ANNUAL SECURITY REPORT

2012
President's Message

Los Angeles Mission College is committed to providing a safe environment for students, staff, and visitors on its campus. The Sheriff’s Office is responsible for various aspects of the campus including parking enforcement, building access, lost and found, public safety, and providing safety escort services to and from buildings and parking lots. Security Officers patrol 24 hours a day, seven days a week to respond to incidents.

Thank you for your continued support and feedback on how to keep our campus safe.

Monte E. Perez, Ph.D.
President
Information Summary

The following crime statistics for Los Angeles Mission College (LAMC) have been compiled by the Los Angeles County Campus Sheriff, in conjunction with local law enforcement agencies surrounding the campus. Campus crime, arrest and referral statistics include those reported to the Los Angeles County Campus Sheriff, campus security authorities, and local law enforcement agencies.

LAMC has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act ("CANRA," Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are result of assaultive or abusive conduct.
## Offense Statistics

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<th>Offense</th>
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### Hate Crimes

- **2009**: There were no reported hate crimes.
- **2010**: There were no reported hate crimes.
- **2011**: There were no reported hate crimes.

### Notes

- **Date**: 09/01/2012
- **Data Sources**: 2009 - LASD LARCIS, COPLINK (LAPD), and Campus Security Authorities; 2010 & 2011 - LASD LARCIS, LASD Arrest Query Tool, LAPD Mission Division, and Campus Security Authorities.
- **Notes**: There are no Residential Facilities associated with Los Angeles Mission College. Statistics presented in this report were gathered in accordance with the Clery Act. They may vary from LASD, CCB YIR, UCR, and other reports.
TIMELY WARNING POLICY

When a crime is reported to the Campus Sheriff on campus and/or the campus administration that, in the judgment of a College Senior Administrator creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through LAMC’s Blackboard Connect text message system, email blast, screen messages, messenger, and Twitter, flyers and signage to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Campus Sheriff by phone at (818) 364-7843 or in person at the Campus Sheriff office.

HOW TO REPORT CRIME

To report a crime, please contact the Campus Sheriff at (818) 364-7843 or use the blue emergency telephones located throughout the campus and dial directly to the Campus Sheriff office. When using the Call 24 Emergency call boxes simply press the red button to talk to the Campus Sheriff office.

You may also report crime to the following campus officials who are designated as campus security authorities:

Campus Sheriff @ (818) 364-7843  
President  
Vice President, Administrative Services  
Vice President, Academic Affairs  
Vice President, Student Services  
Deans in Academic Affairs or  
Dean in Student Services  
Associate Dean in Academic Affairs  
ASO Advisor

Employees who are listed as “campus security authorities” understand that it is their obligation is to forward reports of crime promptly to the Campus Sheriff.

LAMC does not have procedures allowing victims to witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)
LOCATIONS

On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).

Non-Campus: Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution’s main campus.

Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc).

CRIME CATEGORIES

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person’s will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor vehicles: The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.

Arson: The willful or malicious burning or attempted to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).

Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action within which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.

Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

Hate Crimes: Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Date: 08/03/2012
TIMELY WARNING POLICY

When a crime is reported to the Campus Sheriff's Office on campus and/or the campus administration that, in the judgment of the College President, Vice President of Administrative Services or the duty administrator creates a serious or ongoing threat, a campus-wide “timely warning” will be issued.

The warning will be issued through the following college notification systems to students, faculty and staff:

- **Blackboard Connect** – Text messaging system (requires signup by each person)
- **Email blast** - An LAMC-ALL message is sent out to all faculty and staff.
- **Screen messages** - The campus intranet system may be used to broadcast an alert message.
- **Website News post or Message** – The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Flyers** - The message will be placed on a one-sheet, and distributed to every mailbox on campus. Flyers are to be distributed to places such as the info desk, financial aid and counseling.
- **Signage** - Placed in areas of high traffic and closed entrances or buildings.
- **Other areas to be coordinated with the Campus Sheriff’s office and other campus department.**

Anyone with information warranting a timely warning should contact the Campus Sheriff's Office by phone at (818) 364-7843 or in person.

