

**Paradise Valley Community College
Department of Public Safety**

Guide for Handling On-Campus Emergencies



On Campus Emergencies: 4-0911

<https://www.paradisevalley.edu/mems/what-do>

[Links in this document updated: 2017](#)

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RELEVANT TERMS

Fire Exit Maps:

Fire exit maps are maps that are posted on the wall closest to the exit doors inside all college rooms. They are color-coded and indicate the closest and safest route to exit the building.

Disabled Rescue Assistance Area:

Disabled Resource Assistance Areas are designated areas for disabled persons to collect in buildings having two or more floors in the event of an evacuation. Public Safety, Police, and Fire Department personnel will respond to these areas to assist the disabled to a safe location.

Kranitz Student Center building has two designated locations on the second floor:

- The west end of the building, just in front of the entrance to Marketing.
- The east end of the second floor, just outside the NAU office.

M Building has three designated areas on the second floor:

- M West (classrooms) – outside Room 201 by the large stairs.
- M West – by the stairs at the classroom elevator.
- M East – by the stairs southeast of the Black Box Theater.

LS Building designated area on the second floor:

- North hallway between elevators and west stairs.

Evacuation Assembly Area:

The Evacuation Assembly Areas are where members of the campus community should congregate after evacuating a building in an emergency. These are safe areas in the parking lots and vacant lots located away from buildings. The PVCC Emergency Map indicating these locations is attached at the end of this document and [online](#).

MEDICAL EMERGENCIES

When you observe or are informed that a person is sick or injured:

Immediately notify the Public Safety Department at extension **4-0911**. Be certain to mention the nature of the injury/illness and whether blood or other bodily fluids are involved.

- Unless it is a life--threatening situation, do not attempt to render first--aid before a Public Safety Officer arrives. The responding officer will evaluate the condition and determine whether additional assistance is needed.
- Do not attempt to move an injured person. Any attempt to move an injured person may result in complicating the injury.
- Avoid unnecessary conversation with the ill/injured person or members of his/her group. Do not discuss the possible cause of an accident or any condition that may have contributed to the accident. Under no circumstances should you discuss insurance information with anyone.
- After the sick/injured person has been taken care of, provide the responding officer with your version of what happened.
- If the injured person is an employee, immediately notify his/her supervisor for "Workman's Compensation" purposes. Whenever a supervisor is notified that an employee has suffered an injury on the job, the supervisor shall:
 - Determine the extent and nature of the injury. If the injury is serious notify Public Safety immediately.
 - Be sure that the campus Human Resources Office is notified so that they may prepare an Industrial Injury Report.
 - Investigate the cause of the accident and correct the condition to prevent a reoccurrence. Note the cause and corrective actions taken or recommended on the Industrial Injury Report.

DISRUPTIVE PERSONS

All individuals are required by ARS 13--2911 "Interference with the peaceful conduct of an educational institution" not to disrupt the educational process at PVCC. Students are also required to adhere to the [PVCC Student Handbook, Code of Conduct](#). The code establishes standards of behavior for the entire campus community. The handbook also provides a definition of disruptive person(s) Article III, Section B, Number 3: "Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the health or safety of any person."

What to do if you observe an unruly or disruptive individual:

- If the behavior is violent, threatening, or causing fear – call or have someone call Public Safety immediately at extension **4-0911**. Do not upset the perpetrator or attempt to subdue them. Remain calm and cooperative.
- If the disruption is not an immediate threat and occurs in an office or outside the classroom setting, notify the immediate manager/supervisor of the area. If they cannot diffuse the situation, or they are not available, notify the appropriate Vice President or Dean. If the disruption is not diffused, use your judgment and call either Public Safety or Counseling (602.787.6540) for assistance.
- If the disruption occurs in the classroom, the instructor should request the individual to stop the disruptive behavior and notify the person of the consequences of continued disruptive behavior. If the individual continues to be disruptive, use your judgment and call either Public Safety **4-0911** or Counseling **76540** immediately.
- For both of the above situations, the instructor, manager or staff member should prepare and forward a written statement documenting the disruptive behavior (<https://www.paradisevalley.edu/employees/webforms/online-disruption-discipline-report>) and submit the statement to their Division Chair or Department Supervisor, along with a copy of the report to the appropriate Dean.
- If the individual is experiencing emotional distress, Counseling or Public Safety Staff will follow PVCC's Emergency Plan and notify the appropriate personnel for assistance.

