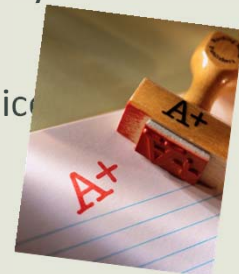


Best Practices for Promoting Safety in the College Classroom

Laura Aspinall & Tara J. Johnson
Disability Resources Department

Safety Quiz

- Do you know if you are a Disaster Service Worker in the event of a natural disaster?
- Do you know the evacuation location for each of your classrooms?
- Do you know the phone number for campus police?
- Do you know how to use a stair chair?
- Have you read the student code of conduct?



Its All in the Planning




Planning ahead means not having to make a plan in the moment.

Power Outage

- Only the Emergency Operation Center (EOC) or the College President has the authority to close the college. If the college closes you will be alerted by a text from ALERTU or a college wide email.
- In the event the college closes:
 - Elevators may not function, know where the stair chair is located and how to use it, trainings can be arranged through Environmental Health and Safety
 - Students using electric wheelchairs may choose to wait until power returns, alert campus police if a student chooses not to evacuate.
 - Elevators that do function may be dim, and students may need assistance
 - Be aware of students who may need evacuation assistance. This information is often included on a student's accommodation letter.





Disabilities Resource Department
Santa Rosa Junior College

AUTHORIZATION FOR ACADEMIC ACCOMMODATIONS (AAA)

FROM: *Laura Aspinall*
Disability Specialist
707.527.4274
laspinal@santarosa.edu

DATE: *1/13/2014*
TERM: *Spring 2014*

The student named below has been verified as having a disability. The policy of Santa Rosa Junior College is to make education accessible to all students in accordance with State and Federal regulations. Please contact the specialist listed above if you have any questions or concerns regarding this student and their accommodations. Please assist us in providing the accommodations below.

STUDENT:						ID#:
SECT:	COURSE:	DAYS:	TIME:	INSTRUCTOR:	ROOM:	
4255	DRD 363	MW	1:30pm-3:00pm	Elisa Conti	4734	

- Note-taker** - A student in your class or a student employee attends class and takes notes
- Please assist us in recruiting a volunteer note-taker from your class (information attached)
- Recording Device** - May include CCTV, laptop for notes, cell phone and smart pens
Recordings are for lectures only and may not be rebroadcast in any format per ADA and Section 504 of the Rehabilitation Act of 1973
- Testing Accommodations** - the student requires the following accommodations while taking exams:
- Extra time
- Time and a half
- This student may need assistance in the event of an emergency evacuation. Please discuss with student.

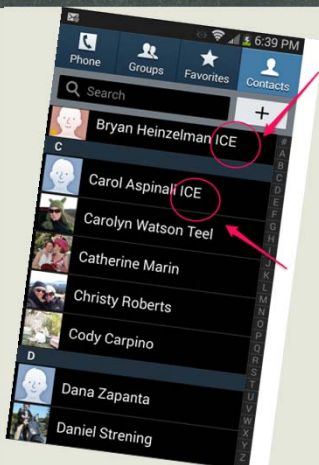
Santa Rosa Campus
637 Andy Village Blvd. C
1501 Mendocino Avenue
Santa Rosa, CA 95401-4395
707.527.4274

www.santarosa.edu/disability_resources

Petaluma Campus
Jacobs Hall, Rm. 101
699 Sonoma Mountain Parkway
Petaluma, CA 94954-2022
707.776.2491

Medical Emergencies

- In any emergency, the first step is always to call campus police: 527-1000
- Encourage students to program campus police number into their phones
- Encourage students to have I.C.E. contacts in their phones
- Review Seizure Protocols provided by DRD and discuss with student at the beginning of the semester



The image shows a smartphone contact list with several contacts. Three contacts are circled in red and labeled 'ICE' (In Case of Emergency): Bryan Heinzelman ICE, Carol Aspinall ICE, and Carolyn Watson Teel. Red arrows point to these circled contacts.

