	<input type="checkbox"/> Distorted <input type="checkbox"/> Distinct	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
<input type="checkbox"/> Pleasant <input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter <input type="checkbox"/> Nasal	<input type="checkbox"/> Foul <input type="checkbox"/> Rude
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred <input type="checkbox"/> Accent	<input type="checkbox"/> Other

Other Characteristics: _____

Accent	Manner	Background Noises
<input type="checkbox"/> Local <input type="checkbox"/> Not Local	<input type="checkbox"/> Calm <input type="checkbox"/> Angry	<input type="checkbox"/> Factory <input type="checkbox"/> Train
<input type="checkbox"/> Foreign <input type="checkbox"/> Region	<input type="checkbox"/> Rational <input type="checkbox"/> Irrational	<input type="checkbox"/> Bus <input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals <input type="checkbox"/> Music
	<input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional	<input type="checkbox"/> Quiet <input type="checkbox"/> Voices
	<input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Office <input type="checkbox"/> Airplanes
		<input type="checkbox"/> Street <input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

Other Characteristics: _____

BUILDING EVACUATION

Building evacuations occur when a fire alarm sounds/flashes or upon notification by emergency personnel.

Maps can be found here:

<https://admin.smc.edu/administration/emergency-preparedness/evacuation.php>

WHEN A BUILDING EVACUATION ALARM IS SOUNDED OR WHEN TOLD TO EVACUATE BY EMERGENCY PERSONNEL

- Remain calm
- Quickly gather personal belongings such as keys, wallet, etc. (if possible)
- Secure any hazardous materials or equipment before leaving (if possible)
- Walk quickly to the nearest marked exit
- Alert others to the emergency and ask if they need help evacuating
- **DO NOT USE ELEVATORS** unless instructed to do so by emergency personnel
- Once outside, move away from the building and proceed directly to the predetermined evacuation assembly area
- **DO NOT** return to an evacuated building until advised to do so by emergency personnel

CIVIL DISTURBANCE OR DEMONSTRATION

SMC is dedicated to upholding the constitutionally protected rights of free expression and speech while supporting the college's academic mission. The majority of campus demonstrations—including marches, meetings, picketing, and rallies—are expected to remain peaceful and non-disruptive. However, a demonstration may become unlawful when any of the following occurs:

- Intentional or reckless interference with normal College activities and functions
- Intentional interference with the freedom of expression/speech of others
- Actions, explicit or implied threats, or gestures which place a person in reasonable fear of unwelcome physical contact or harm
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to College property or the property of others
- Obstructing access to offices, classrooms, buildings or other College facilities
- Unauthorized entry into or occupation of any College room, building, or area of the campus, at an unauthorized time

IF YOU ENCOUNTER A CIVIL DISTURBANCE OR DEMONSTRATION:

- Avoid provoking or obstructing demonstrators
- Avoid the area of disturbance
- Continue with your normal routine
- Call SMCPD if no officers are present

CYBER SECURITY

In today's society we rely heavily on our computers and the internet. What you do on your computers at SMC can affect your computer and the entire network by crashing the system, inviting in malware, or opening the network and/or your computer up to cyber ransomware.

Here are some cyber security tips to remember:

- **Make sure you have a strong, unique password**
- **Don't use the same password for multiple services.** Using the same password for multiple websites makes it easier for a computer hacker to access your system and gain access to all your personal information.
- **Keep an eye out for phishing scams.** A phishing scam is an email or website that's designed to steal your personal information. Many of these emails are written with poor grammar and misspelled words. You may receive an email on your computer that informs you that you have a problem with your computer system. Often the message will give you a link to click on or tell you to call the number on the screen. **DO NOT CLICK ON THE LINK OR CALL THE NUMBER.**

Our SMC IT department staff members are the only individuals who have access to monitor problems with your SMC computer.

It is against the District's Computer Use Policy for anyone to download any applications, software, etc., to your work computer.

Avoid inserting unfamiliar thumb drives into your computer.

If you find a random USB flash drive, do not plug it into your computer. Someone could have loaded malware onto it hoping that an innocent victim would insert it into their device. Likewise, be cautious when accepting USB flash drive from students turning in assignments. There is no way for you to know if their computer is carrying a virus that could affect the entire SMC computer network.

Make sure the website is secure before entering personal information.

Look for the little padlock symbol in front of the web address in the URL bar. Also, make sure the web address starts with the prefix https://. If neither of those things are there, then the network isn't secure and you shouldn't enter any data you wouldn't want made public.

Back up your personal files to avoid losing them.