FIRE

If a fire occurs in your area:

- If it's a small fire and extinguishable, put it out. If electrical equipment is involved and it is safe to do so, unplug the electrical plug. NEVER allow the fire to come in between you and the exit. Your personal safety is of paramount importance.
- Alert all occupants in your area. If time allows, notify the Public Safety Department at **4-0911**. If not, evacuate promptly and pull the fire alarm as you exit the building. **NOTE:** All rooms contain "Fire Exit Maps" that indicate the nearest and best exit to utilize for escape. Disabled persons requiring assistance to exit the second floor of the KSC, LS or M Buildings should proceed to the nearest stairway. Public Safety Officers and/or Phoenix Fire Department will respond to this area to assist the disabled.
- Move quickly to the nearest stairway or exit and sound the fire alarm by utilizing the fire pull box. **NOTE:** Building M, E, KSC and CPA contain sprinkler systems that activate automatically. All buildings contain fire extinguishers in the hallways.

When leaving the area of the fire:

- Do not break windows – oxygen feeds a fire.
- Close doors between you and the fire.
- Do not return for personal belongings. You may not get a second chance to leave.
- If you are trapped, do not panic. Use the telephone to let Public Safety or the fire department know your location.
- When you reach a safe location and the fire alarms have not yet activated, notify the Public Safety Department at **4-0911**.
- Proceed to a designated area and follow the directions of emergency personnel at the scene.

If you hear the evacuation alarm:

- Remain calm and assume that there is a fire in the building. Do not call the Public Safety Department to ask if you should evacuate.
- Move quickly to the nearest stairway or exit and leave the building.

NOTE: The FIRE EXIT MAPS should be utilized to locate the safest and quickest route out of the building. Exit signs on the ceilings also mark fire exits.

- If you are teaching a class or are in charge of a group of students, lead them to the nearest stairway or exit and leave the building. Do not stop until you have reached the Evacuation Assembly Area, which is always a minimum of 150 feet away from any building. Check to make sure everyone is present and accounted for.

When leaving your area:

- Feel closed doors near the top before opening. If the door is hot or smoke is visible, do not open it.
- Close all doors behind you.
- Do not use elevators.
- If you encounter smoke en route to an exit or stairway, locate a smoke free exit to continue the evacuation.
- After reaching a safe location outside of the building, proceed to a designated Evacuation Assembly Area and follow direction of the emergency personnel at the scene.

If you smell smoke, but do not see a fire:

- Notify Public Safety **4-0911** and they will begin an immediate search of the area to try to determine the origin of the smoke. PVCC's air conditioning system partially operates off of outside air, which has often been the source of someone smelling smoke.

POWER OUTAGE

The College does not have an emergency generator to provide lighting during an outage. However, there are battery operated emergency lights in the hallways and other exit paths. The lights automatically activate when the power goes off.

If the building you are in has a power outage:

- Remain calm.
- If you are teaching a class, have the students remain seated and stand by for instructions from Public Safety. Public Safety Officers (PSO) will move through hallways with flashlights to assist. Public Safety vehicles will be strategically placed with headlights on in order to light up sidewalks.
- Provide assistance to visitors, students, and staff members in your immediate area. Give special attention to persons requiring an elevator to exit the building. Notify the PSO moving through the hallway with a flashlight of any persons requiring assistance.
- If you are in an elevator, remain calm and use the elevators emergency button to notify Public Safety of your presence there.
- Standby until Public Safety, or a Facilities member advises you to evacuate the building. If instructed to evacuate or if fire alarms are sounded, proceed to the closest exit as per the FIRE EXIT MAPS in your area and promptly leave the building. Disabled persons requiring assistance to exit the second floor of the KSC, LS and M Buildings should be directed/assisted to the designated DISABLED ASSISTANCE RESCUE AREA.
- Once outside, proceed to the Evacuation Assembly Area and wait for further instructions from Public Safety.

