

# **Emergency Response Pocket Guide**



# **Student Disciplinary Issues**

Disruptive Behavior – student is acting in a manner which interferes with the instructional, service or administrative functions of the college.

Examples of disruptive behavior:

- Aggressive or threatening body language or speech
- Verbal or physical altercations
- Possession/use of alcohol or controlled substances
- Theft of college or personal property
- Smoking or vaping on campus
- Behavior may be of a lesser nature such as excessive cell phone usage in class and can be handled within your division.

# Procedures for handling serious situations involving disruptive behavior\* Inside the Classroom

- Stay calm. Assess severity of situation.
- Try to calm the student.
- If unsuccessful, dial Campus Safety at x27777 or 714-992-7777. Give your location.

- Immediately notify division dean. File an Incident Report.
- Remember, less serious/threatening incidents are handled in the division. Confer with your division dean.

#### **Outside the Classroom**

- · Assess severity of the situation.
- Options
  - 1. Contact Campus Safety
  - 2. Use judgment to determine if 911 is needed (if used, dial 911 by cell or from campus phones, dial 9-911 and **give your location**). Follow with call to Campus Safety
  - 3. File an Incident Report with Dean of Student Support Services and BIT will be notified (contact information on the back).

\*Refer to AP 5500 or BP 5500 located on J-Drive and on web under Board Policies.

# Support

# **Students In Crisis Situations**

Immediately call 911 by cell - or on campus phones, dial 9-911. **Give** your location. Follow with call to Campus Safety.

#### When

- A student is a danger to self or others
- There is a visible weapon
- There is a medical emergency

# Examples of "danger to self or others"

- Suicidal behavior
- · Perceived imminent danger
- Student has shared suicidal thoughts or behavior in written or verbal format (emails, essays, drawings, verbal communication)
- Visible weapon is present

# **Examples of Medical Emergencies**

- Severe chest pain
- Serious uncontrolled bleeding
- · Non-responsive/unconscious
- Not breathing

Medical emergencies should be handled as if you were responding to the need of a family member or very close friend. Common sense prevails.

Incident reports must be filed with Campus Safety in all situations. \*\*

Other crisis situations may involve students who are experiencing mental or emotional distress and may be referred to your division dean for further assistance or directions.

\*\* Student Discipline Incident Report forms are located on the J-Drive and on the web under Board Policies.

# **Title IX- Sexual Misconduct**

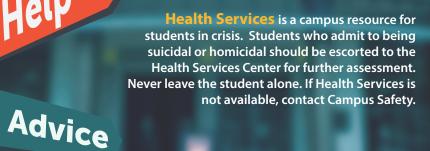
Conduct that is unacceptable in terms of sexual behavior is a violation under Title IX. Examples include the following:

- Sexual harassment
- Stalking
- Sexual misconduct through social media
- Lewd, indecent or obscene behavior
- Rape, incest
- Dating violence and/or domestic violence
- Sexual battery or sexual assault

Sexual misconduct can occur between

- Males
- Females
- Males and females
- Third party (campus visitors/vendors) and students
- Faculty/staff and students

Campus Title IX Officer is the Dean of Student Support Services.



**Steps to follow** if sexual misconduct is reported or observed on or off campus:

- · Listen without judgment.
- Try to calm the student and assure him/her of their right to confidentiality.
- If a student indicates that he/she is a victim of rape, never leave the student alone.
- Immediately report the incident to Campus Safety who will contact the Fullerton Police Department (FDP).
- If the victim does not want to report the incident to the FPD, escort the person to Health Services.

Incidents of sexual misconduct between employees or where the student makes a claim against a District employee (faculty/staff) are handled directly by District HR.

# **On-Campus Resources**

#### Your Division Dean

### **Campus Safety**

714-992-7777, or ext. 27777

#### **Fullerton Police**

(Always give your location) from campus phones, 9-911 from cell phones, 911

#### **Health Services**

714-992-7094

## **Student Support Services Division Office**

714-992-7089

#### **Behavioral Intervention Team (BIT):**

Vice President, Student Services 714-992-7074

Director, Campus Safety Steve Selby 714-992-7081

Director, Health Services Dr. Vanessa Miller 714-992-7094

Director, Disability Support Services Dr. Edward Roth

Counselor, Disability Support Services Ruth Sipple

714-992-7099 Campus Safety Officer

714-992-7099

Jim McKamy 714-732-5481

Dean, Counseling Lisa Campbell 714-992-7085

Dean, Enrollment Services (A&R)

Albert Abutin 714-992-7076

Dean, Student Support Services Dr. Elaine Lipiz Gonzalez

714-992-7088

Vice President, Student Services Dr. Gilbert Contreras 714-992-7073

# **Off-Campus Resources**

#### Suicide Hotline

877-727-4747

#### **National Suicide Hotline**

800-suicide, 800-273-talk suicidehotlines.com suicidepreventionlifeline.org

#### CAT (Centralized Assessment Team)

866-830-6011

Emergency psychiatric evaluation 24 hours/7 days a week

#### **California Youth Crisis Hotline**

800-843-5200 youthcrisisline.org 24 hours/7 days a week

#### **Domestic Violence Hotline**

800-799-7233 or 800-787-3224 (TTY)

#### **Women's Transitional Living Center**

877-531-5522 24 hours/7 days a week wtlc.org

### **Rape Crisis Hotline**

800-656-4673 rainn.org

#### GLBT (Gay, Lesbian, Bisexual, Transgender)

888-843-4564 glnh.org

#### **National Child Abuse Hotline**

800-422-4453

24 hours/7 days a week

#### **Elder/Dependent Adult Abuse Hotline**

800-451-5155

24 hours/7 days a week

#### Social Services Referrals

Dial 2-1-1 211.org

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