

CALIFORNIA PREPARATORY COLLEGE
EDUCATION. FOCUSED.

California Preparatory College

2017-2018 STUDENT HANDBOOK

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Welcome

CALIFORNIA PREPARATORY COLLEGE

CPC MISSION STATEMENT

California Preparatory College exists to provide affordable higher education in a Christ-centered, diverse learning environment, focusing on rigorous academics, mission service and life skills while preparing students for continued education, job placement and service to humanity.

PRESIDENT'S MESSAGE

It is my pleasure to welcome you to CPC where you will experience an innovative higher-educational. CPC is unique among colleges in Southern California because it provides low-cost, private college experience within a nurturing environment, where academics are rigorous and student success is our passion. Our highly qualified faculty and staff are committed to providing you with the tools necessary to succeed academically, both at CPC or wherever you choose to study in the future. Our environment is not only nurturing but also based upon the Seventh - day Adventist Christian tradition of love and respect for God and God's creation. We invite all prospective students and their families to come and experience CPC first hand. I believe you will find an environment that provides an outstanding opportunity for a highly successful and rewarding academic experience.

Thank you.

Gene Edelbach
President

Philosophy of Education and Institutional Purpose

As a Christian junior college, California Preparatory College believes that the God is the origin of all things and the source of all truth. This truth is made known in the Bible, in His creation, in the life and teachings of Jesus Christ and throughout human experiences.

CPC believes that human beings are created in the image of God with the ability to think, choose and act. Man was originally created in a relationship of love and respect with our Maker. Since God did not want a forced allegiance from those in His image, He gave man the power to choose. This freedom to choose resulted in sin and evil entering human history. Since sin distorts our views of God and His creation, an important purpose of education is to restore our relationship of love and trust with God and man. Therefore, it is a major purpose of CPC to restore love and respect for God and the principles of His kingdom.

Since Jesus has challenged us to love God with all our mind, strength, heart and soul, education is challenged to address the entire person. This holistic approach to education enables the development of the intellectual, spiritual, emotional, social and physical wellbeing of students and is essential in the redemptive and restorative mission of God on earth.

This holistic approach to education includes the development of all facets of human maturity.

1. **Spiritual Maturity** Students will understand that growth in spiritual maturity includes an ever expanding realization of God's love, grace, and redemptive ministry of Jesus Christ. Students will be challenged to

experience the Holy Spirit as a transforming power as students align their values with the principles of God's kingdom. Spiritual maturity also includes participating in the mission of Jesus Christ to relief suffering and assist in restoring man's love for their Creator.

2. **Intellectual Competence** Students will demonstrate a mastery of the cognitive skills of critical thinking, communication, and reflective judgment. Students will have an enthusiasm and curiosity to learn that results in a life-long habit of continuing inquiry that characterizes a truly educated person.
3. **Social and Emotional Maturity** Students will demonstrate socio-emotional maturity with their leadership skills as they facilitate personal and collective, positive change in the world.
4. **Physical Well-being** Students will take responsibility for their own well-being by practicing a health-promoting lifestyle.

CPC also believes that personal meaning and purpose is best found in developing a deep love for God and a compassionate concern for others. When we align our goals with the purposes of God, we will experience the joy and fulfillment that God wants for all His children. Thus, it is a purpose of CPC to graduate servant leaders who will change the world as a follower of Jesus Christ.

California Preparatory College
2017 – 2018 Academic Calendar

AUGUST 2017

- 11 Last day of Summer Term
(Regular/ESL/WHPC)
- 15 Grades Due
- 21 **First Day of the Fall Term for
Regular/WHPC/ESL**

SEPTEMBER 2017

- 4 Labor Day (Observed)
- 5 Financial Clearance Deadline
- 5 Last Day to Add/Drop w/o a “W”

OCTOBER 2017

- 9 Columbus Day (not observed)
- 30 Last Day to Drop with a “W”

NOVEMBER 2017

- 5 Daylight Savings Time ends
- 6 Registration begins for Spring Term
- 11 Veteran’s Day (Not Observed)
- 20-24 Thanksgiving Break (No Classes)

DECEMBER 2017

- 4-8 CPC Academic Review Week
- 11-15 CPC Final Exam Week
- 15 End of Fall Term
- 19 Grades Due
- 16-31 Winter Break

JANUARY 2018

- 1 New Year’s Day (Observed)
- 1-12 Winter Break Continued
- 15 M.L. King Jr. Day (Observed)
- 16 First Day of Spring Term for
Regular/WHPC/ESL
- 30 Last Day to Drop without a “W”
- 30 Financial Clearance Deadline

FEBRUARY 2018

- 12 Application for Graduation Deadline
- 19 Presidents Day (Observed)

MARCH 2018

- 11 Daylight Savings Time Begins
- 12 Last Day to Drop with a “W”
- 26-30 Spring Break (No Classes)

APRIL 2018

- 9 Registration opens for Summer and
Fall Sessions
- 30 Progress Reports due for graduating
students

MAY 2018

- 1-4 CPC Academic Review Week
- 7-11 CPC Final Exam Week
- 9 CPC Graduation
- 11 CPC Spring Semester Ends
- 15 Grades Due
- 21 WHPC/ESL Summer Term Begins
(Session I)
- 28 Memorial Day (Observed)

JUNE 2018

- 18 **First Day of Summer Session 2**
- 29 Last Day to Drop Without a “W”
- 29 Financial Clearance Deadline

JULY 2018

- 4 Independence Day (Observed)
- 13 Last Day of Summer Session 2
- 16 **First Day of Summer Session 3**
- 27 Last Day to Drop Without a “W”
- 27 Financial Clearance Deadline

August 2018

- 10 Last Day of Summer Session
3/WHPC
- 27 **First Day of the Fall Term**

Biblical Foundations

California Preparatory College provides a Christ-centered environment that focuses on rigorous academics, life skills and spiritual development while preparing students for continued education, employment of their choice and service to humanity.