GAS LEAKS

PVCC utilizes natural gas in several of its buildings. Whenever gas is detected in an enclosed area, such as a building, it should be treated as a serious matter and immediately reported to Public Safety. Gas leaks, when left unreported, could result in an explosion and subsequent injuries and death to members of the PVCC community.

If you smell gas:

- Remain calm and notify Public Safety at **4-0911**.
- If the source of the leak is apparent and can be easily corrected by turning a valve (i.e., Bunsen burner, kitchen appliance), shut it off. The arriving officer will assist in airing out the area and evacuating when necessary.
- If the source of the leak is not apparent, evacuate the area. The responding officer has been trained to deal with this type of situation and will take whatever steps are necessary to alleviate the condition.

When evacuating:

- Do not activate the fire alarms. Since gas is lighter than air and fire alarms are normally located near the ceilings, an activation of the alarms could cause an explosion.
- Verbally notify all persons in the affected area(s).
- Proceed to the closest exit/stairway and leave the building.
- Once outside, remain in the designated assembly area and wait for further instructions from Public Safety, Police, or the Fire department personnel.

BOMB THREAT AND SUSPICIOUS PACKAGES

In the event that you receive a phone call threatening the presence of a bomb:

- Remain calm.
- Listen carefully. Try to keep the caller talking so that you can gather more information. Note the caller ID information, if available.
- As soon as the caller hangs up, notify Public Safety at **4-0911**. The Public Safety Office will notify the Phoenix Police Dept and initiate an evacuation.
- Be available for an officer to interview you as to the specifics of the telephone call. Do not discuss the threat with others.
- Be available to assist the PSO's in a search and/or evacuation of the threatened area. Those persons who work in an area will have better idea of things that are out of the ordinary.

NOTE: The Public Safety Department has more detailed procedures dealing with bomb threats. The PSO on duty will ensure that the proper notifications are made through the Chain--of--Command. If possible, the appropriate administrator should be conferred with prior to an evacuation of a building.

If you receive or find a written or suspicious parcel/package at the school:

- Do not allow anyone to handle the item or go near it.
- Immediately notify the Public Safety Dept at **4-0911**.
- Remain calm and write down everything that you can remember about receiving/finding the parcel/package. This information will be provided to the Phoenix Police Dept.

NOTE: Suspicious letter/parcel recognition points include:

- Foreign mail, Airmail, Special Delivery.
- Restrictive markings such as Confidential, Personal, etc.
- Excessive postage or weight, protruding wires, oil stains.
- Hand written or poorly typed addresses, incorrect titles, no names.

EXPLOSIONS

Leaking gas, bombs, and even chemical accidents can cause explosions.

If this type of emergency arises you should remain calm and take the following steps:

- Prepare yourself for further explosions and, if possible, crawl under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not move seriously injured persons unless they are in immediate danger of being killed by a subsequent fire, building collapse, or other reoccurrence.
- Follow the instructions of Public Safety, Police, or Fire personnel at the scene.

Evacuate when requested.

- Do not use elevators or matches/lighters.
- Open doors carefully and watch for falling objects.
- Avoid using telephones (cell phones included), especially during explosions.

EARTHQUAKES

Even if a severe earthquake occurs, there are certain precautions that can be taken to prevent or minimize death or serious injuries, or damage to college property.

During an earthquake:

If you are inside:

- Stay inside.
- Watch for falling objects. Crawl under a table/desk, or stay in a doorway.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

- Move to an open area away from buildings, trees, and power lines.
- If forced to stand near a building, watch for falling objects.

If you are in an automobile:

- Stop your vehicle in the nearest open area and remain in the vehicle until the shaking stops.

After an earthquake:

- Remain calm and be prepared for aftershocks.
- Open doors carefully and watch for falling objects.
- Avoid using telephones.
- Follow the instructions of emergency personnel. If you must evacuate proceed to the nearest exit and gather at the closest Evacuation Assembly Area.
- Do not use elevators, lighters, or matches.

HOSTAGE SITUATIONS

While hostage situations are extremely rare on college campuses, it is our duty to remain alert and prepared for just such an incident. The incidents that do occur are usually in the area of a parent unlawfully taking a child from the other parent. Because of this concern, PVCC is taking a preventative approach and providing guidelines for the campus community to follow if an incident should occur. In formulating and implementing any plans or actions concerning a kidnap/hostage situation, two very important premises should be kept in mind:

1. The safety of the hostage and any person in the immediate area if the incident is of paramount importance.
2. The Phoenix Police Dept should be notified immediately.

