THREATS / DISRUPTIVE BEHAVIOR / ATTACKS / SEXUAL ASSAULT / CIVIL DISTURBANCE

THREATS / DISRUPTIVE BEHAVIOUR

Disruptive activities may include:

- Willful disobedience
- Habitual profanity or vulgarity
- Any act that degrades or disgraces another person or interferes with other students' activities.
- Any behavior that interferes with the instructional process or college services.

When a student disrupts a class or activity, the instructor or college official in charge of the event may issue a "warning" to a student that his/her behavior may be cause for further disciplinary action.

If assistance is required, because of continued disruption, call 9-1-1

Inform the VP of Student Services of the incident.

Discuss the disruptive/inappropriate behavior with the student and refer him/her for personal counseling or Student Health.

PHYSICAL ATTACKS

Physical Attacks or threats of violence against a student or staff member Including:

- Physical abuse
- Intimidation
- Theft/Property damage - in progress

If you are at risk for assault or injury, call 9-1-1

If someone has been injured:

- Check to make sure it is safe for you to stay with the victim
- Call 9-1-1 for an ambulance

Stay with the victim. Be calm and reassure that help is on the way

- Do not disturb the scene of the crime
- Follow first aid instructions as needed
- Report everything you saw, heard, and were told by the victim to police

CHILD ABUSE

School District employees are required by law to report any known or suspected incident of child abuse or information reported to them by students about child abuse to Child Protective Services.

SEXUAL ASSAULT

- Check to make sure it is safe for you to stay with the victim.
- Do not disturb anything in the place where the attack occurred.
- Call 9-1-1
- Stay with the victim until help arrives
- Give first aid as needed

If the victim is 18 or over and wants to leave the scene without reporting the incident:

- Inform the victim that her/his civil rights have been violated and the perpetrator of the crime should be punished
- Advise the victim to seek medical attention to test for STDs and pregnancy
- Offer to call a trusted friend or relative for him/her
- Offer to call the YWCA 24 hour rape Crisis Hotline for the victim to speak to a rape crisis counselor immediately
- If the victim decides to report the sexual assault, she/he should go to Santa Clara Valley Medical Center Emergency Department within 48 hours so that an evidence collection examination can be done.
- Advise the victim not to shower, douche, change clothes or take any medication before this exam.

Legal responsibility to report sexual or physical assault:
A student who discloses that she/he is a victim of sexual or physical assault (IF YOU BECOME AWARE) should be referred to the Campus Counseling Center or Student Health Services.

All incidents of sexual or physical abuse that occur at a District sponsored event or class, on District property, or which involve a District employee, must be reported immediately to District Police.

CIVIL DISTURBANCE / DEMONSTRATION

Note: Most campus demonstrations will be peaceful and everyone should attempt to carry on business as normally as possible. If a disturbance should occur, do not attempt to intervene; avoid provoking or obstructing the demonstrators. FILL OUT INCIDENT REFERRAL FORM.

If life threatening…	If a class or lecture is disrupted…
• Call 9-1-1 • Alert all employees in the area • EVACUATE or LOCKDOWN as needed	• Ask the person(s) to leave • If they refuse, go to another room and call 9-1-1

*INFORMATION FOR 9-1-1

Provide as much information as possible to the 9-1-1 dispatcher

Suspect Description:	**Weapon Description:**	**Car Description:**
• Male or female? • Approximate age? • Height/Weight • Hair/Eye color • Clothing description • Other unique characteristics?	• Color • Rapid fire or single shot? • Pistol, Rifle? • How many weapons?	• Color, Year, Make & Body Style, Model • LICENSE plate & license state • Other identifiers (body damage, bumper stickers)