1. We believe that the Old and New Testaments of the Holy Scripture are the inspired Word of God.

2 Tim. 3:15; 2 Sam. 23:2; Micah 3:8; Heb. 1:1-2; 2 Peter 1:21; Prov. 3:5-6; John 17:17; 1 Thess. 2:13

2. We believe in the Trinitarian nature of God: Father, Son and Holy Spirit.

Matt. 28:19; John 15:26; 1 Peter 1:2; 2 Cor. 13:14; Deut. 6:4; 1 Thess. 2:13

3. We believe that God the Eternal Father is the creator, source, sustainer and Sovereign of all creation.

1 Cor. 8:6; Isa. 41:9-10; Mal. 2:10; Ps. 146:7-9; Ex. 34:6-7; Rom. 1:20; 6:23; Gen. 1:1; Rev. 4:11; John 14:9

4. We believe that God the Eternal Son became incarnate in Jesus Christ.

John 1:1-4; Col. 1:16-17; Heb. 13:8; Phil. 2:7-8; Rom. 6:23; 2 Cor. 5:17-19; Heb. 8:1

5. We believe that God the Eternal Spirit was active with the Father and Son in creation, incarnation and redemption.

1 Cor. 2:10-11; Rom. 8:11; Matt. 28:19; 1 Cor. 12:4-6; Titus 3:5-6; Gen. 1:1-2; Luke 1:35; 4:18; Acts 10:38

6. We believe that God is the creator of all things and has revealed in Scripture the authentic account of His creative activity.

Gen. 1-2; Ps. 3:6; Ps. 33:9; Heb. 11:3; John 1:1-3; Isa. 44:21-28; Ex. 20:8-11

7. We believe that man and woman were made in the image of God with individuality, the power and freedom to think and do.

Gen. 1:26; Gen. 2:7-9; 1 Thess. 5:23; Heb. 2:7; Ps. 8:5-6; Heb. 2:7; Rom. 5:12-17; 2 Cor. 5:19-20; 1 John 4:7-8, 11, 20

8. We believe that all humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law and His sovereignty over the universe.

John 12:31; 16:11; Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-17; 1 Cor. 4:9; Rom. 1:19-32; Heb. 1:14

9. We believe in Christ's life of perfect obedience to God's will, His suffering, death and resurrection. God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life.

John 3:16; Isa. 55:7; Isa. 45:22; Eph. 2:7-8; Eph. 1:7; 2 Cor. 5:19; Rom. 5:11; Heb. 2:9; Rom. 8:3-4; 1 Pet. 2:21-22; 1 Cor. 15:14-15, 19-21; Col. 2:15; Phil. 2:6-11

10. We believe that God in His infinite love and mercy developed a plan for salvation through Christ who knew no sin to be sin for us so that in Him we might be made righteous.

Eph. 5:25-27; John 3:3-5; Acts 4:12; John 14:6; 2 Cor. 5:21; Rom. 3:24; Phil. 3:8-9; Eph. 3:16-17; Gal. 1:4; 4:4-7; Titus 3:3-7; Rom. 8:14-17

11. We believe that the believer is called to grow into the likeness of Christ's character, communing with Him daily in prayer, feeding and meditating on His word, worshiping together and participating in the mission of the church.

Col. 1:13-14; Luke 10:19-20; Eph. 6:12-18; 1 Thess. 5:23; Phil. 3:7-14; Gal. 5:22-23; 2 Pet. 2:9; 3:18; 2 Cor. 3:17-18; Heb. 10:25; 1 John 4:4; Rom. 8:38-39

12. We believe that the church is a community of believers who confess Jesus Christ as their personal Lord and Savior.

Matt. 16:18; 1 Cor. 10:32; 12:28; Eph. 1:20-22; Matt. 18:17-18; Eph. 2:16-22; Acts 7:38; Col. 1:17-18

13. We believe the universal church is composed of all who truly believe in Christ.
- Eph. 4:13; John 15:8; Heb. 4:2; Rev. 12:17; 14:6-12; 2 Pet. 3:10-14
14. We believe that the church is one body with many members, called from every nation, kindred, tongue and people.
- 1 Cor. 12:13; Eph. 4:3; Rom. 6:3-6; 1 Cor. 12:4-6; Rom. 15:5-6; 1 Cor. 1:10; John 17:20-23; Col. 3:10-15
15. We believe that through baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in the newness of life.
- Matt. 3:13-17; 28:18-20; Mark 16:16; 1 Pet. 3:20-21; Acts 2:38; Rom. 6:3-4; Eph. 4:5; Col. 2:12-13; Acts 16:30-33
16. We believe that the Lord's Supper is a participation in the emblems of the body and the blood of Jesus Christ and is an expression of faith in Him, our Lord and Savior.
- Luke 22:15-16; John 13:14-17; 1 Cor. 10:16-17; 11:24-28; Matt. 26:29; Rev. 3:20; John 6:48-63
17. We believe that God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and humanity.
- 1 Cor. 12:4-31; Rom. 11:36-12:2; Eph. 4:1-16; Acts 6:1-7; 1 Tim. 3:1-13
18. We believe that one of the gifts of the Holy Spirit is prophecy.
- 2 Pet. 1:21; Amos 3:7; 1 Cor. 14:1-4; Joel 2:28-31; 2 Chron. 20:20; Acts 2:14-21; Heb. 1:1-3
19. We believe that the great principles of God's Law are embodied in the Ten Commandments and exemplified in the life of Christ.

Ex. 20:3-17; Ps. 19:7-8; Rom. 7:12; Eccl. 12:13; Matt. 19:17; 5:18; Rom. 3:19-20; James 1:23-25; John 14:15; 1 Jn. 2:3

20. We believe that the Creator God, after the six days of creation rested on the seventh day and instituted the Sabbath for all people as a memorial of creation.
- Gen. 2:2-3; Ex. 20:8-11; Deut. 5:15; Eze. 20:12; Mark 2:27-28; Luke 4:16; Heb. 4:10; Matt. 5:17-20; 12:12
21. We believe that we are God's stewards and entrusted by Him with time and opportunities, abilities and possessions and the blessings of the earth and its resources.
- James 1:7; Deut. 8:18; Lev. 27:30-32; Mal. 3:10; Matt. 10:8; 23:23; 25:34-40; Luke 12:48; Rev. 11:18; 1 Tim. 6:18-19
22. We believe we are called to be Godly people who think, feel and act in harmony with the principles of God's kingdom.
- Rom. 12:1-2; John 17:15-16; Gal. 5:4-13; 1 Cor. 6:19; 10:31-33; Phil. 4-8; 1 Pet. 3:3; 1 Tim. 2:9-10; 1 John 2:6
23. We believe that marriage was divinely established in Eden and affirmed to be a lifelong union of a man and a woman in loving companionship.
- Gen. 1:26-27; 2:18-24; Eph. 5:21-33; Matt. 5:27-28; 19:6; 2 Cor. 6:14-16; Heb. 13:4; Ex. 20:14;
24. We believe there is a sanctuary in heaven, the true tabernacle which the Lord setup. Christ ministers on our behalf making available to believers the benefits of His atoning sacrifice offered once and for all on the cross.
- Ex. 25:8; Heb. 8:1-2; 9:22-24; 1 Cor. 15:3; Rom. 3:24-25; 2 Cor. 5:21; 1 Tim. 2:5; Heb. 4:14-16; 7:25; Matt. 10:32
25. We believe the second coming of Christ is the blessed hope of the church and the grand climax of the gospel. The Savior's coming will be literal, personal, visible and worldwide.
- John 14:1-3; Jude 14-15; Heb. 9:26-28; Matt. 24:23-24, 30; Acts 1:11; Luke 24:36-43; Rev. 1:7;