Whenever you become aware, or are informed that a kidnap/hostage situation is about to occur, is occurring, or has just occurred:

- Remain calm and immediately notify Public Safety at **4-0911**. Provide Public Safety with the circumstances, including the specific location of the incident, identity of the participants, if known, and whether weapons are involved. Public Safety will notify Phoenix Police Dept and other appropriate persons, as per established procedures.
- If possible, leave the immediate area and meet the responding Public Safety Officer and/or Phoenix Police Dept. Provide further details to the officer as requested.

FIREARMS

The possession of a firearm or other instruments commonly used to inflict bodily harm is prohibited at PVCC. Reference is made to Arizona Revised Statutes, Title 13, section 13--2911, subdivision B, "Interference with the peaceful conduct of an educational institutions, provides the basis for the Chief Administrative Officer of an educational institution or an employee designated by him to maintain order, to direct a person to leave the property of the educational institution when he/she has reasonable grounds to believe that such person is committing any act which interferes with or disrupts the lawful use of such property by others."

Subdivision C of the same section gives the MCCCCD Governing Board the authority to adopt and enforce rules for the maintenance of public order at its community colleges. Another section under Title 13, 13--1302, "Misconduct involving weapons", prohibits the possession of deadly weapons that are concealed on the person.

Whenever a staff member observes or becomes aware that a person on the college campus is in possession of a firearm or other instrument commonly used to inflict bodily harm, he/she should:

- Notify Public Safety immediately at **4-0911**.
- Notify your immediate supervisor.
- Although ignorance of the law is not a defense for illegal possession of a firearm or other instrument commonly used to inflict bodily harm, those in authority should look at the totality of the circumstances prior to resorting to a Police notification. If the violator is threatening or placing others in fear of bodily harm, an immediate call to the Police may be the only solution; however, if the person is engaged in a school activity, acting in a lawful manner, our initiative should focus on rectifying the condition in a safe manner without any disruption to the college.
- Positive results may be attained through communication. A conversation with the violator could indicate an ignorance of the law, or that he/she may be an off-duty Peace Officer or otherwise in legal possession of the weapon. If this is not the case, the individual should be informed of the school policy and requested to leave the college campus.
- A report of the circumstances, indicating the violator's identification, should be forwarded to the Public Safety Department for appropriate follow--up action.

FLOODING OR WATER LEAKS

Water damage can result to college buildings from a number of sources. The most common sources are clogged drains, faulty faucets, leaking roofs, and broken pipes.

If a water leak occurs:

1. Remain calm and notify Public Safety at **4-0911**. Indicate the exact location and severity of the leak. Public Safety will notify the Facilities Manager and/or other appropriate personnel.
2. If there are appliances or electrical outlets in the vicinity of the leak, evacuate the area. Do so with EXTREME caution!
3. If step 2 does not apply, and you are confident that turning off the water or unclogging a drain can stop the water leak, do so with caution.
4. Remain in the area until a member of the Facilities Services and/or Public Safety Department arrives.

CHEMICAL LEAKS / SPILLS

If you discover that a chemical has leaked from its container or has been spilled:

- DO NOT attempt to clean up the spill until after you have read the [Material Safety Data Sheets \(MSDS\)](#) on how to safely clean up that particular chemical. An MSDS is required to be kept in the same area that the chemical is being used. All employees who may have come into contact with this chemical must know the location of the MSDS as required by the Employees Right to Know Act. If you do not have the chemicals' MSDS, contact Public Safety to see if it is on the master file that they are required to keep.
- All chemical spill and/or leaks must be reported to either the Facilities Manager or the Public Safety Office. The incident will be documented.
- In the event that you become ill from fumes that have escaped into the air, immediately evacuate the area. On your way out, pull the fire alarm switch and sound alarms. Phoenix Fire Dept and the Public Safety Office will respond to evacuate the building. It will be the determination of Phoenix Fire Dept when it is safe to enter the building again.