You should keep a copy of all important files in the cloud and on some sort of hard drive. If one of them gets hacked or damaged, you'll still have a backup copy.

Be wary of public Wi-Fi.

It's nearly impossible to verify the operator of public Wi-Fi hotspots, like those found in hotels, airports, and public spaces. Hackers can capture sensitive password information for banking, email, or shopping sent on a public Wi-Fi network even though your browser shows the traditional icon denoting security. If you must use a public Wi-Fi, make sure you use a VPN.

A **virtual private network (VPN)** extends a private network across a public network, and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network. In the simplest terms, it creates a secure, encrypted connection, which can be thought of as a tunnel, between your computer and a server operated by the VPN service.

Assume you're under attack or being monitored.

Whether it's an Internet café or your work PC, assume you're being monitored. Net café computers and networks can have malware installed by third parties, and your workplace network could be compromised. Whenever possible, do not use your personal accounts on such devices.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Always **ASK** someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

TIPS TO REMEMBER WHEN INTERACTING WITH PEOPLE WITH SPECIFIC DISABILITIES

BLINDNESS

- Provide verbal instructions to advise them regarding the safest route or direction using simple directions, estimated distances, and directional terms
- **DO NOT** grab a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information (i.e. elevators cannot be used)

DEAFNESS AND HEARING IMPAIRED

- Get the attention of a person with a hearing impairment by establishing eye contact. If the person's back is toward you, tap them on the shoulder to get their attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise regarding safest route or direction by pointing towards exits or evacuation maps

RELOCATION OF PEOPLE WITH DISABILITIES

It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing co-workers or fellow students on how to assist in an emergency. In the event of an emergency, individuals who use wheelchairs, other individuals with mobility impairments, and individuals with disabilities that can affect response to emergencies should observe the following procedures:

- During an emergency, request assistance from those nearest to you. If no one is there assist, go to the nearest stairway landing, and shout for help.
- As a first choice, use the building elevator - **BUT NEVER IN THE CASE OF FIRE, EARTHQUAKE, OR POWER OUTAGE**
- If assistance is not immediately available, continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- The SMC Police Department personnel, outside agencies Fire and Rescue personnel, and Emergency Response Teams (C-CERT) members, will check all exit corridors and exit stairwells for trapped persons.
- Consultation about these procedures is available from College Police 310-434-4300 or from the Office of Disabled Students Programs and Services 310-434-4265.

Try to avoid evacuating people who use wheelchairs while they are still in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. The empty wheelchairs will be evacuated later if possible.

If you notice someone who has mobility impairment, or if you have mobility impairment:

- It may be necessary to help clear the exit route of debris (if possible)
- If people with mobility impairments cannot exit, they should move to a safer area such as an enclosed stairwell
- Notify emergency personnel immediately about any people remaining in the building and their locations

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or one of the carry techniques illustrated here.

PACK STRAP CARRY

Kneel in front of the disabled person and place their arms up and over your shoulders and across your chest. Then lean forward before slowly raising to a full standing position.



SWING CARRY

Two rescuers stand on both sides of the disabled person. Then rescuers grasp each other's upper arms behind the person's back and each other's wrists under their knees. After they sit between the rescuer's arms, the rescuers hold onto the sides of the disabled person.



EXTREMITY CARRY

This carry can be used for stairwells or narrow passageways. A rescuer in front lifts the legs under the knees while a helper in back reaches under the shoulders and locks their fingers across the person's chest or grabs their forearms. Together the rescuers lift to a standing position making sure to use their leg muscles and not their backs.



TIPS FOR PEOPLE WITH DISABILITIES

We suggest that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells, as well as by informing co-workers and students of the best methods of assistance during an emergency. If you would like assistance in pre-planning, please call the College Police Department at 310-434-4300.

EARTHQUAKE

Unlike other emergencies, the protocol to deal with an earthquake is much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt. The danger and risks of earthquakes can be significantly reduced if you know what actions to take before, during, and after an earthquake.

BEFORE

- Make sure shelves are secure and designed with latching doors or raised edges to prevent objects from falling
- Heavy objects should be stored on lower shelves and not where they can fall on you
- Top heavy furniture and equipment should be bolted to walls or floor
- Maintain egress; do not store equipment next to exits; movable (with wheels) carts/equipment should be locked when not in use

DURING

- If **INDOORS**, stay indoors. Move away from windows that may break and furniture or large objects that could fall over. “Drop, Cover, and Hold” under a table, desk, or against an inside wall – **Do not stand in a doorway** – until the shaking stops.
- Be cautious – lights, ceiling tiles, and projection units may shake loose from the ceiling
- If you’re in a **CROWDED ROOM OR PUBLIC PLACE**, do not rush for exits
- If **OUTDOORS**, stay outdoors. Move to an open area away from trees, buildings, utility poles and electricity lines, and signs.
- If in a **VEHICLE**, pull to the side of the road as quickly as possible but keep away from overhead hazards such as trees, buildings, freeway overpasses, utility poles and lines, signs, and bridges. Stay in the vehicle until the shaking stops.
- If you’re in a **THEATER**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.

