

**VENTURA COLLEGE**

**SANTA PAULA**

**CAMPUS SAFETY PLAN**



## INTRODUCTION

Ventura College is committed to maintaining the safety of the students, faculty, staff, and visitors at all of its locations. As part of this commitment, this Campus Safety Plan contains a comprehensive listing of policies, procedures, and information relating to campus safety, emergency management and the health and welfare of our campus community at both the main campus as well as Ventura College Santa Paula.

Principal administrative responsibility for campus safety and security lies with the Division of Business and Administrative Services in collaboration with various other departments.

## SAFETY PARTNERS AT VENTURA COLLEGE SANTA PAULA SITE

**Ventura College Santa Paula partners directly with the Santa Paula Police Department along with the VCCCD Police Department.**

**The Santa Paula Police Department** is committed to providing a safe community and improving the quality of life for all people. The Department accomplishes this by delivering quality police services and enforcing laws impartiality. In partnership with the community, the Department reduces crime through proactive patrol, the use of specialized units, thorough investigations and crime prevention with public engagement. Officers are dedicated, well-trained and held to the highest professional standards.



### **Santa Paula Police Department**

214 S. 10<sup>th</sup> Street  
Santa Paula, CA 93030

Phone: (805) 525-4474

**The Ventura County Community College District Police Department** employs sworn police officers who are vested with full arrest authority in the state of California pursuant to California Penal Code 830.32 and California Education Code 72330. The Police Department is recognized by, and adheres strictly to, the State of California Police Officer Standards and Training (POST) guidelines. The department has been charged with providing law enforcement, security, investigations, and parking/traffic control for students, faculty, staff and visitors on all properties owned and operated by the Ventura County Community College District.

Officers' primary jurisdiction includes all properties owned and operated by the VCCCD, including adjacent public streets. However, their authority may extend to any place in the State of California.

Officers patrol all VCCCD campuses by vehicle, foot, and bicycle; and are trained to respond to all calls, including active shooter incidents.

The VCCCD Police Department currently contracts with the CSUCI Police Department dispatch services for each of our campuses. These services are available 24 hours per day, 7 days per week, 365 days per year. There are trained, professional dispatchers that answer calls from each of the campuses' direct phone lines, as well as 9-1-1 and all emergency blue phones.

The VCCCD Police Department cooperates fully with local, state and federal laws. The Department identifies all crimes in categories of Part I or Part II crimes. Part I crimes include crimes such as murder, rape, aggravated robbery, etc. These crimes require that the VCCCD Police Department maintain a Memorandum of Understanding (MOU) with neighboring police agencies to provide resources to investigate such crimes. Part II crimes, such as assault, drug/alcohol violations, vandalism, disturbing the peace, hate crimes, etc., are handled by the VCCCD police.



**Ventura College Police Office**

71 Day Road

Ventura, CA 93003

Located at 71 Day Road (above the Day Road Center [DRC] building.) Phone: (805) 289-6486

**The Student Health Center** is committed to providing the necessary support, education and environment to help Ventura College students **LIVE F.I.T. Fearless** in overcoming challenges to reach personal goals. **Inspiring** a healthy change on and off campus. **Thriving** by achieving optimal physical and mental wellbeing.

Representatives from the Student Health Center visit Ventura College Santa Paula on a periodic basis. Hours are posted each semester. Students may contact VCSP for the next available appointment



**Student Health Center**

Located at Main Campus CRC-108  
(Ground floor of the CRC Bldg)

Open Monday-Thursday 9:00am-5:30pm,  
Friday 9:00am-1:00pm

Call 805-289-6346 to make a confidential  
appointment

**The Campus Incident Management Team (IMT)** is made up of emergency coordinators who take their direction from the Incident Commander or designated administrator-in-charge during an emergency. IMT coordinators are representatives from each campus division, department, area and building who assist faculty, staff, students, and visitors in emergency situations. They provide information and guidance based on Ventura College's Emergency Operations Plan. Faculty and staff who are interested in joining the Incident Management Team should speak to their supervisor.

