

---

**Los Angeles Pierce College**

**ANNUAL SECURITY REPORT**

**For**

**2016**

This document shall be posted on the college web site and made available to all currently enrolled, and or prospective students.



### A message from the College President

Pierce College remains committed to providing a safe and secure environment for all students and guests on the campus. If you, as a student, have any concerns about your safety, that of your classmates, or of staff, we encourage you to bring such concerns to the campus Sheriff's Department. It is also important to make us aware of any potentially dangerous situations so that we can address them promptly and without incident. The College's safety team (which is composed of Vice Presidents, Deans, and Directors) and the Sheriff's Department are all well-versed in college security and safety policies. Each of them support a healthy and safe campus culture and collectively will share the information to help keep the campus protected in any number of situations. Please do not hesitate to call on them if you need any assistance or see or hear of anything suspicious.

If you have an emergency, there are a number of options for you to call for help:

- Use the emergency blue phones on the campus;
- Use a campus phone to dial 4311 to reach the Sheriff's Department; or
- Dial 818-710-4311 from any phone to reach the Sheriff's Department.

Of course you can dial 911, but we ask that you follow-up with a call to the Sheriff's Department to make sure that we can also provide immediate assistance.

We hope you will find our campus to be safe and that you enjoy your educational journey with us.

Dr. Kathleen F. Burke

## **CRIME STATISTICS**

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

Los Angeles Pierce College 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.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY COLLEGE BUREAU  
2013 TO 2015 CLERY ACT CRIME STATISTICS  
LOS ANGELES PIERCE COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	2	2	2	0	0	0	0	0	0
Rape	0	0	1				0	0	0
Fondling	2	2	1				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	1	0	1				0	0	1
AGGRAVATED ASSAULT	2	2	0				0	0	2
BURGLARY	9	7	2				0	0	0
MOTOR VEHICLE THEFT	2	1	1				1	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	0	0	2				0	0	2
DATING VIOLENCE	3	0	0				0	0	0
STALKING	0	0	1				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	0	2	0				1	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	1	2	1				4	4	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	3	0	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	1	0				0	0	0

**HATE CRIMES**

2013 - There were no reported hate crimes.

2014 - One (1) on-campus hate-related aggravated assault with 2 victims characterized by nationality/ethnicity bias.

2015 - There were no reported hate crimes.

**Date:** 09/20/2016

**Data Sources:** LASD LARCIS, LASD Arrest Query Tool, LAPD Topanga Division, and Campus Security Authorities.

**Note:** There are no Residential Facilities or Non-Campus locations associated with Los Angeles Pierce College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports.

**Note:** For 2013 we were unable to determine if the statistics obtained from LAPD Topanga Division for "Drug Law - Arrests" under the "Public Property" category were for Pierce College's Clery defined geography. As a result, we excluded LAPD's 2013 (count of 2) Drug Law - Arrests under the Public Property category from the above table.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY COLLEGE BUREAU  
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES**



**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.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes rape, fondling, incest, and statutory rape.

**Robbery:** The taking or attempting to take anything from value of 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.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

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

**Arrest:** Persons processed by arrest, citation, or summons.

**Referred for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**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, Benzadrine).