DEATH OF A STUDENT / CATASTROPHIC

The death of a student is a tragic reality experienced by members of the college community. Although the number of students who die each year is relatively small compared to the total student population, it is important to have procedures in place that recognize loss and convey sensitivity and understanding to survivors.

On Campus:

- Immediately notify the Public Safety Dept at **4-0911**. Be certain to mention the nature of the death (criminal activity, accidental, illness.)
- Keep bystanders calm and direct them away from the area. Do not touch anything.
- Public Safety Staff will notify appropriate administrators of the incident.
- College administrators will attempt to notify the person's family of the incident and offer assistance.
- Public Safety will notify the Office of Institutional Advancement. All media request will be routed to the Director of Institutional Advancement.

Off Campus:

- If an employee is alerted of a student's death that has occurred off campus, particularly due to an accident, that person should contact the Public Safety Dept. Verification will be made that the person is enrolled at PVCC and that the death was actually occurred.
- If the death of a student occurs off campus, off campus authorities will notify the student's family.
- After the immediate crisis is handled, a meeting will be called of all key college administrators to insure the following steps are taken:
 - The Counseling Dept is prepared to assist friends, students, & staff. May also assist in the preparation of letters or notices to the campus population about the incident and letters of sympathy to the family.
 - Admissions & Records Supervisor will contact the student's instructors and inform them of the student's death. This person will also initiate official withdrawal procedures and insure that no mailings will be sent to the student's address (i.e., notice of events on campus, new classes.)
 - The Director of Institutional Advancement will meet with key administrators to decide how the media may interact with the campus population.

SEXUAL ASSAULT

The following procedures should be followed if a sexual assault has taken place on campus:

- Notify Public Safety at **4-0911**. Public Safety will then notify Phoenix Police and Phoenix Fire Depts.
- Introduce yourself to the victim and tell them what your role is on campus. Try to comfort the victim as well as protect any evidence that may be needed for subsequent legal proceedings.
- If the victim asks for a drink of water, or attempts to cleanse her/himself, explain to them that they should wait until they have been examined/treated by a doctor. This is to protect evidence from being destroyed.
- Get others to help secure the area so that evidence is not destroyed. No one should enter the area until Phoenix Police arrive.
- If the victim refuses to report the incident to Police, explain to them that that is their decision and that you will respect that. Try to get the victim to speak with either a PVCC Counselor or the Dean of Student Services. Explain that they will keep the incident confidential if desired.

EVACUATIONS

For this evacuation plan to succeed, all staff members should become familiar with the plans evacuations/assembly locations, the Fire Exit maps, the locations of the designated Disabled Assistance Rescue Areas and that the sound of the fire alarm that signals an evacuation in progress.

When the evacuation alarms sound or you are verbally informed to evacuate:

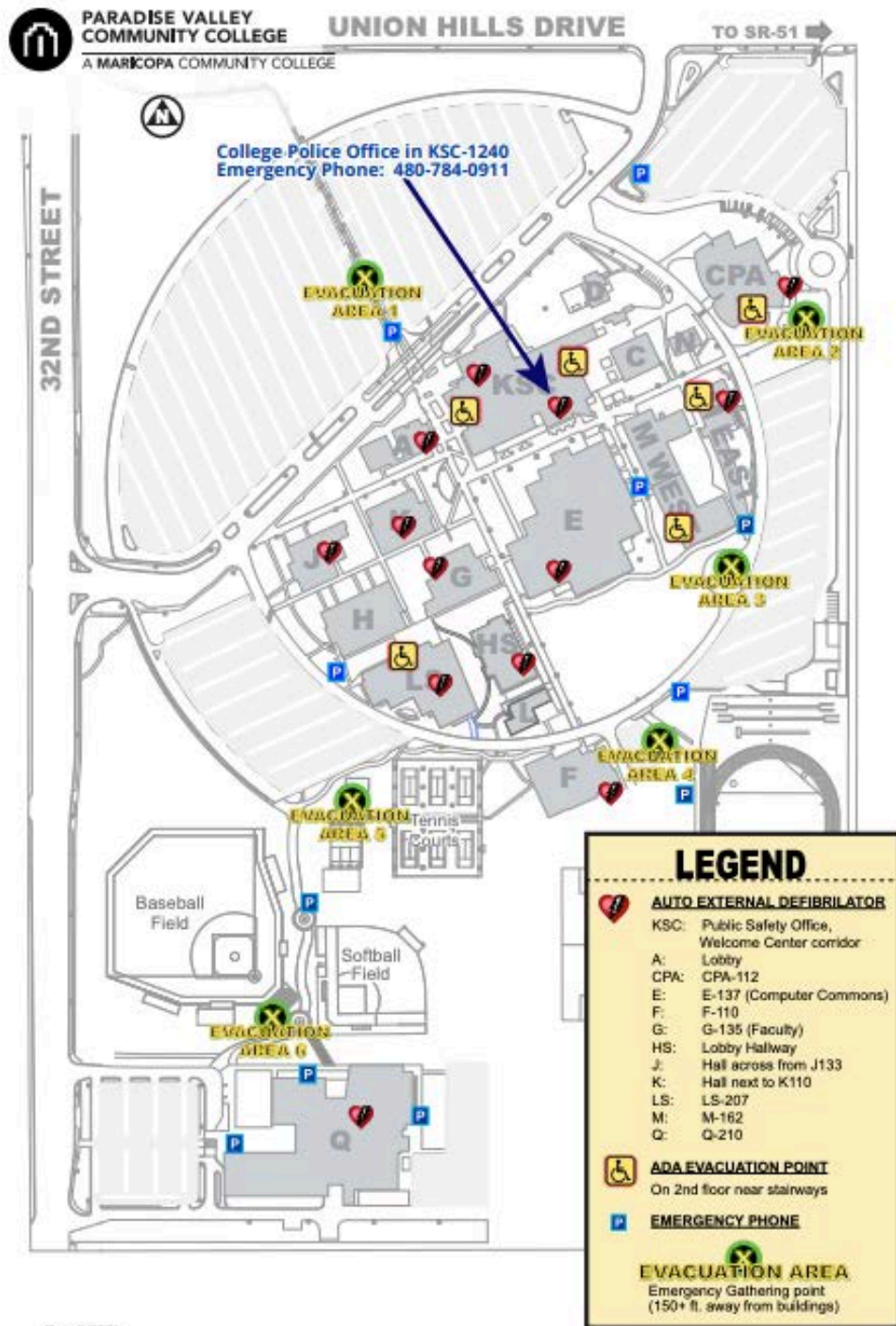
- Remain calm and **do not call Public Safety** to ascertain if it's a false alarm or an actual evacuation. The Public Safety Department needs to keep phone lines open to call for further assistance if needed.
- Leave the building. The highest-ranking person present in each department is responsible for ensuring that all members of his/her department evacuate.
- While leaving:
 - Check restrooms
 - Assist disabled persons, students, or others requiring assistance.
 - Take your keys, purse, and jacket (if cold outside.)
 - Shut all doors behind you as you go. Closed doors tend to slow the spread of fire, smoke, and water.
 - Proceed quickly, but in an orderly manner, to the nearest Evacuation Assembly Area. Remain in this area and wait for further instructions from emergency personnel at the scene.

Mass Notification System (MNS)

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus population, PVCC Public Safety will issue a warning. PVCC Public Safety will initiate the campus Mass Notification System (MNS). The MNS is capable of reaching those on campus through redundant means that may include RAVE texting, sirens, bullhorns, posters, emails, through the college newspaper, and/or other means available or a combination of these methods.