**The Safety and Wellness Committee** aids and advises both management and employees on matter of health and safety pertaining to college operations. Members discuss safety policies and provide recommendations, review accident reports, discover unsafe conditions and practices, and provide recommendations for preventing future occurrences and/or correcting unsafe conditions. In addition, the Committee provides educational safety information for all staff, evaluates the progress of the college's accident prevention efforts, and monitors facility inspections.

Membership consists of faculty, staff and students including representatives from the Student Health Center, Campus Police and Ventura College Santa Paula. This committee meets monthly.

## IN CASE OF EMERGENCY

Ventura College wants to make sure its students and employees feel safe in their surroundings and are prepared to act should an emergency occur. The [VCCCD Police Department website](#) has details about responding to different emergency scenarios as well as how to report a crime or suspicious activity on campus.

### Emergency Communication Systems

In an emergency, Ventura College communicates critical information through its Emergency Notification System. Depending on the level of emergency or threat, the college will use some or all available communication channels. To receive emergency alerts, students and employees should keep their contact information current. Visit the [MyVCCCD portal](#) to activate or update emergency contact information. **Emergency notification information is required unless you wish to opt out.**

### Campus Postings

- Emergency procedure guides are posted in classrooms and meeting rooms to provide information on how to respond to various emergencies.
- Campus emergency maps are located near the emergency procedure guides. These maps include assembly evacuation areas and locations of emergency evacuation chairs and automatic external defibrillator units on campus.