HOW TO REPORT CRIME

To report a crime, please contact the Campus Sheriff's Office at (818) 364-7843 or use the blue emergency telephones located throughout the campus. To use the emergency phones simply press the button on the front of the phone box to be connected to the Campus Sheriff.

You may also report crime to the following campus officials who are designated as campus security authorities:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
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<tbody>
<tr>
<td>President</td>
<td>Dr. Monte E. Perez</td>
<td>(818) 364-7795</td>
<td>Campus Services Bldg.</td>
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<tr>
<td>VP, Administrative Services</td>
<td>Daniel G. Villanueva</td>
<td>(818) 364-7780</td>
<td>Campus Services Bldg.</td>
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<td>VP, Academic Affairs</td>
<td>Vacant</td>
<td>(818) 364-7635</td>
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<td>VP, Student Services</td>
<td>Joe S. Ramirez</td>
<td>(818) 364-7642</td>
<td>Library</td>
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<td>Dean of Academic Affairs</td>
<td>Stephanie Atkinson-Alston</td>
<td>(818) 364-7758</td>
<td>Instructional Building</td>
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<tr>
<td>Dean of Academic Affairs</td>
<td>Dr. Nadia Swerdrow</td>
<td>(818) 364-7842</td>
<td>Instructional Building</td>
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<tr>
<td>Dean of Student Services</td>
<td>Ludi Villegas-Vidal</td>
<td>(818) 364-7643</td>
<td>Instructional Building</td>
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<tr>
<td>Associate Dean, CTE &amp; Workforce Dev.</td>
<td>Cathy J. Brinkman</td>
<td>(818) 364-7723</td>
<td>Instructional Building</td>
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</table>

LAMC does not have procedures allowing victims to witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)
SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitor’s must adhere to the Code of Conduct, LACCD Board Rule Chapter IX, Article VIII (“Conduct on Campus”), available at: http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf

College premises shall not be used later than 11:00 p.m., except upon special permission of the college. (LACCD Board Rule 7200.32)

LAMC employs the Los Angeles County Sheriffs Department on a full time basis, to provide law enforcement support and emergency response to the campus. The campus maintains its premises and security by continues patrol by the Campus Sheriff. All facilities are secured through locking mechanisms which are either hard key enabled or card key enabled. The campus has established a policy which identifies those individuals who are authorized to be issued hard keys and also established the access allowed by key card entry. Access identification is authorized on a “needed access” basis as submitted by a Department Chair, Dean or Vice Presidents and approved by the Vice President of Administrative Services or College President. All facilities are secured during non-business hours and access after business hours is authorized on an approved basis or through the Campus Sheriff. LAMC security is assisted with a video camera system which records activity in the vicinity of the cameras. The camera system is managed by the Campus Sheriff.

LAMC does not have any campus residences.

CAMPUS LAW ENFORCEMENT

Authority of the Los Angeles County Campus Sheriff

The LACCD contracts with the Los Angeles County Sheriff to provide security services at LAMC. The Campus Sheriff has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Campus Sheriff’s Deputies are peace officers as defined in Penal Code section 830.1. The Campus Sheriff’s Security Officers are public officers as defined in Penal Code section 831.4, and have received training pursuant to Penal Code section 832.

Crimes occurring on campus are investigated by the Campus Sheriff’s Bureau. The prosecution of criminal offenses, both felonies and misdemeanors, occurs at the Los Angeles Superior Court (for violations of state law) or the United States District Court, Central District of California (for violations of federal law). Campus Sheriff personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

The Campus Sheriff maintains a daily crime log of criminal incidents and alleged criminal incidents which are reported to the Campus Sheriff.

Accurate and Prompt Reporting of Crimes to Law Enforcement

To ensure the safety of everyone on campus, LAMC encourages the accurate and prompt reporting of crimes to the Campus Sheriff at (818) 364-7843 or in person.

