



EMERGENCY RESPONSE GUIDE

In an Emergency **Call 911** from Any Phone

or Call Campus Safety:

Prescott (928) 237-0420

Verde Valley (928) 239-0172

Yavapai
COLLEGE



EMERGENCY CONTACTS

| | |
|---|----------------|
| Local Police / Fire | 911 |
| Campus Safety (Prescott) | (928) 237-0420 |
| Campus Safety (Verde Valley) | (928) 239-0172 |
| Poison Control Center | 1-800-222-1222 |
| Weather Alerts / Campus Closure Hotline | (928) 445-7300 |
| Facilities Management (Prescott) | (928) 776-2180 |
| Facilities Management (Verde Valley) | (928) 634-6555 |
| Marketing & Communications (Media Calls/Public Information Officer) | (928) 776-2323 |
| Central Yavapai FIRE | (928) 772-7711 |
| Chino Valley FIRE | (928) 902-5260 |
| Clarkdale FIRE | (928) 639-4591 |
| Sedona FIRE | (928) 282-6800 |



LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of campus. Some exterior doors will lock automatically. Emergency responders will lock others manually. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings.

IF A LOCKDOWN IS ORDERED:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades, and blinds, and avoid being seen from outside the room if possible.
- Monitor **alertYC** and email for updates and further instructions.
- Report any emergency or unusual condition to Campus Safety.
- Use discretion in allowing anyone to enter a secure building. Require that all backpacks and other bags be left outside at least 30 feet from the building.
- Do not leave the building until receiving the “all clear” from a police officer, Public Safety officer, **alertYC**, email or website communication.



SHELTER IN PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: an order to Shelter-in-Place means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others into the building will not jeopardize your safety.
- Close all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by selecting several rooms as necessary.
- Monitor **alertYC** and email for further instructions.
- Report emergencies or unusual conditions to Campus Safety.
- Do not leave the building until receiving the “all clear” from a police officer, Public Safety officer, **alertYC**, email or website communication



EVACUATION

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

- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation worse.
- Move to the closest exit and/or proceed down the EXIT stairwell in a safe and orderly manner. **Do NOT use elevators.**
- Remain at least three hundred (300) feet outside of the building at a designated assembly area and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.

- Do not go back in the building for any reason until an authorized college official deems it safe to re-enter.

LARGE-SCALE EVACUATION

- If evacuation of all or part of the campus is necessary, monitor alertYC, e-mail and www.YC.edu for additional information.
- If necessary, those in need of transportation will be directed to areas to await transport to an off-campus site.



EVACUATING THE DISABLED

Pre-Planning is Important. If you need assistance evacuating in an emergency, you should contact the Office of Disability Resources at (928) 776-2085 or Campus Safety at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley).

- Evaluate your need to identify as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:
- **Being carried** – You have a chance to get out but you and/or your helpers may be injured in the process.
- **Evacuation chairs** – Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you. These take practice to use safely, however, and the device must be nearby.
- **Areas of Refuge** – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel that you may be injured if you evacuate using the stairs; however, they are typically not available in older buildings, and you may be overcome by smoke before getting help from rescue personnel.

- **Use of elevators** – Elevators are useful in non-fire emergencies however they are shut down automatically if the fire alarm is activated. The elevator shaft can also become a chimney for smoke and the power can go out, leaving the elevator stuck between floors.

Evacuation Procedures

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
- If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area.
- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.



ACTIVE THREAT

Quickly determine the best way to protect your life.

EVACUATE IF POSSIBLE:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide Out:

- Hide in an area out of the attacker's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action:

- As a last resort and only if your life is in imminent danger.
- Attempt to incapacitate the attacker.
- Act with physical aggression. Throw items at the attacker if possible.

Call 911 or Campus Safety at (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley) when it is safe to do so.



WINTER STORM

Yavapai College implements the following procedures for announcing operational changes during periods of inclement winter weather:

- The College President or her designee will determine whether to issue a 2-hour delay or full district closure due to inclement weather.
- Even if Prescott Campus is the only campus affected by the weather, a full district closure will be issued.
- Closings and delays are announced using the following methods:
 - Yavapai College website
 - Do not come to campus when a weather-related closing is announced. Employee access to campus is typically limited to emergency vehicles and snow removal personnel.
 - If a weather closing is possible, take any needed items from campus in advance as you may not be permitted to enter until snow removal is complete.

alertYC

- Local Radio Stations
- Emergency/Weather closing hotline at (928) 445-7300



BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller using the *Bomb Threat Procedures Checklist*:

- When will the bomb explode?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Where is it right now?
 - What does it look like?
 - Did you place the bomb?
- Who placed the bomb?
 - Why did you place the bomb?
 - How many bombs are there?
 - What is your address?
 - What is your name?
- Notify Campus Safety by calling (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley) immediately to give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
 - Do not touch suspicious packages. Inform Campus Safety of any suspicious packages, items, or people in the area.
 - Follow instructions from first responders regarding evacuation assembly areas.