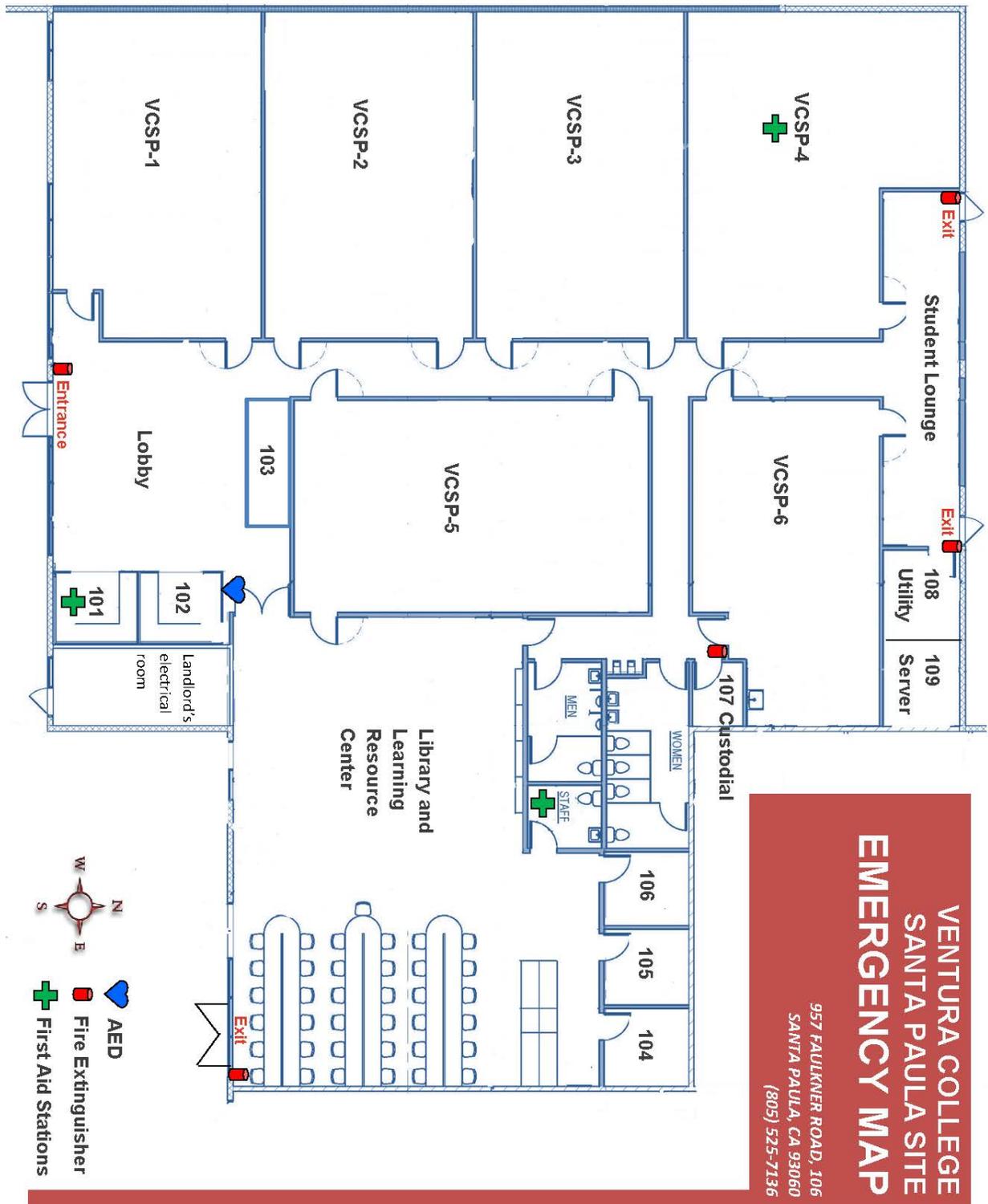
### Drills and Pre-Planning

Drills are an important component of Ventura College's readiness plan and they are required by law. By practicing what to do before an emergency, you learn what to do and how to get to safety. Take time to learn emergency procedures so that you can respond quickly and safely. Drills are conducted at least twice per academic year during each of the Fall and Spring semesters.

### Emergency Phone Numbers:

- Santa Paula Police Department: (805) 525-4474
- Facilities Emergency Contact for VCSP: Bender Farms (Landlord): (805) 921-0490
- Main Campus Contacts:
  - Campus Police / Dispatch: (805) 289-6486 or ext. 6486
  - Student Health Center: (805) 289-6346 or ext. 6346
  - Maintenance & Operations: (805) 289-6340 or ext. 6340

### Ventura College Santa Paula Site Emergency Map



## **SPECIFIC EMERGENCIES: REPORTING AND RESPONSE**

### **REPORTING EMERGENCIES**

To report an emergency within a classroom, office, or work area

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

### **BUILDING EVACUATION PROCEDURES & RESPONSIBILITIES**

- You are responsible for your own safety but you also have a responsibility to others. Stay calm.
- When the fire alarm sounds, or when otherwise directed to leave the building, make sure other people in your immediate area are aware of the need to evacuate. Where possible, stay together and account for those in your group.
- Close but DO NOT LOCK doors and leave. Take valuables with you (if in the same room) but leave large bags behind. Turn off unnecessary equipment if possible.
- Know the locations of primary and alternate exits. During an emergency, walk to the nearest safe exit and evacuate the building. If you are in an unfamiliar area, follow the exit signs to the nearest safe exit. In the event of an emergency, do not use the elevators to evacuate a building.
- Once outside, go to your assigned assembly area as marked on your campus safety map. Report to your Instructor or Supervisor/Manager. Try to account for everyone in your group. Report those missing to a building monitor. Do not leave the area unless you are told to do so.
- Building monitors (persons in colored vests) are available to provide assistance and respond to unforeseen problems. Follow their instructions.
- Do not re-enter the building until you have been notified by the administrator-in-charge to do so. First responders often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.
- [Link to Ventura College Evacuation Video](#)

### **ADDITIONAL RESPONSIBILITIES FOR FACULTY AND SUPERVISORS/MANAGERS**

- In addition to the above, you have specific responsibilities to your group. Spend five minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.
- To the extent possible, stay with and guide your group to the nearest safe exit.
- If a person is unable to use the stairs to evacuate a building, it is your responsibility to direct and/or assist them to an area for rescue assistance. Notify a building monitor of the person's location and consider use of the evacuation stair chair to facilitate movement to that area. In the event of an emergency, do not use the elevators to evacuate a building.
- At the evacuation assembly area, account for those in your group and be able to report their status to a building monitor.
- Encourage your group to stay together at the rally point to avoid traffic chaos and related safety issues.
- Assist with injury reports and workers compensation claims as appropriate.