Professional Counselors

A professional counselor whose official responsibilities include mental health counseling to members of the LAMC community and who is functioning within the scope of his/her license or certification is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation to disclose. Personal information from counseling records will not be revealed unless disclosure is required by law. (LACCD Board Rule 8302.10.) However, counselors may encourage victims to make a report to law enforcement.
PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES

LAMC maintains a 24/7 security and safety presence on the campus which is supported by enhanced security features such as cameras and controlled access systems managed by the Campus Sheriff. The Campus Sheriff proactively patrols the campus and engages individuals involved in suspicious or criminal activity. The Campus Sheriff assists campus residents and visitors with safety information and directions to locations and events. In addition to patrol and prevention the Campus Sheriff also educates the campus on personal crime prevention and safety. In addition to the Campus Sheriff the campus relies on the Los Angeles Police Department, Van Nuys Division for additional response and support as needed. Emergency services for fire and first aid response are generally provided by the Los Angeles City Fire Department.

PROGRAMS REGARDING PREVENTION OF CRIMES

The Campus Sheriff maintains a webpage on the campus web site providing safety and security information as well as information about crimes, crime reporting and general personal safety. The Campus Sheriff has a list of safety tips for students and parents that will help prevent problems on campus. Those safety tips are:

- LAMC has a “panic phone” system located in and around campus. Know where these are.
- Have a safety buddy, someone you can call for a ride or for help, and create a code word or phrase that means “Come help me out of this” or “I'm in trouble.”
- If you are on campus at night and feel uncomfortable walking to your car or the bus station please call the Campus Sheriff Office at (818) 364-7843 and ask for the escort service to give you a ride to your campus destination.
- If you are walking to your vehicle alone (day or night) make sure you have your keys ready when you get to the car. These will prevent a long delay in getting into the car and locking the doors for safety.
- Always be aware of your surroundings and any suspicious activity in your area. If you are concerned call the Campus Sheriff at (818) 364-7843 or use an Emergency Call Box.
- Before going to a party, tell a friend where you’re going and when you’ll be back. Let them know if your plans change.
- Take turns being a designated driver or sober companion. You could save someone’s life.
- If a party gets out of hand, leave!
- Never, ever leave your drink alone or with someone you don’t know. Date rape drugs are easy to use. And men are just as vulnerable as women.
- Don’t take drinks or anything else from strangers, even food.
- Don’t ride with drunk or drugged drivers.
- Don’t offer rides to people you don’t know.
- Trust your instincts!

And here's what parents can do:

- Ask the college administrators about campus alcohol policies.
- Talk to your kids about the legal penalties for underage drinking.
- Discuss the possible consequences of drinking, including date rape, violence and school interference.
- Know your child’s roommate and living arrangements.
- Call your son or daughter frequently.

The Campus Sheriff provides free safety escort service during operating hours to transport students to their cars or bus stops on the campus periphery. Anyone may report a crime or other suspicious activity anonymously at Los Angeles County Sheriff Station Tip Hotline by calling (323) 778-5678.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LAMC does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by LAMC.
POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

The LACCD is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

LACCD Board Rule 9803.19 prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: http://www.usdoj.gov/dea/agency/policies.pdf

In addition to criminal prosecution, violators are also subject to disciplinary action by LAMC. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at: http://www.justice.gov/dea/pubs/all_fact_sheets.pdf

Drug and Alcohol Prevention Programs

LAMC uses referral services for Drug and Alcohol prevention and treatment programs. Please refer to the LAMC Student Health webpage on the LAMC website.

Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Los Angeles Community College District Employee Assistance Program (EAP) http://www.laccc.edu/faculty_staff/hr/eap.htm
(800) 342-8111

National Council on Alcoholism and Drug Dependence www.ncadd.org
(800) NCA-CALL

California Department of Alcohol and Drug Programs www.adp.ca.gov
(800) 879-2772
Los Angeles County Public Health, Substance Abuse Prevention and Control
http://publichealth.lacounty.gov/sapc/
(800) 564-6600

Alcoholics Anonymous
www.aa.org
(800) 923-8722

Cocaine Anonymous
www.ca.org
310-559-5833

Narcotics Anonymous
www.na.org
(800) 863-2962

Families Anonymous
www.familiesanonymous.org
(800) 736-9805

SEXUAL ASSAULT POLICY

The District’s complete sexual assault policy is available in LACCD Board Rules, Chapter XVI ("Sexual Assault"), available at: http://www.laccd.edu/board_rules/

Educational Programs

LAMC provides the following educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses:

- Periodically during the academic year the Campus Sheriff presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft and vandalism, as well as education sessions on personal safety. Additionally, this information is available on the college website under the Campus Sheriff webpage.

