

Public Safety Guideline for Faculty

Cañada College | Public Safety & Faculty Collaboration

Purpose

This guideline outlines **steps for faculty to follow during classroom disruptions, emergencies, and interactions with public safety** to ensure a safe and effective response. It also clarifies the **roles and expectations** of faculty and public safety during such events.

1. When to Contact Public Safety

Faculty should call **Public Safety (650-738-7000) IMMEDIATELY** if:

- ✓ A student exhibits **threatening, violent, or highly disruptive behavior (Call 911)**.
- ✓ There is **an immediate safety concern** for students or faculty.
- ✓ A student **refuses to leave** after being asked to do so due to disruptive behavior.
- ✓ A **physical altercation** or escalation appears likely.
- ✓ Any situation **feels unsafe**, even if physical violence has not occurred.

Tip: Try to remain calm and de-escalate before calling. If you cannot, prioritize safety and call Public Safety.

2. How to Contact Public Safety

Emergency Contacts

- **Public Safety Direct Line: 1-650-738-7000** (Main Campus)
- **Emergency Dispatch: 911** (If immediate danger exists)
- **Non-Emergency: Dial 7000** from campus phones

What to Say When Calling Public Safety:

1. **Your Name and Contact Information: (Important if calling from a cell phone)**
 - Full name
 - Phone number (in case they need to follow up and to verify your location)
 - Your location (College, building, floor, room number, or a landmark)
2. **Incident Description:**
 - Type of incident (e.g., medical emergency, fire, suspicious activity, theft, etc.)

- Any immediate danger to people or property
- Brief summary of what happened or what you are reporting
- 3. **Nature of the Emergency or Threat:**
 - Is the situation an emergency or non-emergency?
 - Immediate safety threats (e.g., weapons, injuries, fires)
 - Is there a need for medical, fire, or law enforcement assistance?
- 4. **Additional Information or Concerns:**
 - Is there any additional information that could help them assess the situation?
 - Any special considerations (e.g., accessibility needs, language barriers, etc.)
- 5. **Request for Assistance:**
 - Clearly state what kind of assistance you need (e.g., medical help, an escort, investigation, etc.)

Example: My name is Jane Doe, my cell phone number is 650-555-1212 and I am located at Cañada, Building 13, room 234. I have a disruptive student that I would like help with removing from class. Currently this is just a disruption and there is no threat of violence. I would like an officer to stand by while I give the student their instructions to leave.

3. Potential Immediate Actions in a Disruptive or Threatening Situation

Potential Scenario	Potential Faculty Action
Student is verbally disruptive	Attempt de-escalation; remind them of class expectations.
Student refuses to leave after being asked (class cannot continue)	Call Public Safety and <u>state</u> the removal of the student.
Student makes verbal threats (class cannot continue)	Call Public Safety immediately. Do not engage further. If threats are significant or serious in nature call 911.
A fight or physical altercation occurs	Call Public Safety immediately and ensure students maintain distance. Clear the classroom if it is safe to do so.
Student has a weapon or indicates intent to harm	Call 911 immediately. Evacuate if possible and call Public Safety too.
An unknown (outside) person is causing concern	Call Public Safety and describe the individual and the situation. Dispatch may ask further questions.
Medical Emergency in class	Call 911 for a medical emergency. Call Public Safety medical assistance.

De-Escalation Tip: If safe, maintain a **calm, firm voice** and separate the descriptive student from the classroom (e.g., “Let’s step outside to talk.”).

4. What Happens When Public Safety Arrives? (One of the scenarios)

◆ Step 1: Officer asks the faculty for confirmation.

- Officers will ask **whether the student should be removed** or allowed to stay.
- This is a required confirmation, **not a challenge** to faculty authority.

◆ Step 2: Public Safety removes or speaks with the student.

- If necessary, the student will be **escorted out** and debriefed.

◆ Step 3: Faculty will submit a brief report (AP 7.69.3).

- Faculty should describe the incident **factually and briefly** and **submit the report to their dean and the Disciplinary Officer (VPSS)**.

◆ Step 4: Public Safety follows up after class to close the loop.

- Officers may follow up **at a later time** rather than disrupting the lesson. Faculty can contact Public Safety for follow-up.

Reminder: If the **threat is removed**, faculty can choose to **continue instruction or dismiss class** if they feel unsafe. Report to the dean.

5. Post-Incident Support for Faculty

✓ Public Safety Check-Ins

- A **public safety officer may follow up** with faculty.
- Faculty can **request a follow-up meeting** if additional concerns remain.

✓ Reporting the Incident

- Faculty should submit a **written incident report** within 24 hours to their dean and the Disciplinary Officer (VP of Student Services).

- If necessary, the Disciplinary Officer (VP of Student Services) will review and implement disciplinary action.

✓ Mental Health & Support

- Faculty experiencing **distress** can request **counseling or workplace support** via HR.
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6. Classroom & Campus Safety Enhancements

📌 Emergency Reference Cards in Classrooms

- Each classroom will have a **safety card** listing:
 - Public Safety number
 - Campus location and room number
 - Emergency procedures

📌 Faculty Training Opportunities

- Faculty are **encouraged to attend flex-day de-escalation training (PD trainings)**.
- Sessions may cover **active threat response, communication strategies, and guidelines for classroom management**.

📌 Improving Physical Safety Measures

- Concerns about **classroom exits, glass doors, or security measures** should be **reported to administration or the Safety Committee** for assessment.
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7. Frequently Asked Questions (FAQs)

Q: Can I dismiss my class if I feel unsafe?

A: Yes. Faculty have the authority to **temporarily dismiss class** if they feel unsafe due to a disruption. (AP 7.69.3.2.E).

Q: What to do if the situation escalates before the Public Safety arrival?

A: If possible, remove yourself and students from immediate danger. **Call 911** if the situation escalates.

Q: Can a disruptive student return to class?

A: A faculty member can **remove a student for up to two class sessions**. Permanent removal is determined by the Disciplinary Officer (VP Student Services). **(AP 7.69.3)**.

Q: What is an emergency in the classroom?

A: An **emergency** in the context of teaching in a classroom refers to any unforeseen event or situation that poses an immediate threat to the safety, health, or well-being of students, faculty, or staff, and requires urgent action. This could include a wide range of incidents such as:

- **Medical emergencies** (e.g., a student having a seizure or a severe allergic reaction),
- **Violent or threatening behavior** (e.g., a student becoming aggressive or a threat of violence),
- **Natural disasters** (e.g., earthquakes, fires, or floods),
- **Safety hazards** (e.g., an active fire or structural damage to the classroom),
- **Sudden environmental changes** (e.g., a gas leak or power outage).

In these cases, the situation demands immediate attention, often requiring the intervention of emergency responders such as medical personnel, fire departments, or law enforcement to prevent harm or further escalation. Faculty must be able to recognize an emergency and take appropriate action to ensure the safety of everyone in the classroom.

8. Key Contacts

-  **Public Safety (Main Line): 650-738-7000**
-  **Disciplinary Officer (VP Student Services): XXX**
-  **Vice President of Instruction: XXX**
-  **Vice President of Administrative Services: XXX**

Final Note

This guideline is designed to ensure **faculty safety, classroom continuity, and clear communication between faculty and public safety**. Faculty are encouraged to **engage with public safety proactively** to build relationships and improve emergency responses.

For questions or further training opportunities, please reach out to Public Safety.

 Last Updated: [Insert Date]

 Cañada College Public Safety & Administration