1 Thess. 4:16; Rev. 19:11-16; 1 Thess. 5:2-3; 1 Cor. 15:52-53

26. We believe that the wages of sin is death, but God, who is alone immortal, will grant eternal life to His redeemed.

1 Tim. 1:16-17; James 4:14; Rom. 6:23; 2 Tim. 1:10; 1 Cor. 15:22, 42-54; John 3:16; Eph. 2:8-10; 1 John 5:11-13

27. We believe that the millennium is a thousand-year reign of Christ with His saints between the first and second resurrections.

Rev. 20:15; 19:11-21; 1 Thess. 4:17; 2 Peter 2:4; Jude 6; John 5:28-29; 2 Peter 3:10-14

28. We believe in the new earth in which righteousness dwells, God will provide an eternal home for the redeemed and the perfect environment for everlasting life, joy and learning in His presence.

Mat. 5:12; 22:29-30; 2 Peter 3:6-13; Rev. 21:1-18; John 14:2; 1 John 4:8

Primary Sources

www.adventist.org/beliefs/fundamental/index
Seventh-day Adventists Believe (1988).
Hagerstown, MD: Review and Herald Publishing Association.

Campus

An active campus life outside the classroom is a core value at CPC. Campus-wide social activities, student clubs, spiritual life and off-campus functions all are part of the CPC experience. The student center is the hub of campus life for spiritual and social events. Students are encouraged to become involved in all campus activities including: beach vespers, praise bands, weeks of spiritual emphasis, movie nights, community outreach, toy drives, career center, cultural awareness, holiday celebrations and all campus social gatherings. The social/spiritual aspect of campus life brings students, staff and faculty together.

SPIRITUAL LIFE

CPC has a variety of Christian ministries and services organized by the spiritual life department. These activities include feeding the homeless, collecting food and clothing for the needy, visiting the elderly and much more. There are community-service projects organized by local churches as well in which students can participate. Spiritual Life organizes Bible study groups that discuss student issues and current social issues within a biblical context. In addition, worship services are held on and off-campus for the student's spiritual growth. Local pastors are brought in to counsel students in their spiritual needs. Spiritual life's goal is to connect students with Christ through varying outreach programs and spiritual gatherings held on and off-campus.

SOCIAL EVENTS AND ENTERTAINMENT

CPC and the student body association offer on and off-campus activities in which students can participate. There are discounted

tickets sold to local theme parks, sports games, ski resorts, and other areas of student interest. Field trips are arranged to local museums, television tapings, and historical sites.

RECREATION AND ATHLETICS

CPC does not have a varsity sports program; however, CPC does organize and participate in intramural sports in conjunction with a local Christian-fitness center. Students are encouraged to participate in CPC's intramural sports. At CPC each student is required to enroll in PEAC 199 *Fitness for Life* class for two semesters. This course teaches students different safety procedures and basic fundamentals for participating in any physical activity. The coordinator for physical education will set up classes through local fitness and athletic facilities.

STUDENT CLUBS AND ORGANIZATIONS

CPC students are encouraged to organize and join campus clubs and organizations. Please contact the office of Student Life for details.

CAREER SERVICES

The career center offers information and resources necessary to set and achieve a student's career goals. The center has programs to measure a person's talents, and resources to help a student explore differing careers. The center has information on four-year universities and transfer requirements.

FOOD SERVICES

While there is a student lounge and eating area CPC does not provide food for sale other than CPC is located near a number of restaurants and fast food facilities. Student are encouraged to bring their lunch and eat in the café located outside the student center.

STUDY TOURS

CPC students can receive educational credit from approved study tours set up by CPC or other approved schools.

CAMPUS HOUSING

CPC is a commuter campus that is surrounded by many safe local housing options. Since CPC is a commuter campus and does not have any housing facilities under its control, CPC does not provide students with housing assistance.

Housing options available within 1 mile of the campus include:

Nova Pointe Apartments	909-824-7660
Studio	
1 Bedroom	\$640 - \$1100
2 Bedroom	

Centrepointe Apartments	909-825-2883
Studio	\$850 - \$915
1 Bedroom	\$950 - 1,015

Cottonwood Ranch Apartments	909-825-9074
1 Bedroom -	starting at \$930
2 Bedrooms -	starting at
\$1100	
3 Bedrooms -	starting at
\$1450	

Prices listed are current as of February 25, 2015. Other housing options range from \$650.00 for a studio to \$3,000.00 for a 5-bedroom house.

LIFE COUNSELORS

The role of a Life Counselor is to provide direction, guidance and the resources necessary to ensure each student's success. The Life Counselor acts as an advocate, guide, and mentor for each student. The following is a partial description of the Life Counselor's role at CPC:

- Academic counseling
- Assist in developing the student's initial Financial Plan
- Assist the students in procuring all CPC related paperwork
- Assist in directing students to employment and internship placement services
- Give spiritual and moral guidance
- Monitor student attendance at classes
- Provide references for mental and physical healthcare services
- Serve as advocate if the student is involved in social or academic discipline

STUDENTS' RIGHTS AND RESPONSIBILITIES

- CPC students have the right to be in a safe environment that enhances their academic, spiritual and social development.
- CPC students have the right to seek spiritual nurture from faculty and staff.

- CPC students have the right to be free from physical violence from other CPC students.
- CPC students will respect and honor students from all religious backgrounds while attending classes or participating in activities sponsored by CPC
- CPC students are responsible for attending required classes even if a school event is being held at the same time on or off campus.
- CPC students are responsible for informing their professors when they miss class due to an illness or family emergency.
- CPC students will show respect toward faculty, staff and fellow students by using appropriate language. Students will avoid cursing or addressing one another in a derogatory or demeaning manner.
- CPC students are to respect all other students and faculty by not showing inappropriate displays of affection on campus.
- CPC students will respect campus property and the personal property of their fellow students.
- CPC is a drug free and alcohol free campus. Students will not use tobacco in any form, drink alcohol, misuse prescription drugs or use illegal drugs on school premises.