AFTER (IF AT WORK)

- Only after the shaking stops, evacuate cautiously, taking your keys, wallet, purse, coat, and any emergency supplies
- On your way out, look for signs of building damage or for persons who are injured or trapped
- Watch for falling objects as you leave the building
- Go to your evacuation assembly area. Tell your supervisor or building monitor that you are out of the building and report injured or trapped persons and any signs of building damage you observed.
- If possible, do not use the phone for local calls, except emergencies, during the first 15-30 minutes after the earthquake. Overloading the phone system with calls may delay the delivery of emergency assistance.

USE AN EARTHQUAKE DRILL TO PRACTICE WHAT TO DO

- Participate in a Great Shake Out earthquake drill in your region (www.shakeout.org/regions) – and encourage others to participate with you!
- Put your plan into action during your drills. Include family members, personal support team members, caregivers, etc.
- If during your drill you identify a problem, revise your plan to better accommodate your needs
- Santa Monica College participates in the annual California Shake Out drill every October

IF IT IS DIFFICULT FOR YOU TO DROP, COVER, AND HOLD ON, THEN HERE ARE SOME SUGGESTIONS

- Protect yourself in the safest place possible without having to move far – no matter what your limitations are, you need to protect yourself as best as possible. It is important to plan ahead and have a plan in place before an actual earthquake.
- If you are in a wheelchair, recliner, or bed, do not try to transfer to or from your chair during the shaking. Wait until the shaking stops to transfer.
- Stay put. Cover your head and neck with your arms or a pillow until the shaking stops.
- Wheelchair users: lock your wheels and cover your head and neck until the shaking stops
- The force of the earthquake may knock you off your feet or throw you to the ground. If you have mobility or balance issues, the shaking may make it even harder for you to move around.
- If you have difficulty getting back up from dropping under a desk or table, consider using alternate methods of “Drop, Cover, and Hold On” to protect yourself. Be sure you have made arrangements to have someone check on you, in case you need assistance.
- If it helps – count out loud until the earthquake stops. It can help keep you calm, and if others in your home can hear you, they will know you are okay. If you have practiced counting out loud during your drills, it can serve as a reminder for others to keep calm and remember what to do.

ELEVATOR MALFUNCTION

If you become trapped in an elevator, use the emergency telephone or use the elevator emergency alarm in the elevator unit. These devices are connected to the Santa Monica College Police Department and are monitored 24 hours a day.

PLEASE NOTE: ELEVATORS HAVE MECHANICAL SAFETY BRAKES THAT WILL PREVENT CRASHES. IN ADDITION, THERE IS NO RISK FOR LOSS OF AIR.

IF YOU BECOME TRAPPED IN AN ELEVATOR

- Remain calm
- Activate the on-board emergency telephone or alarm and await instructions from the emergency dispatcher

FIRE

The danger and risks of fire can be significantly reduced if you know what actions to take before, during, and after.

BEFORE

- Plan and practice an escape route
- Post emergency numbers near telephones
- Get training from Santa Monica College Police Department on use of portable fire extinguishers
- Do not store combustible materials near a heat source
- Extension cords can be dangerous. Never run them under carpets or anywhere they can be pinched under or behind furniture
- Avoid overloading electrical sockets
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with fire hazards.

IF YOU DISCOVER A FIRE

- Remain calm
- Sound the alarm to notify your co-workers, no matter how small the fire
- **Call SMCPD: 310-434-4300**
- Get out as quickly and safely as possible
- Close doors in each room after leaving to delay the spread of the fire
- Use the stairs to escape. **Do not use elevators.**
- When evacuating, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation assembly area
- Report any injured or trapped persons to emergency responders

IF YOU ARE UNABLE TO LEAVE THE BUILDING, YOU SHOULD CREATE AN AREA OF REFUGE

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a small crack.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Use the telephone or hang something in the window.

AFTER

- Stay out of damaged buildings. Return to your building only when local fire authorities say it is safe to do so.
- Discard food that has been exposed to heat, smoke, or soot
- Do not discard damaged goods until after an inventory has been taken
- Save receipts for expenses relating to fire loss

FIRE EXTINGUISHERS

In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one. There are several things to consider when using the fire extinguishers. For instance, you must know the class of fire involved and the correct type of fire extinguisher to use.

