

RIOT/POLITICAL OR COMMUNITY DEMONSTRATION:

- If life threatening, call 911. Notify switchboard by dialing "0" to notify Vernon College Police. Then notify Dean of Student Services, VP of Instructional Services and counselors.
- Provide first aid utilizing trained allied health staff.
- Identify group and purpose.
- Document events and facts.
- Do not allow disruptive persons to enter school property or request they vacate immediately. Assign staff to all building entrances to prevent further disturbance.
- Advise instructors to keep classroom doors closed and locked.
- Keep offices locked, institute lock down security measure for files and records.
- Once order is restored, remain alert for further disruptions.
- College administrators will debrief staff.

RIOT/POLITICAL OR COMMUNITY DEMONSTRATION:

<p>Century City Center Disorderly Incident</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Call Switchboard Operator (Dial 0) • If the incident occurs after the switchboard is closed call 911 <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> • <u>Notify:</u> Vernon College Police Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM & CALL 911 IF NECESSARY 	<p>Skills Training Center Disorderly Incident</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Call Switchboard Operator (Dial 0) • If the incident occurs after the switchboard is closed call 911 <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> • <u>Notify:</u> Vernon College Police Site Manager Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM & CALL 911 IF NECESSARY 	<p>Vernon Campus Disorderly Incident</p> <p><u>YOU SHOULD:</u></p> <ul style="list-style-type: none"> • Call Switchboard Operator (Dial 0) • If the incident occurs after the switchboard is closed call 911 <p><u>SWITCHBOARD OPERATOR WILL:</u></p> <ul style="list-style-type: none"> • <u>Notify:</u> Vernon College Police Dean of Student Services VP of Instructional Services <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM & CALL 911 IF NECESSARY
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