SECURITY

CPC is located in a busy office and retail area. The building and parking lot is well lit at night. After regular business hours all doors are locked and entrance to the CPC campus is only through the front door which is monitored by the front desk staff. CPC has security

staff that monitors the facility until the last class is let out.

HARASSMENT AND DISCRIMINATION

CPC is committed to the achievement of equal educational opportunity for all students. All forms of discrimination and harassment are contrary to basic standards of CPC conduct. Discrimination and harassment (including sexual harassment) are prohibited by state and federal law. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex, sexual preference, gender, harassment based on pregnancy, childbirth or related medical conditions. At CPC students can feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation against any individual for filing a complaint or for participating in an investigation of harassment is strictly prohibited. All allegations of retaliation will be swiftly and thoroughly investigated and reported to the appropriate authorities.

DRESS CODE

CPC students are required to wear clothing that is appropriate for an educational facility which supports Christian principles. The dress and grooming of CPC students should be neat and clean and have a tasteful appearance. Apparel that disrupts educational activities is not allowed at CPC and may result in disciplinary actions. Specific work areas or academic departments may have a more

specific dress code that will need to be followed when in those areas.

HEALTH AND DIET

CPC students are encouraged to make a healthy lifestyle a high priority of which exercise, healthy diet, and overall balance between recreation and academics is achieved.

CAMPUS SALES

The sale of products and services by students are allowed only if granted proper permission by a Student Life official. Student organizations are encouraged to sell items or hold fundraisers to support their needs, but proper permission must be received. See the Student Life Vice President for details.

COMPUTER USE POLICY

Students are free to use the computers in the computer lab when the lab is open for use. Student use of other campus computers is prohibited, unless under the direct supervision of a CPC staff member. Students may not use campus computers for gaming, music sharing or any other

activity deemed inappropriate by CPC staff.

DISCIPLINARY POLICY

Students who violate local, state or national laws will be reported to the appropriate law enforcement agency and will be subject to campus disciplinary action. Students who violate school policies are also subject to disciplinary action. Additional information regarding the CPC disciplinary process, policy and appeal can be found in the Student Handbook in section 3.6. Please contact Student Life for the most current copy.

DISABILITY ACCOMODATIONS AND SERVICES

The Americans with Disabilities Act (ADA) requires educational facilities to reasonably accommodate individuals with disabilities. CPC is committed to complying with the Americans with Disabilities Act. CPC has special parking spots, ramps and elevator for easy access to all areas of the building, including restrooms, labs, library and classrooms.

Recruitment, Admissions and Registration

STEPS TO ADMISSIONS AT CPC

Ed. Code §94909(a)(8)(A),
5CCR §71770(b),

and 5CCR §71770(b)
(1) through (3)

STEP 1: Contact any CPC personnel who will direct you to an Enrollment Counselor (CPC Recruiter) who will guide you through the application process. The Enrollment Counselor will direct you to your Life Counselor who will guide you through all the necessary processes to make your acceptance and registration as easy as possible.

STEP 2: During the process your Life Counselor will:

- a) Review your previous educational experience to ensure that CPC is right for you.
- b) Help in assessing your demonstrated skills in reading, English and math

STEP 3: Once you are accepted, your Life Counselor will:

- a) Assist you in developing your financial plan. Along with the office of Student Financial Services they will help you provide the necessary financial

information, including assistance with documentation necessary for financial aid application.

- b) Review your previous educational experience and demonstrated competencies, then help guide you in course selection based on your educational and career goals.
- c) Provide information regarding housing and student employment when available.

If you are not accepted at CPC the Life Counselor will assist in providing information regarding other educational alternatives for you.

ELIGIBILITY REQUIREMENTS

ABILITY-TO-BENEFIT (ATB)

Students who have not received a high school diploma or GED may take a state approved ATB test.

Passing scores in the areas of reading comprehension, sentence skills arithmetic may qualify the student to receive federal funding while taking classes.

Students who are enrolled on the basis of ATB scores will meet with a

life counselor regarding their grades and overall progress at least once per term until at least six college level credits have been earned (100 level and above).

Students enrolling based on an ATB test should be made aware of all the available learning and support resources by a life counselor before

FRESHMAN ENTRANCE REQUIREMENTS

Applicants must have completed and be able to document at least one of the following requirements:

- Have received a high school diploma from an accredited secondary school
- Have passed the California High School Proficiency Exam (CHSPE)
- Have passed the General Education Development exam(GED)
- Have completed high school at a documented home school or individual study program
- Is 18 and is able to complete or pass one of the previously listed requirements within the first semester of enrollment
- Have earned twelve or more transferable (non-remedial) units of college credit

TRANSFER STUDENT ADMISSIONS REQUIREMENTS

Students who apply for admission based upon previous credit for courses taken at another college or university must submit an official transcript delivered by the US Postal Service from the records office at

classes are attended. Student will undergo testing in areas of English and Math proficiency to determine if they meet the government's required acceptance scores (Reading 55; Sentence Skills 60; Arithmetic 34). Students may schedule appointments for the ATB test at Prometric Testing Center located at 413 Palm Avenue, Redlands, CA 92374; 909-792-2145.

the school of origin in a sealed envelope, to the CPC Admissions Office. Transcripts will be evaluated according to the academic standards policy of California Preparatory College.

REQUIREMENTS FOR HIGH SCHOOL STUDENTS WISHING TO TAKE COLLEGE-LEVEL COURSES

California Preparatory College may admit high school students who are capable of completing college courses while concurrently enrolled in high school. To be eligible the high school student must document all of the following:

- A cumulative GPA of 3.0 or higher
- Parental consent
- A recommendation of their high school administration, such as high school counselor, registrar or principal
- Adequate preparation in the classes to be taken, as indicated by their high school transcript

Students who meet the above eligibility requirements must submit the following:

- A completed CPC application signed by parent and qualified

high school official

- A completed Special Student Attendance Form
- Official high school transcripts in a sealed envelope submitted by the high school registrar

All applications will be reviewed, and eligibility determination made by the registrar. Upon approval, students may register for approved classes when registration opens.

CONTINUOUS ENROLLMENT

Students who are accepted into a program of study at CPC maintain the right to complete their program under the bulletin in which they began their course of study if they are continuously enrolled. Students who break their enrollment, other than the summer break, must meet bulletin requirements for the year in which they are readmitted at CPC.