**CLASSES OF FIRES AND FIRE EXTINGUISHERS**

Class A: Involves ordinary combustibles such as paper, wood, rubber, or plastics. The most common extinguishing material is pressurized water, foam, or multipurpose dry chemical.

Class B: Flammable liquids, grease, or gases are covered under this category. Common extinguishing materials are foam, carbon dioxide, or dry chemical. These fires can be harder to extinguish and should be approached with extreme caution.

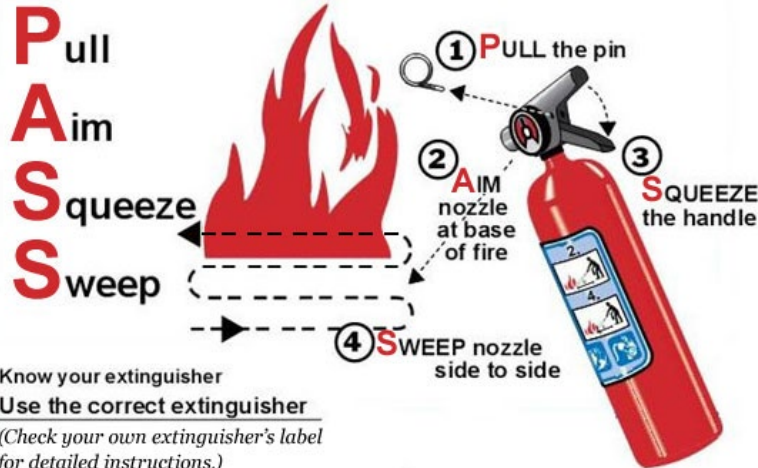
Class C: Electrical fires involving energized electrical equipment are class C fires. Carbon dioxide, dry chemical, and clean agent extinguishers are commonly used. **DO NOT** use water extinguishers on energized electrical equipment. ****Multipurpose dry chemical extinguishers leave a residue that can be harmful to sensitive electronic and computer equipment. Carbon dioxide or Clean Agent extinguishers are preferred in these instances because they leave very little residue.***

Class D: Burning materials include combustible metals such as magnesium, titanium, potassium, and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals. In most cases, they absorb the heat from the material, cooling it below its ignition temperature.

All fire extinguishers are labeled with standard symbols of the classes of fires they can put out. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire. A missing symbol tells you only that the extinguisher has not been tested for use on a given class of fire. **Nearly all fire extinguishers at SMC are Class ABC, which means they can be used on any Class A, B, or C fire. Class D fires are rare and would not be expected to occur on SMC property, except for potentially in the Science Department, which are outfitted accordingly.**

NOTE: ALWAYS CHOOSE YOUR PERSONAL SAFETY OVER FIGHTING A FIRE

To operate an extinguisher:

**READY THE EXTINGUISHER**

Quickly but carefully, remove the extinguisher from its mounting bracket. It may be heavy, so use caution when lifting it. Stand at least five feet away from the fire. Prepare to properly release the extinguishing agent. Do not squeeze the handle before you have aimed the nozzle properly as valuable time and extinguishing agent will be wasted.

REMEMBER P-A-S-S WHEN USING AN EXTINGUISHER

P – Pull. Pull the locking pin that secures the handle before using the fire extinguisher.

A – Aim. Aim the fire extinguisher nozzle at the base of the fire, not at the flames or smoke.

S – Squeeze. Squeeze the handle to operate and discharge. Do not be startled by the noise or velocity of the agent as it is released.

S – Sweep. Sweep the fire extinguisher back and forth at the base of the fire until it is completely out. Be alert for re-ignition.

Once the fire is out, carefully back away from the scene and watch for re-ignition. If you cannot extinguish the blaze, your extinguisher runs out of agent, the fire threatens your escape path, or the fire gets out of control, **evacuate** the area immediately.

Remember: Never let the fire come between you and your escape route. Always fight the fire with your back to your means of exit.

HAZARDOUS MATERIAL SPILL OR RELEASE

The use of hazardous materials at Santa Monica College is low. That being said, incidents can occur in even the safest environment. Hazardous material incidents may result from equipment failure, human error, failure to follow established procedures, natural disaster, and/or sabotage.