- A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

- In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in college and student publications.

- When time is of the essence, information is released to the college community through security alerts on Blackboard Connect as well as through loudspeaker and other communication methods.

Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Campus Sheriff or Healthy Advocacy Response Team. LAMC’s Campus Response Team includes the following members:

- Deputy Zukarno Brown, LAMC Campus Sheriff's Office
- Joe S. Ramirez, Vice President, Student Services
- Ludi Villegas-Vidal, Dean, Student Services
- Diana Bonilla, Chair of Counseling Department
LAMC strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement and the Campus Response Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

Within 24 hours of being notified of a sexual assault, campus law enforcement shall, with the consent of the alleged victim, notify the College President of the sexual assault and the victim's name. (LACCD Board Rule 16200.30.)

On-Campus Resources for Victims of Sexual Assault

- Deputy Zulmarie Brown, LAMC Campus Sheriff's Office
- Joe S. Ramirez, Vice President, Student Services
- Ludi Villegas-Vidal, Dean, Student Services
- Diana Bonilla, Chair of Counseling Department

Off Campus Resources for Victims of Sexual Assault

- YWCA 24-hour crisis hotline - 1-877- Y HELPS U 1-877-943-5778
- L.A. Commission on Assaults Against Women
- (L.A.C.A.A.W.) (213) 626-3393, (310) 392-8381
- Los Angeles County Domestic Violence Hotline (800) 978-3600
- National Rape Crisis Center Hotline (800) 656-HOPE
- Rosa Parks Sexual Assault Crisis Center (Greater Los Angeles area) (310) 854-4319
- Valley Trauma Center (818) 886-0453

Changes to Academic Situation

LAMC will comply with a victim's request for an academic situation change following an alleged sex offense, if such changes are reasonably available. For example, LAMC may, consistent with Board policy, provide the option of taking "withdrawal" or "incomplete" grades.

Student Discipline for Sex Offenses

If the alleged perpetrator is a student, he/she may also be disciplined by the college for violating the District's Code of Conduct. Procedures for campus disciplinary actions are available in LACCD Board Rules, Chapter IX, Article IX ("Student Discipline") at: http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleXI.pdf

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel. (LACCD Board Rule 91101.14(c)(7).) Both the alleged perpetrator and alleged victim shall be informed of the status and result of any student disciplinary proceedings. (LACCD Board Rule 16200.50.)

Possible sanctions following a disciplinary hearing include, but not are limited to, suspension or expulsion from all of the District's colleges. These are separate penalties that what may be imposed by a criminal or civil court.
INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at LAMC. (Penal Code section 290.)

Information regarding registered sex offenders may be obtained at the California Department of Justice, Office of Attorney General’s “Megan’s Law” website, at: http://www.meganslaw.ca.gov/

If you are doing a search on the Megan’s Law site for sex offenders residing in the local area, LAMC’s zip code is 91342.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LAMC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. Such notification will be made during such emergencies as outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc.

To report an emergency, please contact the Campus Sheriff at (818) 364-7843 or use one of the blue emergency phones throughout the campus.

Notification Procedures

In the event of a campus emergency, where it is necessary to notify students and staff of impending danger or critical information, Los Angeles Mission College has developed a protocol to engage as many students and staff as possible, in the shortest amount of time. All current technology and communication modes will be used to distribute information as quickly as possible. Coordination with the President’s Office, Campus Sheriff’s Office, and district personnel needs to be immediate and ongoing.

Communications checklist for critical information:

- **Blackboard Connect** – Text messaging system (requires signup by each person)
- **Email blast** - An LAMC-ALL message is sent out to all faculty and staff.
- **Screen messages** - The campus intranet system may be used to broadcast an alert message,
- **Website News post or Message** – The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Flyers** - The message will be placed on a one-sheet, and distributed to every mailbox on campus. Flyers are to be distributed to places such as the info desk, financial aid and counseling.
- **Signage** - Placed in areas of high traffic and closed entrances or buildings.
- Other areas to be coordinated with the Campus Sheriff’s office and other campus department.