PERMANENT RECORDS & FERPA

Student records are administered in accordance with the **Family Educational Rights and Privacy Act**. Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized party or agency without proper permission or written consent of the student. California Preparatory College maintains a secure permanent student record on campus for each student admitted, containing information regarding the student's admission, transcripts of college work attempted, semester class enrollment data, placement test data and financial aid data (CCR 71810 (b)(15)). FERPA laws give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. To view the entire FERPA text, please visit www.ed.gov. Once accepted into California Preparatory College, all student records become the property of CPC. CPC does not maintain a public directory. A digital copy of all student records is maintained on secure servers.

International student records are also administered in accordance with U.S. Department of Homeland Security standards.

CAMPUS RESOURCES

Campus resources are available to all enrolled CPC students and include the Student Center, Computer Lab, Learning Hub, Science Lab, Study Rooms and Library.

The CPC Library currently contains over 7,000 books, approximately 75 videos, numerous study carrel desks, magazines and the Wall Street Journal that are housed in an approximately 1,200 sq. ft. library which includes an office for the CPC librarian. Also included in the library are twelve computers which are located in a sectioned off 400 sq. ft. computer resource center for online searches. Plans include increasing the CPC in house library to in excess of 10,000 books and affiliate with nearby colleges for use of electronic databases. The Library is available for use during normal operating hours which are 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. The librarian is available to assist students, faculty, and all members of the institution, locate information in various formats for their research. The librarian is available between 9 a.m. to 5 p.m. Monday, Tuesday and Thursdays, 11 a.m. to 7 p.m. Wednesday and 9 a.m. to 2 p.m. on Fridays and may be contacted at library@calprepcollege.com.

LIBRARY PROCEDURES

1. Each student wishing to check out a book or periodical from the library must fill out a CPC Library Checkout Form, which will be kept on file at the library. First-time library users must verify their names, address, phone number, and email address with the librarian before checking out any materials. CPC identification cards must be presented each time a book or periodical is requested for check-out.

2. Books and periodicals are available for check-out for a period of 30 days at a time. If the student would like to keep the book checked-out for a longer period of time, the student must bring in the book or periodical on or before the 30 days and check out the book again for an extension of 30 additional days.
3. The date of checkout and the due date of each book or periodical, as well as the name and email of the person who checked out the book will be entered into the library's online calendar, and reminders will be sent to the student's email address on the day the book is due.
4. Library fines will be charged for books returned late, according to the following fee schedule:
Standard library holding:
\$0.50 per day
Materials on reserve:
\$3.00 per day
5. If a book or periodical is not returned within two months of the due date, a new book or periodical will be purchased for the library, and the student will be charged the price of the new book plus a shipping and handling fee.

INTERNATIONAL STUDENTS

International Students have an opportunity to study in the U.S. through our two international programs (English as a Second Language or Western Healthcare Practices and Communication (WHPC)) as well as CPC's associate degree programs. CPC does not require TOEFL nor does not require Michigan Test Scores as we use our internal English Language Placement Test to assess the student's proficiency in the English language. We do however; welcome any test results to confirm our internal assessment of the student's English level. California Preparatory College is authorized by Homeland Security and U.S. Immigration and Customs Enforcement to issue F-1 Student Visas to those who qualify. CPC's School Code is LOS214F01370000.

The basic requirements for acceptance of International Students are listed below in order to apply for an F-1 Student Visa.

- CPC Application
- Financial Guarantee Form and Official Supporting Documents
- Copy of Passport
- Official English Translated Transcripts
- Proof of International Student Medical Insurance

Additional Documents for WHPC Students

- Copy of Nursing License
- Copy of Nursing Transcripts
- Copy of NCLEX Results

Emergency & Crisis Management Plan

PREFACE

This Emergency and Crisis Management Plan has been designed to provide a guide for the California Preparatory College community to plan for campus emergencies. While the manual does not cover every conceivable situation, it does offer the basic administrative guidelines necessary to deal with most major campus emergencies.

These policies and procedures are intended to be used primarily for preparedness training. While it is not practical to suggest that these procedures will be followed verbatim during an actual emergency situation, they will provide information needed to prepare for an emergency. The Campus Safety Officer and other college Administrators may use other procedures not listed in this manual to respond to on campus emergencies. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Campus Safety Officer review.

I. INTRODUCTION

A. PURPOSE

This Emergency Operations Plan addresses many on campus emergencies. Not all incidents may be addressed in this document. The

President or his designee may utilize this document for operational protocols whenever an extraordinary emergency affecting the campus is anticipated.

Preservation of life, the protection of property, and the continuity of campus operations are the primary goals of this plan. Secondary objectives include but are not limited to:

- Delegation of campus authority, operations of the campus Emergency Operations Plan, and the management of other critical resources.
- Coordinating emergency operations with other agencies (San Bernardino Sheriff's Department, San Bernardino Fire Department, City of Colton, etc).

B. SCOPE

These procedures apply to all members of the college community including physical structures, buildings and grounds, owned or operated by California Preparatory College.

II. EMERGENCIES

A. DEFINITIONS OF AN EMERGENCY

The college President or his/her designee shall declare a "state of emergency" when he/she deems it necessary. The following definitions are guidelines to assist building and area coordinators in determining the appropriate response.

Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report an emergency immediately to the Campus Safety Office by calling 909.370.4800.

Major Emergency: Any incident, potential or actual, which affects an entire building or area, and which will affect the overall functioning of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of major emergencies.

Disaster: Any event or emergency that interrupts or halts the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but possibly not available.

B. ASSUMPTIONS

The Emergency Operational Plan is established to respond to emergency situations likely to be encountered

on the campus. The following assumptions may exist regarding the Emergency Operational plan:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with or no warning
- The fallout of events in an emergency is unpredictable. Therefore, the Emergency Operational Plan will serve only as a guide. Course of action as prescribed in this guide may need to be altered to meet the needs or respond to a specific emergency.
- A Disaster may affect residents in the surrounding geographical location of the college and city, county and federal emergency services may not be immediately available. In such situations, extended delay in off-campus emergency services may be expected (from 48 to 72 hours)
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

C. DECLARATION OF CAMPUS STATE OF EMERGENCY

The college President acts as the highest authority during an emergency. The college President or his/her designee is responsible for the initial declaration as well as the end of the state of emergency when appropriate.

In the event that the President is not available, his/her designee shall be one of the following individuals (Administrational chain of command):

- Academic Vice President
- Associate V.P. Finance
- Associate V.P. Student Life

D. DIRECTION AND COORDINATION

The Campus Safety Officer, under the direction of the Associate Vice President of Finance, shall direct and coordinate all emergency operations including but not limited to:

- Coordinating the Emergency Action Team (including Floor Coordinators & Classroom Coordinators)
- Coordinating all on-campus emergency functions

E. RESPONSIBILITIES

1. Emergency Action Team:

Comprised of all Vice Presidents, Associate Vice Presidents, and the President/CEO, coordinated by the Safety Officer. The Emergency

Action Team is responsible for the following:

- Emergency Preparedness / Procedure: In collaboration with the Campus Safety Officer, determine adequate evacuation assembly area(s). Where required, assist Safety Floor Monitors with directing traffic toward the designated assembly area and conduct a head count at the point of assembly or per the situation (when evacuation is not required) assist in keeping the situation calm until help arrives.