### **Basic Guidelines to follow in all emergencies:**

- Remain calm.
- Cooperate with emergency personnel (including campus Emergency Operations staff).
- Follow the instructions received via the campus Emergency Notification System.
- Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.
- Do not attempt to leave campus in your vehicle unless instructed to do so.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- The college may not have immediate assistance for up to 72 hours.
- It is strongly recommended that you keep emergency supplies in your car and office that can last up to 3 days.

### **MEDICAL / FIRST AID EMERGENCIES**

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- DO NOT move the person unless absolutely necessary. Stop any bleeding by applying firm pressure on the wound.
- Restore breathing by opening the person's air passage and performing rescue breathing and CPR, if qualified to do so.
- Keep the person warm, quiet and comfortable.
- Stay with the person until help arrives

### **ADDITIONAL RESPONSIBILITIES FOR FACULTY AND SUPERVISORS/MANAGERS**

In addition to the above, you have specific responsibilities to your group. Spend five minutes, at the beginning of the semester or in a staff meeting, to review how you will work together to effectively implement emergency procedures.

## **ACTIVE SHOOTER**

If a violent attack is threatening the Ventura College community, Campus Police will implement their response procedure with other law enforcement agencies as needed. Their response is designed to maximize your safety. Information will be provided to you using some or all of the emergency communication systems.

### **Here are some things you can do:**

#### **RUN**

- Do not hesitate. If it is possible to flee the area safely and avoid danger, do so.
- Go to the closest, safest exit.
- If the armed subject is outside the building, move to a core area of the building, away from outside doors and windows.
- If time permits, call 911.

#### **HIDE**

- Hide behind a large heavy object and lock and barricade doors.
- Turn off lights, close window blinds, lock doors, and get out of sight.
- Get on the floor and out of the line of fire. Create make-shift barricades for those who cannot get on the floor.
- Remain quiet and hidden. Silence your cell phone including the vibration setting.
- Keep the attacker away from you.

#### **Prepare to FIGHT**

- You have the legal right to defend yourself.
- Commit to a plan of action should the armed subject or active shooter enter your space.
- Be aggressive.
- Improvise weapons, create distractions.
- What you do matters.

Your response depends on the situation. It is important recognize the RUN, HIDE, FIGHT is not a sequence. These procedures provide strategies to survive an active shooter event. Choose your actions based on the circumstances. You can survive.

Link to [Run, Hide, Fight Video](#)

#### **Law enforcement's goal is to locate, contain and stop the active shooter as soon as possible.**

- Officers, usually in teams of 4, will proceed directly to the area in which the last shots were heard.
- Officers may wear regular patrol uniforms or external bulletproof vests, helmets and other tactical equipment.
- Officers may be armed with rifles, shotguns and handguns.
- Officers may use pepper spray or tear gas to control the situation.

- Officers may shout commands and push individuals to the ground for their safety.

**React properly when law enforcement arrives.**

- Remain calm and follow officers' instructions
- Put down any items in your hands (e.g., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers, such as attempting to hold on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow. These rescue teams will treat and remove any injured persons. They may also call upon individuals to assist in removing the wounded from the premises. When you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

### **AGGRESSIVE / THREATENING BEHAVIOR**

If any individual is displaying aggressive behavior or threatening to harm someone or self, **CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do while waiting for help:

- Listen. Avoid any physical contact and allow the student to talk.
- Assist. Provide a quiet atmosphere, minimize environmental stimulation. Give the student some space. Ask the student what or who may be helpful.
- Recognize. Know your limitations.