SUSPICIOUS PACKAGE

This information provides guidance on effective ways to make your buildings safer. Employees should increase awareness of any suspicious activity and report concerns to Campus Safety. The better we prepare ourselves to respond to emergencies, the better we will be able to care for ourselves and our co-workers.

DO NOT OPEN A SUSPICIOUS PACKAGE. *If you have opened it, remain calm.*

Notify Campus Safety at (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley)

- 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 you come into contact with a leaking substance or powder from the suspicious package, keep your hands away from your eyes, nose, mouth, and 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 emergency responders.

Features of Suspect Packages

- Excessive postage, no postage, or non-canceled postage
- No return address or fictitious return address
- Improper spelling of names, titles, or locations
- Suspicious or threatening messages written on packages
- Postmark with different location than return address
- Distorted handwriting or cut-and-paste lettering
- Unprofessionally wrapped packages or excessive use of tape, strings, or other wrapping
- Packages marked “Fragile: Handle with Care,” “Rush: Do Not Delay,” “Personal” or “Confidential”
- Rigid, uneven, irregular, or lopsided packages
- Packages discolored, oily or with an unusual odor
- Packages with soft spots, bulges, or excessive weight



CHEMICAL SPILL

The improper leak, spillage, discharge, or disposal of hazardous materials or substances poses a significant threat to human health and safety, campus property, and the surrounding environment.

Notify Campus Safety at (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley) **immediately**

- Do not attempt to clean up a dangerous spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.

If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.

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.
- Re-enter the building only when an “all clear” is provided by first responders.



EMERGENCY NOTIFICATIONS

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus.

alertYC: Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts. Students, faculty, and staff are automatically entered into the **alertYC** system. Please contact the Prescott Technology Helpdesk at (928) 776-2168, or in the Verde Valley Area at (928) 649-5558 or toll free at (855) 848-5017 for more assistance.

Yavapai College Website: Emergency notifications, campus closures, etc. appears in a box atop all YC website pages.

Email: Broadcast emails are sent to Yavapai College students, faculty and staff. Anyone who has provided YC with their outside email address will receive an email notification via that email address, as well.

Telephone: As appropriate, the YC system calls the classroom phones throughout the district with the emergency message.

Social Media: Emergency notifications and updates are posted on the YC Facebook (facebook.com/YavapaiCollegePrescott) and Twitter (twitter.com/yavapaicollege) accounts.



MEDICAL EMERGENCIES

Do not move a seriously injured person unless there is a life-threatening situation and call 911 or Campus Safety at (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley).

- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Administer first aid if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim. A Campus Safety officer will respond immediately to the scene and will summon additional medical personnel if necessary.



SEVERE WEATHER

Tornado Watch an indication of where and when the probabilities are highest for severe weather or a tornado.

Tornado Warning indicates a tornado has been sighted and you should immediately take shelter.

Severe Weather

- Move to safe area (internal area of building)
- Remain calm
- Do not use elevators
- Assist mobility assisted persons
- Close all doors on the way to the designated area
- Take cell phone with you
- Building authority, or designee, will take roll call at the assembly area
- Remain in this location until the “all-clear” signal is given by a member of Campus Safety

Tornado

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations, alertYC and weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or residence hall if a tornado warning is issued.

- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- Wait until receiving the “all clear” from a police officer, Public Safety officer, alertYC, email or website communication.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

Flood - gradual flood

- Move removable objects to the second or higher floors (higher ground)
- Unplug electrical equipment
- Remove cabinet drawers to a higher location
- Take this flipchart with you
- Evacuate the building as the Campus Security Authority or emergency personnel instructs

Flood - flash flood

- Evacuate and/or act in accordance with Campus Safety or emergency personnel instructions



STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, call Campus Safety at (928) 237-0420 (Prescott) or (928) 239-0172 (Verde Valley) or a member of the CARE Team at (928) 776-2273.

Quick Reference for Helping Students Having Difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.
- For more information on incident reporting, go to: www.yc.edu/code



CIVIL DISTURBANCE

Do not interact with participants (take their flyers, etc.)

- Should you witness an unruly crowd or one that threatens your safety, contact Campus Safety at (928) 776-2185 (Prescott) or (928) 634-6599 (Verde Valley)
- Close the drapes or shades
- Do not talk to media; Refer them to: The Media Relations Office at (928) 776-2067
- If you are outside the building, focus your attention away from the incident
- To prevent injury or erroneous arrest, leave the area of disturbance

If a demonstrator enters the premises:

- Keep calm, be courteous and try to avoid an incident
- Avoid actions or verbal responses that may inflame the situation

- Avoid arguing, making provocative statements or entering into a debate with the demonstrator as they have entered the property to propagandize, confront or agitate the building's occupants
- Let them make their point; frustrating them could be dangerous
- Do not try to reason with them
- Contact Campus Safety to have the individual removed

If the situation becomes hostile, **See ACTIVE THREAT tab**

Media Relations

- All media inquiries should be routed immediately to The Media Relations Office at (928) 776-2067.