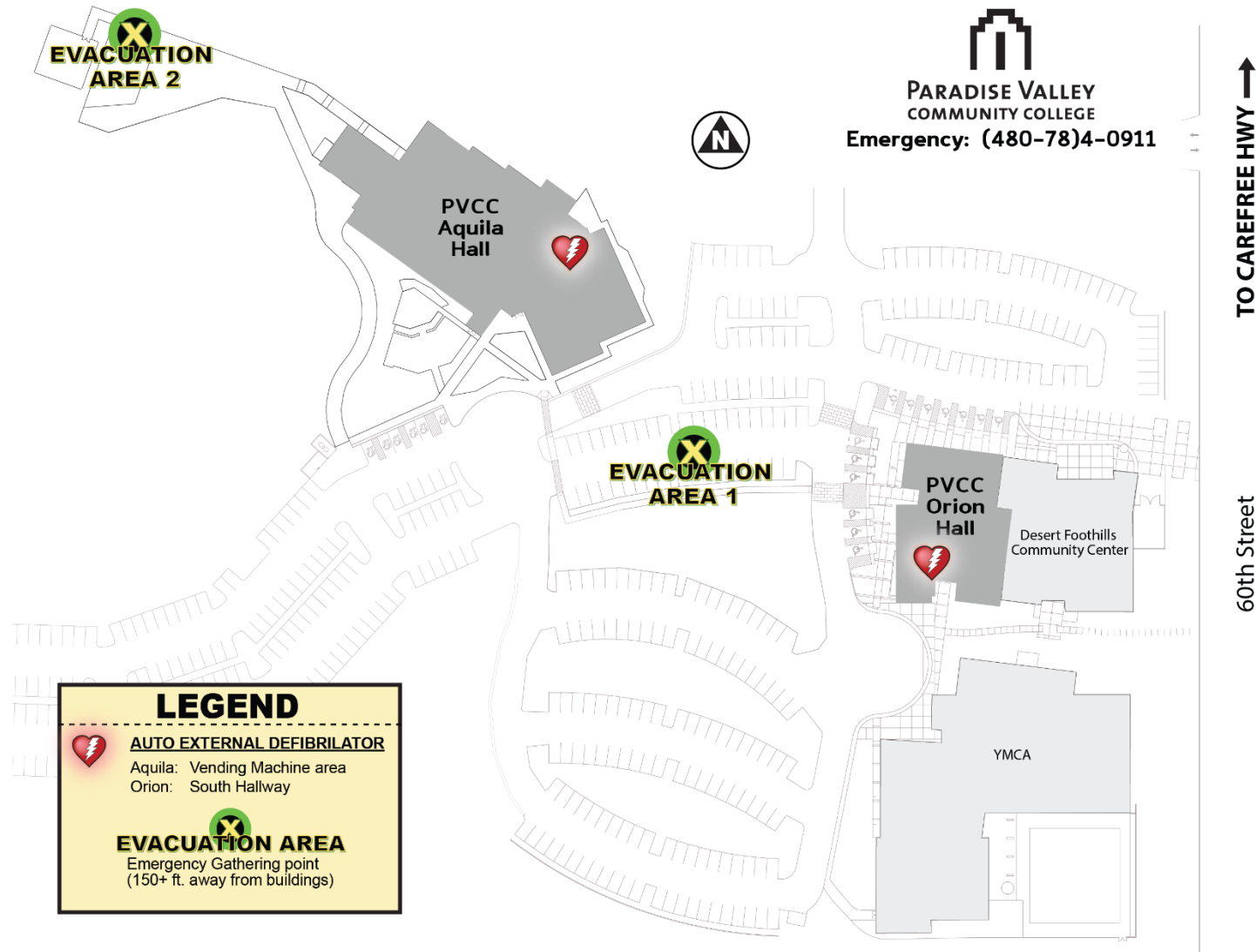
The decision on an appropriate course of action and the type of instructions given to the campus community will be made by the Public Safety Commander, a campus police officer or other college official based upon the information available at the time. Actions may vary and may include orders to evacuate a portion of or all of the campus or to lock down in place

PARADISE VALLEY COMMUNITY COLLEGE EMERGENCY MAP





https://www.paradisevalley.edu/sites/default/site-images/emergency_map_1.jpg

BLACK MOUNTAIN EMERGENCY MAP



LEGEND

 **AUTO EXTERNAL DEFIBRILATOR**
 Aquila: Vending Machine area
 Orion: South Hallway

 **EVACUATION AREA**
 Emergency Gathering point
 (150+ ft. away from buildings)

<https://www.paradisevalley.edu/sites/default/files/docs/black-mountain/BLACK-MOUNTAIN-CAMPUS-MAP-EMERGENCY-MAP-2017-lg.jpg>



**PARADISE VALLEY
COMMUNITY COLLEGE**

A **MARICOPA** COMMUNITY COLLEGE

<https://www.paradisevalley.edu/mems/what-do>

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