LAMC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of LAMC is threatened. The President's Office, the Campus Sheriff Office, and district personnel will reassess the situation to determine whether additional notifications or updates need to be made.
Emergency Response General Procedures

I. Evacuation Emergencies
   A. Blackboard Connect – College Webpage – sign up for cell phone notification at LAMC.edu
   B. Earthquake – take cover under your desk. When the shaking stops evacuate the building.

   C. Fire/Explosion/Hazardous Material Release
      1. If possible, experiments that may be hazardous if left unattended should be shut down.
      2. Direct students to the nearest exit and then to the Evacuation area.
      3. Verify that everyone leaves and that all the doors are closed. If there is smoke in the hallways
         get close to the ground and crawl from the building.
      4. Call (818) 364-7843 and report the location and size of the fire.

   D. Power Outage
      Most campus buildings are not provided with emergency or standby lighting. If the power does
      go out during class, have the students stay in their seats. Information regarding the restoration of
      power will be passed on to you as soon as possible. If the power does not return in a
      reasonable length of time, evacuate the classroom or laboratory. Caution students that there is
      no rush; they should take their time exiting the building. Emergency lighting should be
      functioning in the room, hallway, or stairways.

   E. Active Shooter
      DO NOT EVACUATE - In the event of gunfire or a shooting, lock or barricade your classroom
      doors, turn off the lights and be quiet until police arrive and tell you to move out of the building.

II. Evacuation procedures checklist
   1. Advise your class of the need to evacuate the building.
   2. KNOW the direction to the nearest Evacuation Area.
   3. Direct the class to take all of their belongings with them IF TIME PERMITS and go to the
      designated evacuation area (refer to campus Evacuation map).
   4. Direct the class to move to the nearest building exit.
   5. DO NOT return to the building unless allowed to do so by emergency personnel.
   6. Be prepared to provide details of missing or injured students to emergency personnel.

III. Evacuation of persons with Disabilities - Use the following guidelines to plan for the evacuation of
     persons with disabilities:
     1. Create a plan for each student's needs
     2. When evacuating always ask what method of assistance the person prefers. Not all persons
        can be removed from their wheelchairs and carried safely.
     3. Ask for planned assistance from another person in the class when evacuating students with
        disabilities (if possible do this on the first day of classes)
     4. Assist/roll/lead the student out of the room toward the exit and evacuation route
     5. Use Evacu-Trac equipment for upper floor evacuations, this equipment is placed on stair
        landings
     6. If necessary wheelchairs can be guided down stairs by two helpers.
     7. Move to any area of safety and continue to escort student until away from danger area.

Testing of Procedures

LAMC conducts tests of its emergency response and evacuation procedures. These tests are conducted once per semester in a random fashion in different areas of the campus.

LAMC publicizes its emergency response and evacuation procedures by:
1. Posting emergency procedures in each classroom
2. Posting emergency response and evacuation procedures on the LAMC website,
3. Providing emergency information in the College Catalog,
4. Providing other emergency notifications and procedures through Blackboard Connect, e-mail
   or loud speaker system.
LAMC will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

Copies of test documentation are available from the Administrative Services Office.

**Evacuation Response:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Evacuate?</th>
<th>Move to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthquake</td>
<td>Take cover. After shaking stops</td>
<td>Closest Evacuation Area</td>
</tr>
<tr>
<td>Fire</td>
<td>Evacuate <em>immediately</em></td>
<td>Closest Evacuation Area</td>
</tr>
<tr>
<td>Explosion</td>
<td>Evacuate away from area</td>
<td>Closest Evacuation Area</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>No – lock/barricade doors, turn off lights</td>
<td>Remain in your locked room</td>
</tr>
<tr>
<td>Downed Aircraft</td>
<td>Evacuate away from area</td>
<td>Away from area</td>
</tr>
<tr>
<td>Power Outage</td>
<td>If necessary (wait for notification)</td>
<td>Away from area</td>
</tr>
<tr>
<td>Chemical Release</td>
<td>Evacuate away from area</td>
<td>Away from area</td>
</tr>
</tbody>
</table>