**CHEMICAL OR HAZARDOUS MATERIAL SPILL**

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

Maintenance & Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency. There has been a chemical/hazardous material spill."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Give the name of the chemical, approximate amount spilled, and the time of spill.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

What to do in the event of a hazardous material or chemical spill:

- Immediately report the incident to your supervisor.
- Vacate the area immediately.
- If possible, seal the area to contain the spill and limit exposure to individuals.
- If the chemical is reacting in any way, generating gases or fumes, presents a fire hazard or is toxic, activate the building fire alarm and evacuate the building, assisting all persons with disabilities as necessary.
- DO NOT attempt to control a chemical or hazardous material spill unless you have been formally trained to do so and have the proper equipment.
- DO NOT re-enter the area of the spill until you have been directed to do so by campus officials.

## **EXPLOSIONS**

**CALL SANTA PAULA POLICE DEPARTMENT AT (805) 525-4474 OR 911, and Campus Police Dispatch at 289-6486**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of an explosion:

- Take cover under a table or other sturdy furniture to protect yourself from glass or debris.
- Exit the building immediately if the explosion threatens anyone's safety.
- DO NOT re-enter the building until directed to do so by campus officials.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings.)
- Proceed to the designated assembly area that is a safe distance from the building (See Emergency Campus Map.)
- Obey the directions of campus officials.

### **UTILITY FAILURE OR GAS LEAKS**

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

Maintenance & Operations at (805) 289-6340

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.

What to do in the event of a power blackout:

- Assist any person with disabilities in finding safety. (See Evacuating Disabled & Buildings.)
- Science faculty and staff should secure any laboratory experiments, activities, and equipment that might pose a potential danger.
- Disconnect all electrical equipment.
- Leave light switches ON.
- Await further instructions or for power to be restored.

What to do in the event of a gas leak:

- If you suspect a gas leak, call Campus Police immediately. They will call Maintenance & Operations.
- DO NOT ignite any open flame (e.g. matches, lighters, burners) or turn on any lights.
- Open windows and doors for ventilation and prepare for possible evacuation.

## FIRE

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

What to do in the event of a fire:

- Activate the fire alarm.
- Never attempt to extinguish a fire larger than a wastebasket.
- Using the appropriate type of extinguisher, work with another person to extinguish fire.
- Always stay between the fire and a way out.
- If the fire grows larger, alert others and evacuate.
- Assist with the evacuation of injured or persons with disabilities. (See Evacuating Disabled & Buildings.)
- DO NOT run. Walk carefully to avoid tripping.
- DO NOT use elevators.
- If caught in heavy smoke, crawl or stay near the floor while holding breath as much as possible. Breathe shallowly through nose and use blouse, shirt or jacket as a filter.
- DO NOT re-enter the building until directed to do so by campus officials.
- Proceed to the designated assembly area that is a safe distance from the building. (See Emergency Campus Map.)
- All alarms should be taken seriously. If you hear a fire alarm, evacuate, unless told otherwise by campus official.

Fire Extinguisher Instructions:

- P** – Pull safety pin
- A** – Aim at the base of fire
- S** – Squeeze trigger
- S** – Sweep from side to side

Clothing Fire:

- Do not run
- Stop – Drop – Roll

Trapped in a Room:

- Place cloth material under door to prevent smoke from entering
- Close as many doors as possible between you and the fire
- Signal from windows, but do not break the glass

## **MAJOR EARTHQUAKE**

What to do DURING a major earthquake:

- DO NOT evacuate the building.
- If indoors: Duck, Cover and Hold.
- If no cover is available, stay near an interior wall and shield your head and face from falling debris.
- Stay away from windows, tall objects, and overhead lights.
- Science laboratory occupants should seek shelter in hallways to escape possible toxic fumes.
- Assist any disabled persons with finding a protected location. (See Evacuating Disabled & Buildings.)
- Wheelchair-bound persons should be placed in doorways or any other structurally sound area of the room. Be sure to LOCK the brakes!
- If outdoors: Stay clear of trees, buildings, light poles, and power poles.

What to do AFTER a major earthquake:

- Evacuate the building. Watch for falling glass, debris, and electrical wires.
- Assist any persons with disabilities with exiting the building. (See Evacuating Disabled & Buildings.)
- Proceed to the nearest, safest assembly area and maintain a safe distance from trees, buildings, light poles, and power poles.
- Follow emergency procedures as directed by campus officials.
- DO NOT re-enter the building until directed to do so by campus officials.
- Be prepared for aftershocks.
- Check for injuries and assist with first aid. DO NOT move the seriously injured unless absolutely necessary or there is a threat to his or your safety.
- Make note of any individuals who may be missing.
- Assist those who are experiencing anxiety.