AT THE SCENE OF A HAZARDOUS MATERIAL (HAZMAT) INCIDENT

- **Call 310-434-4300** to report the nature and location of the incident as soon as possible
- Move away from the incident and try to keep others away, if possible
- Do not walk into or touch any of the spilled substance. Avoid inhaling gases, fumes, or smoke.
- Stay away from victims exposed to the hazardous material until the hazardous material has been identified
- Try to stay upstream, uphill, and upwind of the incident

AFTER

- Return to the building only when authorities deem it safe
- Follow local instructions concerning the safety of food and water

DO NOT TRY TO CLEAN UP OR RESTORE ORDER TO THE AFFECTED AREAS UNTIL INSTRUCTED BY EMERGENCY OFFICIALS.

NOTE: All persons using hazardous materials should be familiar with their department's Chemical Hygiene Plan.

MEDICAL EMERGENCY

If there is a medical emergency, survey the scene and determine if it is safe for you to approach the victim.

DO NOT ATTEMPT TO MOVE SERIOUSLY INJURED PERSONS UNLESS THEY ARE IN IMMEDIATE DANGER OF FURTHER INJURY.

Call or direct someone to **call 911 or 310-434-4300** and provide the following information:

- Your location including building name, floor, and office number
- Your name and telephone number
- Victim's age and sex (if possible)
- Nature of medical emergency
- **DO NOT HANG UP PHONE UNTIL INSTRUCTED TO DO SO BY THE DISPATCHER**

If the victim is in a life-threatening condition and you are trained in emergency first aid, provide immediate care (e.g. rescue breathing, CPR, etc.), if possible.

If the victim is not in a life-threatening condition, provide basic first aid and reassurance as needed. Stay with the victim until help arrives.

Responding fire and medical personnel from the City of Santa Monica are medically trained and certified professionals.

All Santa Monica College Police Officers have been trained in CPR, First Aid, and proper use of an AED (Automatic External Defibrillator)

SHELTER-IN-PLACE

WHAT IS SHELTER IN PLACE?

Shelter in place is a process designed to protect SMC students, personnel, and guests during outdoor occurrences such as chemical or biological releases, protests, natural gas leaks, or other disturbances. It includes response measures such as turning off air conditioners and ventilation systems and closing all windows and doors. Shelter in place is used when there is limited time to react to an incident and when it is declared more dangerous to be outside trying to evacuate than to stay in the current location.

WHAT TO DO WHEN DIRECTED TO SHELTER-IN-PLACE

- Stay inside the building you are in and move away from doors and windows
- Seek inside shelter if outside if possible
- If you are in a high-rise building, employees should remain on their current floor with the exception of those in the first floor and basement
- Seal off openings to your room if possible
- Remain in place until it is deemed that it is safe to leave

SUSPICIOUS ACTIVITY OR PACKAGE

SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building or office
- Do not block the person's access to an exit
- Call the Police: **911 from campus phones** or **310-434-4300 from a cell phone**. Provide as much information as possible about the person and their location.

UNATTENDED PACKAGE OR BACKPACK

If you find, receive, or discover a suspicious package, letter or object:

- **DO NOT TOUCH IT, TAMPER WITH IT, or MOVE IT**
- Notify your instructor or supervisor
- Immediately call **Campus Police at 310-434-4300** and report its location
- Be prepared to evacuate

UTILITY FAILURE

If you discover a major water leak, gas leak, or other major utility failure, **call 310-434-4300** immediately. Do not attempt to correct the problem on your own. The Dispatcher will notify the necessary maintenance personnel.

IN THE EVENT OF A POWER OUTAGE

- Remain calm and provide assistance to others if necessary and if possible
- Move cautiously to a lighted area. Emergency lighting will automatically come on. Exit signs have backup power and will be lighted.
- As you leave, turn off computers, lights, and other machinery
- Proceed cautiously to your building's predetermined evacuation assembly area
- We recommend that you consider keeping a flashlight in your office/classroom areas

IN THE EVENT THAT CAMPUS PHONES ARE OUT

- Use a cell phone to call the Campus Police Dispatch at 310-434-4300

IN THE EVENT OF FLOODING OR WATER LEAK

- Cease using all electrical equipment
- Call and report location

IF YOU DISCOVER A NATURAL GAS LEAK

- Cease all operations and exit the area immediately
- Call and report location
- **DO NOT ATTEMPT TO CORRECT THE PROBLEM YOURSELF**

VIOLENCE OR CRIME IN PROGRESS

DO NOT TAKE UNNECESSARY CHANCES

Do not interfere with person(s) committing a crime or creating a disturbance.

Do not interfere with the police or law enforcement officers on scene.