CONFIDENTIAL

*Santa Rosa Junior College
Disability Resources Department
Seizure Protocol*

FROM: Laura Aspinall
Disability Specialist
707.527.4274

DATE: 6/19/2013

The student named below experiences seizures and has chosen to share this information with you. Please assist us in providing support for this student as outlined below.

STUDENT: _____ SID: _____

Date last seizure occurred: July 30, 2013

Frequency of seizure activity: every two to three months

Description of seizure activity: My right arm goes numb, my face twitches, and my eyes roll back. Duration is about 3-5 minutes. Vision problems and headache precede the seizure.

In the event of a seizure, the student requests that you follow these instructions:
Talk to me until the seizure is over. If the seizure lasts more than 10 minutes or if I am not coherent during the seizure call my emergency contact(s).

Emergency Contacts: _____ Phone: _____
 _____ Phone: _____

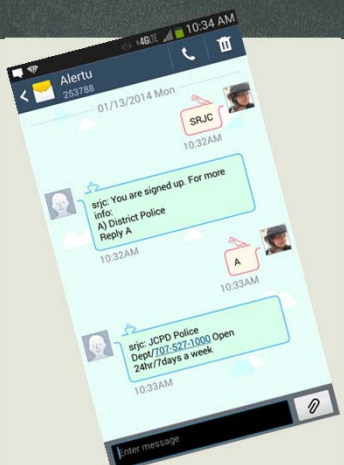
PLEASE NOTE:
It is the protocol of Santa Rosa Junior College to contact campus police, 527-1000, if a student has a seizure and is unresponsive and has no attendant.
It is always the right of SRJC personnel to contact the campus police should they believe a student is having a medical emergency or is in danger.

By signing below, I authorize the Disability Resources Department to provide a copy of this form to my instructors and other college personnel and offices that have a legitimate need to know this information. I also give permission for my disability specialist to discuss my disability with college staff/faculty as appropriate.

Student Signature

Date

Natural Disasters and Fire



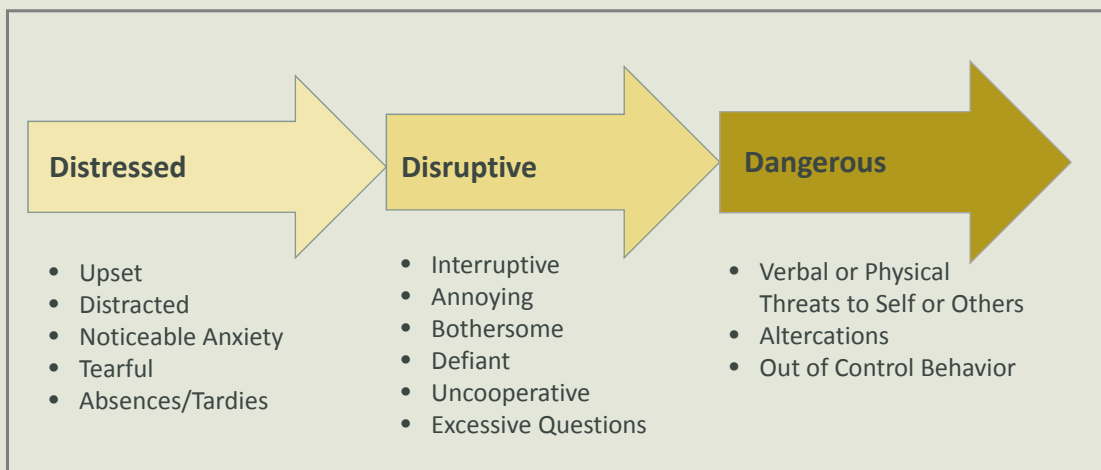
- Know where your evacuation location is for each of your classrooms
- Ensure that your students all know where the evacuation location is
- It is the instructors responsibility to ensure that all students exit the classroom, and then take roll at their evacuation location
- Sign up for NIXLE and/or ALERTU to get alerts regarding emergencies/disasters

Active Shooter

- In the event of an active shooter you should:
 - Evacuate- If at all possible evacuate
 - Shelter in place- if it is not safe to evacuate
 - And only as a last resort, attack
- Have a plan for each of these scenarios. Consider:
 - Is there more than one exit in your classroom?
 - Where would you direct students to go?
 - How would you barricade the door?
 - How and where would you hide?
 - How visible are you and your students from outside the classroom?