## **EVACUATING DISABLED & BUILDINGS**

How and when to evacuate a building:

- In case of Fire or when Fire Alarm sounds, evacuate the building in a safe, orderly fashion.
- In case of an Earthquake, do not evacuate the building until the shaking stops.
- In case of an Explosion, evacuate the building only if the explosion threatens the safety of students, faculty, or staff.
- In case of a Bomb Threat, do not evacuate the building unless a suspicious object is observed. Wait for instructions from Campus Police or other campus officials.
- Evacuate the building immediately upon order by Campus Police or other campus officials.
- Any faculty or staff member may order the evacuation of an area or building when imminent danger to students, faculty, or staff occurs.
- Evacuate the building to a predetermined assembly area. (See Emergency Campus Map.)

### **Evacuating Persons with Disabilities**

Directions for evacuating persons with disabilities:

- Faculty or staff should assign three (3) students to help evacuate each person in a wheelchair and two (2) students to help evacuate any persons with other disabilities, such as those who may be hearing or vision impaired.
- People in wheelchairs should be carried from the building via stairway. If at all possible, leave the wheelchair behind, lifting the person using the two-man lock-arm method. Confer with the person as to the best way to assist him/her in the evacuation.
- For sight-impaired persons, tell them about the nature of the emergency and offer to guide them. As you walk, tell them where you are and advise them of any obstacles. When you have reached safety, orient them as to where they are and remain with them as long as necessary.
- For hearing-impaired persons, get their attention by writing them a note and let them know you will assist them for as long as possible.

**HAVE A PLAN IN PLACE FOR YOUR STUDENTS WITH DISABILITIES BEFORE AN EMERGENCY HAPPENS!**

### **CIVIL DISTURBANCE OR ARMED ASSAULT**

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486**

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

A Civil Disturbance is defined as any gathering of two or more persons who:

1. Interfere with normal college operations
2. Attempt to prevent access to the college, buildings, facilities, or offices
3. Threaten physical harm to others or damage to college property

What to do in the event of a civil disturbance:

- If the disturbance is outside the building, do not investigate.
- If the disturbance is inside the building, if possible investigate from a safe distance.
- Shelter-in-place until evacuation orders are received from authorities. What to do in the event of a hostage situation or armed assault:
- Initiate shelter-in-place until evacuation orders are received from authorities.

How to shelter-in-place during a civil disturbance, hostage situation or armed assault:

- Turn off lights.
- Close all doors to the outside.
- Close and lock all windows.
- Seek shelter away from windows and doors.
- Stay as low to the floor as possible, trying to stay out of the line of sight of the perpetrators.
- Remain silent and still.
- DO NOT draw attention to yourself or others.

## **TERRORIST ATTACK**

The VCCCD Colleges, like any other school campus, could come under terrorist attack. Any individual or group that has both the motive and ability can perpetrate an act of terrorism. Terrorist events are intended to cause damage, inflict harm, and possibly kill. Terrorists will go to great lengths to make sure the event has the intended impact. Experts generally agree that there are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive. The acronym B-NICE is a simple way to remember these categories. Within any of these categories it is important to remember the four routes of entry: inhalation, absorption, ingestion and injection. The best emergency procedure for any of these categories is to minimize exposure to these four routes of entry.