If you are the victim of, are involved in, or the witness of any crime such as assault, robbery, or theft, **call 310-434-4300 as soon as possible with the following information:**

- Nature of incident
- Location of incident
- Description of persons involved if known (height, weight, sex, race, approximate age, clothing, identifying characteristics, and name)
- Location of persons involved and method of travel if known (Car, bus, bike, skateboard)
- Your name, location, department, and phone number
- Vehicle description, license plate number, color, and any outstanding characteristics if known

Get a good description of the suspect if personal safety allows. This provides vital information to responding and investigating officers. Should a suspect attempt to get away in a vehicle, note as much as possible regarding the vehicle characteristics.

****Note: For staff and faculty, also take note of the Workplace Violence Prevention Program:***

<https://admin.smc.edu/administration/business-services/risk-management/workplace-violence.php>

SEXUAL ASSAULT

Any sexual violence or physical abuse (whether committed by an employee, student, or member of the public) occurring on college-owned or controlled property is a violation of District policies and regulations. Sexual violence or physical abuse would be subject to all applicable punishment, including criminal and/or civil prosecution, as well as employee or student discipline procedures.

Any person who has been the victim of sexual violence is strongly urged to report the situation as soon as possible to the College Police at 310-434-4300. Any person with information regarding sexual violence on campus should contact the Campus Police or the Dean of Student Judicial Affairs as soon as possible.

Santa Monica College Police Department – 310-434-4300

SMC Care and Prevention Team (CPT) – 310-434-4192

SMC Student Judicial Affairs – 310-434-4220

Santa Monica College Ombudsperson – 310-434-3986

SPECIFIC FORMS OF SEXUAL VIOLENCE

DATING VIOLENCE is abuse or mistreatment that can occur in both heterosexual and same-sex relationships. It may take place at any time during the dating process – when two people first meet and become interested in one another, on their first date, during their courtship, once they have been involved with each other for some time, or after the relationship has ended.

DATING ABUSE/VIOLENCE is defined as the perpetration or threat of an act of violence by at least one member of an unmarried couple on the other member within the context of dating or courtship. It is also when one partner tries to maintain power and control over the other through abuse/violence. This abuse/violence can take a number of forms: sexual assault, sexual harassment, threats, physical violence, verbal, mental, or emotional abuse, social sabotage, and stalking. It can include psychological abuse, emotional blackmail, sexual abuse, physical abuse, and psychological manipulation.

DOMESTIC VIOLENCE is defined as physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples. Any person who willfully inflicts violence upon their spouse, any person with whom they are cohabiting, or any person who is the mother or father of their child resulting in physical or mental trauma is guilty of domestic violence.

RAPE is the penetration, no matter how slight, of the vagina, anus, or mouth with any body part or object, without consent of the victim. The victim may also be forced to penetrate the perpetrator's vagina, mouth, or anus.

SEXUAL HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when either:

- The conduct is made as a term or condition of an individual's employment, education, living environment, or participation in a community.
- The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in a community.
- The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in a community.

Sexual harassment can also include stalking, voyeurism (“peeping toms”), exhibitionism/exposing, and obscene comments and phone calls. Sexual harassment can occur in the workplace, school, and other settings (such as public transportation, shopping malls, community events, social gatherings, places of worship, or health care facilities) and can create an intimidating or hostile environment for the victim. The perception of the victim, not the intent of the harasser, determines whether particular words or actions are harassing.

SEXUAL VIOLATION is use of sexual contact behaviors that are unwanted by and/or harmful to another person. This can include touching or rubbing against a non-consenting person in public (“frottage”), forced masturbation, and non-consensual touching of the breasts, buttocks, genitals, and other sexualized body parts by another person.

HATE CRIMES are traditional offenses like murder, arson, or vandalism with an added element of bias. For the purposes of collecting statistics, the FBI has defined a hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.”

STALKING is the unwanted pursuit of another person, such as following a person, appearing at a person’s home or place of business, making harassing phone calls, leaving written messages or objects, posting unwanted messages on the person’s Facebook page or other social media venues (Cyber stalking), or vandalizing a person’s property.

The state of California defines stalking as: Any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their immediate family.

Any sexual contact against the wishes and without the consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law. Consent cannot be given if the person is asleep, intoxicated, unconscious, mentally incapacitated, under threat of force, or for any other reason unable to communicate willingness to participate in sexual activity.

Victims who are intoxicated or under the influence of an illegal substance **ARE NOT** at fault for being sexually assaulted. Intoxication or being under the influence of an illegal substance is not a defense for committing sexual assault.