Students in Crisis



Courtesy of Santa Monica College's Emergency Preparedness Guide

Distressed Student

- Talk privately with the student
- Consult a Crisis Intervention Resource Team member(CIRT)
- Refer to Student Psychological Services
 - Daily Drop in at 2pm, first come first serve
 - One on one counseling and support groups available
 - Crisis Yellow Card Referrals
- Check back in with the student

Crisis (Yellow Card) Referrals to Student Psychological Services	
Student's Name	Student's Phone
Student ID	Today's Date
Person Referring	Dept.
Phone	Email

Please present this card at Student Psychological Services
 Santa Rosa Campus: 559 Flower Hall, (707)524-1595
 Petaluma Campus: 619 Richard Call Building, (707)778-3919

Disruptive Student

- Set limits, and follow through on limits set
- Do not engage in a power struggle
- Document each incident of disruptive behavior
- Enforce the Student Code of Conduct if limits are not respected
- Inform your department chair
- Consult with a member of CIRT
- Refer for disciplinary action if behavior persists

Dangerous Student

- Immediately call campus police
- Dismiss class if necessary
- Refer for disciplinary action



Best Practices for Promoting Safety in the Classroom

- Take responsibility for educating yourself about SRJC emergency preparedness and response policies and procedures
- Communicate emergency preparedness and response information to your students
 - Provide information in your syllabus
 - Have a class discussion at the beginning of the semester
- Communicate behavioral expectations to your students
 - Provide information in your syllabus
 - Have a class discussion at the beginning of the semester
- Plan ahead
 - For natural disasters
 - For medical emergencies
 - For an active shooter
 - For evacuation
 - For student conduct issues

Staff Development Resources

- [CIRT Training for Departments](#)
- [Dealing with Disruptive Students Podcast](#)
- [De-escalating Dangerous and Threatening People Podcast](#)
- [At Risk Training for Faculty and Staff Podcast](#)

Additional Resources

- CIRT www.santarosa.edu/CIRT
- Code of Conduct http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml
- Disability Resources www.santarosa.edu/disability_resources
- Disaster Service Worker <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>
- Emergency Procedures Handbook <http://www.santarosa.edu/administration/college-safety/emergency-preparedness/handbook.shtml>
- Evacuation Location Map <http://www.santarosa.edu/administration/college-safety/emergency-preparedness/evacuation-procedures.shtml>
- NIXLE www.nixle.com
- Sample Syllabus Statements http://online.santarosa.edu/homepage/dept15/forms/Suggested_Syllabi_Statements_Recommended_by_Dean_DSPS.pdf
- Stair Chair Video http://www.evac-chair.com/video_demo/
- Student Psychological Services http://www.santarosa.edu/for_students/student-services/student-health-services/

Directions for Signing up for ALERTU (also available on the District Police Homepage)

- SRJC Emergency Text Messaging System, ALERTU.
- ALERTU communicates official information during critical SRJC emergencies via text message to your cell phone.
- Sign up instructions:
 1. With your cell phone, text the letters SRJC to 253788. (253788 is the text phone number to the ALERTU system.)
 2. You will receive a 'welcome' text message.
 3. Reply with the letter "Y" for yes.
 4. Program 253788 into your phone's address book under the name ALERTU. This will allow you to recognize the sender if an emergency message is sent.

Questions?