What to do in the event of a biological, nuclear, or chemical terrorist attack:

- Shelter-in-place until ordered to evacuate by campus officials.
- Close all doors to the outside.
- Close and lock all windows.
- Use tape, plastic food wrapping, wax paper, aluminum foil to cover and seal fan grilles and other openings to the outside.
- Ventilation systems should be turned off or set to 100% re-circulation so no outside air is drawn into the building.
- Turn off all heating and air-conditioning systems and switch inlets to “closed” position.
- Close as many internal doors as possible.
- If gases or vapors begin to affect your breathing, hold a wet cloth over your nose and mouth.
- DO NOT use elevators. They tend to “pump” outdoor air in and out of the building as they travel up and down.
- DO NOT panic or worry that these will be enough air to breathe. It is highly unlikely this would happen in normal buildings.
- Remember that the best emergency procedure is to minimize your exposure to biological, nuclear, or chemical agents through inhalation, absorption, ingestion, or injection (from flying projectiles).
- Await instructions from campus officials.

## **BOMB THREATS & SEARCHES**

**CALL SANTA PAULA POLICE DEPARTMENT at (805) 525-4474 or 911, and Campus Police Dispatch at 289-6486 DO NOT** evacuate the building unless directed to do so by campus officials.

Be prepared to give the following information:

- State: "This is an emergency."
- Give your name, location (college, building and room number), nature of emergency, and the phone number from which you are calling.
- Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.
- If you call 911, you must also call campus police dispatch.

What to do in the event of receiving a bomb threat via telephone:

- Ask the caller to provide the following information:
  1. Time of the planned explosion
  2. Type of bomb
  3. Location of the bomb
  4. Description of the bomb
- Record the following information:
  1. Time of call
  2. Exact words the caller used
  3. Gender and approximate age of caller
  4. Behavior of caller, including speech characteristics
  5. Background noises

What to do in the event of receiving a bomb threat via letters, packages, or objects:

- DO NOT touch any suspicious envelope, package, or object.
- Evacuate all persons to a designated assembly area. This area should be out of the building and one building away or a minimum of 300 feet from the threatened area.
- Assist all persons with disabilities with the evacuation.
- Stop any person from entering the endangered area.

## **ACTIONS TAKEN IN THE PAST 18 MONTHS TO INCREASE CAMPUS SAFETY**

### **MAIN CAMPUS:**

1. Two additional security cameras were installed at the Campus Police Station:
  - a. An exterior camera to expand view of police fleet and pedestrian traffic at the entrance to the station
  - b. Additional camera was installed in the front lobby
2. Campus Police hired two full time employees to fill long-standing vacancies (one Officer and one Lieutenant)
3. The Campus installed 17 Automatic External Defibrillator units throughout campus, including one mobile unit in Campus Police vehicle.
4. Incident Management Team trainings were held as part of the Emergency Preparedness Plan:
  - a. Active Shooter – April 2015
  - b. Earthquake – February 2016
  - c. The entire campus participated in the Great California Shake-Out in held in October 2015.

### **SANTA PAULA SITE:**

1. Four on-site security cameras were linked to the Main Campus Police Station monitors.
2. Additional panic buttons and security dome mirrors were installed.
3. Medical and search-and-rescue kits, and rechargeable lanterns were purchased and installed.
4. Emergency maps, evacuation routes, and emergency procedure guides were hung in each classroom
5. Team trainings were held as part of the Emergency Preparedness Plan:
  - a. Participation in the campus Great California Shake-Out and Evacuation Drill - October 2016
  - b. Fire extinguisher and AED training with the Santa Paula Fire Department - November 2016.

## **SAFETY ENHANCEMENTS PLANNED FOR THE NEXT 24 MONTHS**

### **MAIN CAMPUS:**

1. Ventura College will initiate the first phase of a new, networked electronic access control installation, allowing for centralized activation and monitoring of all access points throughout the facility. Initial roll-out will be for one building on campus (to be determined).
2. The Information Technology department will purchase 20 new two-way radios for the Emergency Operations Center in order to improve communication during emergencies.
3. IT will also purchase and install additional security cameras for the following areas:
  - a. Focused on the ATM machines in SSC and LRC buildings
  - b. In the Athletic Event Center lobby
  - c. In the Evidence Room in Campus Police office
  - d. In the Administration building

### **SANTA PAULA SITE:**

1. IT will place into operation two security cameras for the following areas:
  - a. Focused on the ATM machine in the VCSP LRC
  - b. In the VCSP hallway adjacent to restrooms