FACTS ABOUT SEXUAL ASSAULT

Sexual assault is a crime of violence. It is estimated that more than 80% of all sexual assaults involve the use of weapons and/or the threat of violence/death. Rapists often look for potential victims who appear weak or vulnerable; however, anyone can be a victim of a sexual assault, regardless of behavior or appearance. Rape/sexual assault can happen to any person, anywhere or anytime. In a significant number of cases, the rapist is known to the victim.

Rape is not just an act committed in a dark alley by an assailant the victim has never met. Most rapes occur in the victim's home and about 60% of the victims who report their rape know their assailants.

Rape **IS NOT** a crime of passion! Rape is a crime of violence – a hostile act – and it is motivated by the assailant's need to hurt and humiliate the victim. It is about power. In California, any form of sexual conduct carried out upon a person, against that person's will, is a crime. Any sexual penetration, however slight, is sufficient to complete the crime of rape. (CA Penal Code - 261 & 263)

Sexual Assault Prevention: Preventative Measures to Help Avoid a Risky Situations from Escalating

AT HOME

- Make sure all windows and doors in your home can be locked securely, particularly sliding glass doors
- Use locks. Keep entrances well lighted.
- Check the identification of any sales or service person before letting them in
- If you live in an apartment, avoid being in the laundry room or garage by yourself (especially at night)
- If you come home alone and find a door or window open or signs of forced entry don't go in. Go to the nearest phone and call the police.

WHILE WALKING

- Stay in well lit areas (if possible)
- Walk confidently at a steady pace on the side of the street facing traffic
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Avoid carrying objects requiring the use of both arms
- Stay away from isolated areas
- If you are in trouble, attract help any way you can. Scream, yell for help, or yell "Fire!"
- If you feel you're being followed, walk into a store or knock on a house door

WHILE DRIVING

- Keep your car in good working order and the gas tank at least half full
- Park in well-lit areas and lock the doors, even if you'll only be gone a short time
- When you return to your car, have the key ready and check the front and rear seats and floor before getting in
- Drive with all the doors locked
- Never pick up hitchhikers
- If you have a flat tire, drive on it until you reach a safe well-lighted and well-traveled area
- Exercise extra caution when using underground and enclosed parking garages. Try not to go alone.

If you are being followed, don't drive home. Go to the nearest police or fire station and honk your horn. If that's not possible, drive to an open gas station or other business where you can safely call the police. Don't leave your car unless you are certain you can get inside the building safely. Try to obtain the license plate number and description of the car following you.

OTHER TIPS

- Encourage group activities in the early stages of a relationship
- Take a self-defense course
- Be aware of legislation that concerns your gender and contact legislators to express your views

WHAT TO DO IN AN ESCALATED SITUATION

- Stay calm and think about what your options are and how safe it would be to resist
- Say **"NO"** strongly. Do not smile. Do not act polite or friendly.
- Say something like **"STOP IT! THIS IS RAPE!"**
- If the attacker is unarmed, fight back physically. Attack the most vulnerable parts of the body.
- Shout **FIRE** and escape as soon as possible
- If the attacker is armed, try to talk them out of continuing the assault or try passive resistance such as pretending to faint, vomit, or urinate

EMOTIONALLY DISTRESSED INDIVIDUALS

If you encounter behavior that raises concerns about a person's well-being or the safety of others, the below information offers guidance on how to effectively support individuals in emotional distress.

BE PREPARED

- The majority of all classrooms, conference rooms and all offices are equipped with campus phones. Locate these phones in the event of an emergency.
- Pay attention to your surroundings and be alert
- Memorize or have handy these emergency numbers:
College Police (310-434-4300 or 4300 from a campus phone)
Center for Wellness & Wellbeing (310-434-4503 or 4503 from a campus phone.)

SIGNS OF DISTRESS

- Inability to concentrate
- Confusion
- Persistent worrying
- Social isolation
- Increased irritability
- Bizarre behavior
- Missed classes/assignments
- Procrastination
- Dangerous behavior
- Restlessness
- Disheveled appearance
- Mood swings
- Indecisiveness
- Depression

****Note: If you are an instructor, make sure you familiarize yourself with the location and extensions of each of your classrooms. Your student may have a documented condition, e.g., Autism, Asperger's Syndrome, or Schizophrenia. If you are not sure how to address your student, contact the Center for Wellness and Wellbeing Ext 4503 or the SMC Case Management Coordinator Ext 4192 for advice.***

CRISIS PREVENTION

CARE AND PREVENTION TEAM

MISSION: The SMC Care and Prevention Team (CPT) is dedicated to addressing issues of safety and concern on our campus. Santa Monica College is committed to preventing crisis situations on campus and to ensuring a safe and healthy environment for all members of the college community.