2. Safety Floor Monitors: Safety Floor Monitors make up the functional core of the Emergency Response are assigned to each floor of the building. They closely coordinate their activity with the Campus Safety Officer and are responsible to initiate appropriate action. Floor Coordinators are responsible for the following:

- Emergency Preparedness: In conjunction with the Campus Safety Officer, determine the magnitude or type of emergency and accordingly initiate appropriate action. Appropriate action could be but not limited to evacuation of the building or ensuring that the occupants stay in place till help arrives.

The following emergencies are discussed in this manual:

- Aircraft crash on campus
- Armed suspects/Active Shooter
- Bomb threats
- Earthquake
- Explosion
- Fire
- Flood
- Hazardous material leak or spill
- Hostage situation
- Sexual Assault
- Suicide
- Suspicious Death

III. **TYPES OF EMERGENCIES & RESPONSES**

- This section contains recommended procedures for specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise

A. **AIRCRAFT CRASH ON CAMPUS**

- In the event of an aircraft mishap, such as an explosion or crash on campus, take the following action:
 - Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris
 - After the effects of the explosion and/ or fire have subsided notify the Campus Safety Department (extension 440) or laws enforcement. Give your name and describe the location and nature of the emergency

- In necessary or when directed to do so, activate the building's alarm.
- When the building evacuation alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and as others to do the same. If no buildings are endangered, instruct individuals to stay inside.
- Once outside move to a clear area that away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **Know your assembly area(s)**
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless instructed to do so by Emergency Response Team member(s) or safety personnel
- **IMPORTANT:** After an evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. A

member of the Emergency Action Team will take attendance and assist in the accounting for all building occupants

B. ARMED SUSPECTS/ACTIVE SHOOTER

- If you suspect an individual of carrying a weapon on campus, immediately call 911.
- Once authorities have been notified:
- Do not attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement.
- Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from other and apprehend him /her.
- Be prepared to implement lockdown procedures (details are work in process- will update)
- **Note:** Lockdown procedures include but are not limited to remaining in an office, or classroom and securing doors and windows to prevent an armed individual from gaining access.
- *After the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullet*

ricocheting, immediately take shelter, contact law enforcement (911) and remain alert for further instruction.

- **If a shooting occurs:**
- Instruct others to drop to the ground immediately, face down as flat as possible. If you are within safe position, duck and run.
- Move or crawl away from the gunfire, trying to utilize any obstructions between you and the gunfire. **Remember that obstructions may visually conceal you from gunfire, but may not be bulletproof and may not protect you from gunfire.**
- Try to get behind or inside a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Anticipate that law enforcement will set up a command post on campus.
- Law enforcement will take full control of the general facility.
- Expect that witnesses will be gathered in one room/ areas for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident.

- **If the suspect is outside your classroom:**
- Duck and cover. Keep students inside the classroom and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report the location of the assailant.
- **C. BOMB THREAT**
- Bomb threats pose a hazard for all campus personnel. Threats shall be handled by the Department of Campus Safety (working closely with Emergency Response Team) in collaboration with local law enforcement. The decision to evacuate an on campus facility will be made at the time of the incident based upon the operational considerations contained in this manual.
- **Telephone Procedures**
- If an individual receives a bomb threat, they should immediately record the time and date received. The person receiving the telephone call should attempt to obtain as much information as possible.
- When is the bomb going to explode?
- Where is the bomb right now?
- What type of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name/what do you want to be called?
- It is also important to record the length of the call and when it is terminated
- **Alert a supervisor immediately of the call and report all recorded information.** The supervisor will immediately call Campus Safety and give the following information:
 - Identify the location and department the threat was received at
 - Identify the person calling by name
 - Explanation of the bomb threatening call
 - If possible, give the telephone number the incoming call is on
- **Campus Safety Response (in coordination with the Emergency Response Team): Will most likely order a complete evacuation and contact emergency services**
- **If a suspicious package or bomb is found or located**

on campus, Campus Safety will request local authorities for a Bomb Disposal Team.

▪ **D. EARTHQUAKE**

▪ **Earthquake Response:**

- Stay calm and reassure other. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways or near outside walls.
- During seismic movement, duck, cover and hold. If indoors, get under a desk or a table and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck, and hold near an interior wall or an interior doorway. Shield your head and face from falling debris. Do not go outside!
- If outside, stay away from buildings, trees, power lines, poles and all overhead obstructions. Do not attempt to go indoors.
- In a vehicle, pull over to the side of the road and stop in a safe place in an open areas. Avoid overpasses and power lines.
- **Post-Earthquake Response:**
 - Be prepared for aftershocks. Move cautiously and wear enclosed sturdy shoes to avoid injury from broken glass or other debris.

- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- Check for fires and if safe to do so, extinguish small fires. Do not turn on light switches or appliances and do not light a match. If you smell gas, report it to members of the emergency action team or Safety Floor Monitors.
- Check for facility damage around your immediate location, if you observe something that appears to be serious report your observations to members of the emergency action team or to the Safety Floor Monitors.
- Telephones must be restricted to emergency use only, provided they are working at all. Do not use the telephone except for a lifesaving emergency.
- Evacuate the building if it is badly damaged, if there are gas leaks or fire, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Do not use the elevator! Assist all individuals with disabilities.
- Move away from the building to your pre-determined

evacuation assembly areas or to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by someone in authority. Keep streets and hallways clear for emergency equipment and personnel.

- Make note of individuals who are missing. Provide all requested information to members of the emergency action team, Safety Floor Monitors and other emergency personnel.
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for personnel to guide rescue efforts.
- **GENERAL INFORMATION:**
- Principle of Psychological First Aid:
- Following an earthquake, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help those persons to make it through the first few difficult hours.
- Attempt to calm those persons to make it through the first few difficult hours.
- Attempt to calm the victim or relieve the anxiety and stress
- Communicate confidence in yourself as well as concern

for the victim. Show you care by your attitude.