The mission of the Santa Monica College Care and Prevention Team is to:

- Promote the health and safety of the campus community
- Improve campus community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of individual students or the campus community

PURPOSE: The purpose of the CPT is to coordinate existing resources with a focus on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. The Team will develop intervention and support strategies and offer case coordination. This team will regularly review and assess these situations and recommend actions in accordance with college policies.

RESPONSIBILITIES: The CPT will have the following responsibilities:

- Receive, review, and catalogue information about concerns regarding student behavior
- Perform initial assessment of risk and refer cases to offices and officials as needed for additional assessment
- Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the student and the college community
- Make recommendations to college officials on appropriate actions consistent with college policies and procedures
- Engage in ongoing refinement of Team procedures and protocols to foster optimal Team Functioning and interface with the College community. Identify College policy and procedural issues warranting further examination and refer such matters to appropriate entities.
- Make training available to faculty and staff regarding the identification and referral of students who may pose threats to the campus community

SMC faculty and staff are encouraged to report concerns regarding student behavior to the Care and Prevention Team using the online referral form that can be found at:

<https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/>

CRISIS PREVENTION CAMPUS RESOURCES**DISCIPLINARIAN • EXT. 4220 OR 4655**

- Disruptive classroom or office behavior, including intimidation
- General Student Code of Conduct Violations (i.e. disruptive behavior, willful misconduct, academic dishonesty, etc.)
- Uncivil behavior
- Bizarre/inappropriate (nonviolent behavior)

SMC CAMPUS POLICE • 1718 PEARL STREET • EXT. 4300

- Violent acts
- Threatening behavior
- Weapons, guns, alcohol, drugs, lewd conduct
- Disruptive behavior by non-SMC students
- Imminent danger to self or others
- Medical emergency

TITLE IX OFFICE • 2714 PICO BOULEVARD • EXT. 4225

- Investigates issues of domestic violence, stalking, and sexual assault
- Gender based harassment issues
- Issues related to dating violence

CENTER FOR WELLNESS & WELLBEING • EXT. 4503

- Consultations regarding student behavior and issues
- Referrals for non-violent, bizarre and/ or inappropriate behavior
- For suspected suicidal behavior/ gestures/ thoughts-ALWAYS call psychological services and escort student

HEALTH SERVICES • EXT. 4262

- Medical non-emergency (i.e. student illness, seizures, bloody nose, etc.)
Physical injuries (i.e., cuts, burns, sprains, falls, etc.)

CONCLUSION AND ADDITIONAL RESOURCES

We are committed to providing a supportive learning environment and fostering safe, healthy relationships among our peers and students. You are encouraged to use these tools and welcome your thoughts and ideas regarding campus safety. If you have any questions or would like more information on a topic covered in this booklet feel free to contact Campus Police at 310-434-4608.

Here are some additional community resources if you need help outside of Santa Monica College.

City of Santa Monica Police Department • dial 911 or 310-458-8495

UCLA Santa Monica Rape Treatment Center • 424-259-7208

Los Angeles Rape and Battering Hotline • 310-392-8381 (South Los Angeles) • 213-626-3393 (Central Los Angeles) • 626-793-3385 (West San Gabriel Valley)

Los Angeles County Information Line • dial 211 • www.211la.org
211 LA County is the central source for providing information and referrals for all health and human services in Los Angeles County.

National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN) • 1-800-656-HOPE (800-656-4673) • www.rainn.org

National Domestic Violence Hotline • 1-800-799-7233 • 1-800-787-3224 (TTY) • www.thehotline.org • text START to 88788

Los Angeles County Department of Mental Health • 1-800-854-7771 • <https://dmh.lacounty.gov/>

National Suicide Prevention Lifeline • dial 988 • <https://988lifeline.org/>

Didi Hirsch Mental Health Services • <http://www.didihirsch.org>

Teen Line • 800-TLC-TEEN (852-8336) • <https://www.teenline.org/>

California Youth Crisis Line • 1-800-843-5200 • <https://calyouth.org/>

The Trevor Project • 1-866-488-7386 • <http://www.thetrevorproject.org> • text START to 678-678
The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to the LGBTQ young people ages 13-24.

Los Angeles LGBT Center • 323-993-7400 • <https://lalgbtcenter.org/>

SANTA
MONICA
COLLEGE

The logo for Santa Monica College is centered on the page. It consists of the words "SANTA", "MONICA", and "COLLEGE" stacked vertically in a blue, serif font. The word "COLLEGE" features a decorative flourish at the bottom right that extends downwards and to the left.