- Accept a person's limitations as real.
- Encourage the person to speak freely about whatever is on their mind. Be very patient.
- When the person begins talking, interrupt as little as possible.
- Do not argue with the person if he/she disagrees with and do not impose your ideas on him/her. His/her own solution will be the most successful for him/her.
- Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help from a qualified counselor.
- Emotional and Psychological Considerations in a Disaster:
- Disaster is a crisis in itself. However, disaster increases the crisis situation when it is accompanied by job and/or financial difficulties, illness, loss of personal belongings, death, injury or family problems.
- Factors in dealing with crisis of your own or that of your family members include:
- Being able to talk about the experience and express the feelings accompanying the experience

- Being fully aware of the reality of what has happened, and being assured that you are with caring people
- Resuming concrete activity and being able to reconstruct the pre-disaster life routine as soon as possible
- **EARTHQUAKE PROCEDURES FOR LABORATORIES**
- ***Before Earthquake:***
 - Examine your lab area to determine how you can mitigate potential earthquake hazards.
 - Chemicals stored on open shelves may fall and intermingle during a quake. Acids, bases, and solvents should be stored separately and all chemicals should be anchored with seismic restraints.
 - Be sure that all cabinets equipped with hinged doors have positive latching devices. Sliding doors should be kept closed with not in sue. Install refrigerator clasp locks.
- Secure all expensive analytical instrumentation and equipment, including gas chromatographs, microscopes, lasers, etc, with clamps, stands or Quake Grip Velcro. Water stills should be secured firmly with straps and blocked to resist movement.
- Gas cylinders must be secured individually to lab bench or wall with welded link chains. Gas cylinders may not be secured to mobile furniture such as carts or tables.
- Never store hazardous material, chemical and/or radioactive, on wheeled carts.
- Glass aquariums can fall and break open during a quake. They must be firmly mounted and glass should be replaced with plastic if possible.
- Be sure that tall bookcases are not freestanding in the middle of rooms, and are not used as partitions. All furniture over 72" t all just be fastened to the walls.
- There should be o overhead storage of large container, boxes or glassware.
- Examine your lab area. Contact the Emergency Action Team or Safety Officer to determine how to carry out the evacuation procedures. Also, examine the hallway outside your lab

to ensure clear and unobstructed access to emergency exits.

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- ***During the Earthquake:***

- NOTE: In classrooms and other non-laboratory space, we instruct students, faculty, and staff to take cover where they are during a quake (e.g., under a desk or table). The instructions in a laboratory are different. If you work with hazardous materials, read the recommendations listed below very carefully.
- Announce that the lab being evacuated, turn off the gas burner if possible and **leave the room**. Close the door but do not lock it.
- Sit down in the hall to take cover from the earthquake motion.

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- ***After the Earthquake:***

- Cooperate with the Emergency Action Team and Safety Officer, stay calm and try to maintain calm among co-workers
- Do not enter the lab until it has been deemed safe
- Follow the instruction of emergency personnel

- **E. Flood**

- A **flood watch** means that conditions are favorable for flooding. Staff members need to be aware but no action will be taken.
- A **flood warning** means that rising water threatens to close roads, wash out bridges and inundate property. Action should be taken to move to higher ground.

- ***Before the Flood:***

- Store sandbags, plywood, plastic sheeting, and lumber to protect windows and make repairs
- Always keep emergency supplies available.
- Anticipate 2 or 3 alternative evacuation routes or pick-up locations
- Learn your building's flood evacuation route and the location of high ground. It is also important to know different routes into the school and which ones may flood.

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- ***During the Flood:***

- If possible, listen to television or radio for weather information and instruction
- Turn off utilities. Disconnect electrical appliances, being careful not to touch any

electrical equipment if the floor is wet or underwater.

- Report broken utility lines and/or other facility damage to the proper authorities.
- A qualified professional should check all water-damaged equipment prior to usage
- Flooded areas should be gradually pumped out to minimize structural damage.
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- **F. FIRE**
- **If you discover smoke or fire, R. A. C. E. to safety:**
- **RESCUE** - Get out of the room where the fire is located as quickly as possible and make sure others are out. Do not use elevators!
- **ALERT** - Pull the nearest fire alarm to alert occupants, or use the nearest phone and dial 440 (Campus Safety Line).
- **CONFINE** – Close the door to the room where fire is located. Do not attempt to retrieve valuables
- **EXTINGUISH** – If the fire is very small and you know how to use an extinguisher, you may want to fight the fire yourself, but you should also call for help first. Make sure you are using the proper extinguisher. Otherwise, leave the fire to trained fire fighter.

▪ **Fire Extinguisher Information:**

- When used correctly, fire extinguishers can keep small fires from becoming major fires, provided an escape route through a small fire, and help fight a small fire until the fire department arrives.
- **The following are the four major classes of fire:**
- Ordinary Combustibles (paper, cloth, wood, many plastics).
- Use an extinguisher with a **green triangle A** symbol on the label
NOTE: A water extinguisher with a symbol A on the label should not be used on electrical fires or flammable liquids. That will only create a more dangerous situation.
- Flammable Liquids (oils, gasoline, grease, paints, solvents)
- Use an extinguisher with a **red square B** symbol on the label
- Electrical Equipment (wiring, motors, power tools, appliances)
- Use an extinguisher with the **blue circle C** symbol on the label
- Combustible Metals (Magnesium)
- Use an extinguisher with **yellow star** on label

- To be safe and effective, you must use the right kind of extinguisher for each type of fire. A multi-purpose **A-B-C** extinguisher will put out most types of fires. However, dry chemical or **CO₂** extinguishers should not be used on computers or other electronic equipment. In those cases, only use **Class D, Yellow Star** fire extinguishers. Class D is designated for combustible metals.
- Fire extinguishers are located in strategic locations. Learn to identify the extinguishers and find out where they are located in your area. If you have any questions about the operation of extinguishers, contact the Campus Safety Office.
- **How to Operate a Fire Extinguisher:**
 - Learn how to operate an extinguisher now before there is a fire. Read the label and periodically review instructions and operations.
 - Learn to **P.A.S.S**
 - **PULL** – the pin or ring, or release the lock hatch.
 - **AIM** – the extinguisher nozzle at the base of the fire
 - **SQUEEZE** – or press the handle
 - **SWEEP** - from side to side slowly at the base of the fire until it goes out
- **General Fire Safety Precautions:**
 - The safety of individuals is most important. If you suspect someone is trapped inside a building, notify fire fighters on the scene. Do not reenter a burning building.
 - If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-Shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
 - If the door is not hot, open it carefully and exit the building with caution and stay low. Use a wet towel or blanket to protect yourself from flames and smoke. Always stay close to the floor.
 - Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
 - Know your emergency exits and the location of fire extinguishers. Don't block doors or use stairways for storage.
 - Move away from the building to your pre-determined evacuation assembly areas

- Do not return to an evacuated building unless told to do so by a safety official.
- If requested, assist emergency crews as necessary.
- **G. HAZARDOUS MATERIAL LEAK OR SPILL**
- Any chemical spill should be reported to Facilities Services and to Campus Safety. Do not clean up a spill until trained personnel have assessed it. Try to contain the spill in one area and avoid allowing the spill to get into drains, gutters or washes. Offensive odors from ventilation systems should be reported to the Facilities Services.
- If necessary, be prepared to evacuate the building. Stay upwind, updrift, and upstream of the spill. Be prepared to cooperate with emergency personnel.
- All laboratory personnel should be prepared to assist in assessment of spills within their areas following a major earthquake. Steps should be taken not to protect all chemical containers and gas cylinders against the effects of earthquake shaking.
- **H. HOSTAGE SITUATIONS**
- **If Present During a Hostage Situation:**
- It is most important to stay calm and call 911.
- Do not attempt to confront or challenge the suspect, or engage in heroics.
- Never use words such as "hostage," "captives," or "negotiate" when communicating with the suspect
- Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.
- Obey the suspect's commands without argument. Listen the suspect's complaints and demands. As permission of the suspect in all matters
- If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect's first name and the first names of those being held (this will help personalize hostages as people rather than objects)
- Keep all radios, televisions, and computers turned off. Every effort must be made to keep the suspect and hostages from hearing or seeing new reports. Such reports could escalate the situation.
- Be patient and help minimize tension and frustration. Keep in mind that the average hostage situation lasts

between 6-8 hours, and the average barricade lasts three hours.

▪ **Outside the Hostage Situation:**

- Communicate any details or information you may have about the situation to Campus Safety. The Campus Safety office or where appropriate, the Emergency Action Team will make contact with the police
- Do not make contact with the suspect. Law Enforcement personnel have trained crisis negotiators who will initiate first contact with the suspect. They will conduct all dialogue with the suspect.
- Anticipate the hostage area will be sealed off to protect people and to preserve evidence.
- Be aware that the police department's Special Weapons and Tactics (SWAT) Team may establish an inner perimeter and an outer perimeter. The area between the inner and outer perimeter will be a "no walk" area.
- Be prepared for lockdown and/or evacuation to designated assembly areas.
- **After the situation has been resolved:**
- Law Enforcement personnel will need assistance in identifying witnesses. Gather

the witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation). It is the responsibility of the Safety Officer / Emergency Action Team to initiate witness gathering.

- The Campus Safety Officer will debrief with the appropriate parties as necessary.

▪ **I. SEXUAL ASSAULT**

▪ **If a sexual assault occurs on campus:**

- Immediately alert Campus Safety and call 911. Have as much information about the situation ready as possible (assailant, location, time). If it has not been done already, Campus Safety will then notify the designated Health Center.
- A CPC counselor/counseling center may be contacted upon request of the victim.
- Protect the privacy and rights of confidentiality of the victim and family. Take the necessary steps to protect the victims identity by asking all involved not to share information with others
- Offer the victim care and first aid, but avoid destroying any evidence until the authorities arrive. Do not permit the victim to use the restroom

until instructed to do so by the police.

- If a staff member or student talks to victim prior to the arrival of law enforcement, restrict the conversation to immediate medical needs. If there is discussion about the situation, speak only in very general terms. Do not discuss the specifics of the case. It is better in court if the initial statements about the crime are recorded by the police.
- A representative of the college may accompany the victim to the hospital (if appropriate).
- If applicable, the Campus Safety Officer will work with the Public Relations department and administrators to develop press releases to inform the community of the assailant's disposition.
- **J. SUICIDE**
- Suicide rarely occurs without warning to someone. Staff and students must take all comments about suicidal thoughts seriously, especially, if details are provided.
- When an individual is threatening suicide on campus and has a lethal weapon available:
- Remain calm and immediately call 911 and alert Campus Safety.

- Provide as much information as possible to the Campus Safety office/ personnel (location, your name, name of suicidal individual, call-back phone number, intended weapon/drug)
- Try to clear others from the scene (if applicable).
- Make a mental note of everything the threatening individual says and does, and monitor the behavior constantly.
- Do not minimize or challenge the individual's threat; take it seriously
- Never promise confidentiality; instead, promise help and privacy.
- If possible, attempt to keep the threatening individual calm and secured in your location until the police arrive.

IV. **EVACUATION PROCEDURES AND ASSEMBLY POINTS**

A) **Evacuation Procedures**

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor

Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.

- Teachers/Instructors will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- Assist the disabled in exiting the building. Do not use the elevators in cases of fire and/or earthquake.
- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your areas assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.
- After an evacuation report to your designated area/assembly point. Stay there until an accurate head count is taken. Members of the Emergency Action Team will take attendance and assist in the accounting for all building occupants.
- **b) Evacuation Procedure**
- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response

Team or Safety Floor Monitors.

- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- **Teachers/Instructors** will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- **The Safety Officer, members of the Safety Team and Safety Monitors** in each department will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safe exit. Check all rest rooms, conference rooms, etc. to make sure everyone has vacated. Each Safety Team member and Safety Monitory will designate an alternate in advance to serve in this capacity in case his or her absence. Any temporarily or permanently handicapped persons will be escorted to the nearest safe exit for fire department assistance.
- Once outside, proceed to a clear area and stay away from the affected building.

Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your areas assembly points.

- Do not return to an evacuated building unless told to do so by a safety official.
- ** In the absence of the Safety Officer, it is the responsibility of the Emergency Action Team member(s) to initiate an evacuation if necessary and where appropriate notify emergency services.*
- Floor plan diagrams will be posted in all hallways near exits and entrances. These plans will reveal the exit routes from all locations within the office, as well as the locations of fire
- **Designated evacuation area:**
- The front parking lot of the College, located on the East side of the building.
- All employees will remain at this location until a complete

extinguishers and first aid kits. It is essential that you become familiar with the floor plan of your work areas, know the number of occupants, and know the nearest exit locations. In the event of an emergency evacuation, you will be required to exit at the nearest safe location; therefore it is recommended that you are familiar with all exits in your building. The event of an emergency evacuation, follow the instructions of the Emergency Action Team or Floor Monitors in your area. Successful evacuations are dependent on cooperation and trust; do not panic, but remain calm and follow directions. Offer assistance to other employees as needed.

accounting of evacuees is completed, based on our current employee list and the daily sign-in/sign-out sheet.