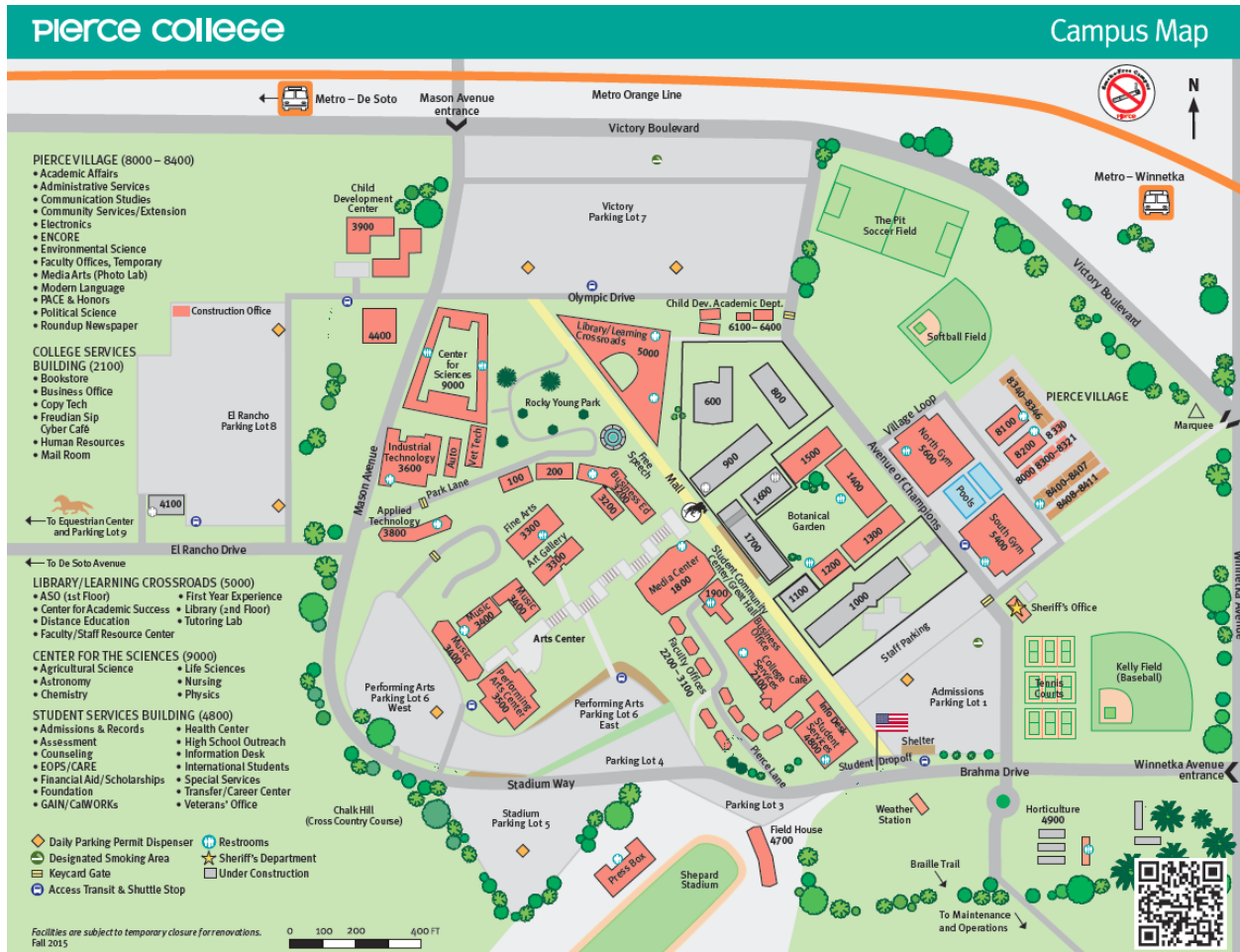
**Liquor Laws:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

**Hate Crimes:** Any of the above criminal offenses as well as crimes involving larceny-theft, intimidation, simple assault or destruction/damage/vandalism that manifests evidence that the victim is intentionally selected because of the perpetrator's bias against the victim (race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim).

**Domestic Violence:** A felony or misdemeanor crime of violence committed—By a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for the person's safety or the safety of others; or suffer substantial emotional distress.



Current Map of Los Angeles Pierce College

## TIMELY WARNING POLICY

When a crime is reported to the Sheriff's Department on campus and/or the campus administration that, in the judgment of the President's Office and or other designated campus administrator creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued from Los Angeles Pierce College and may be communicated using a number of different methods such as; email notices, voice or text messages on mobile phones, in classroom announcements, office desk phone announcements, marquee messages, posted flyers, notices at the entrances to the college, notices in the college newspaper, flyers posted in the classrooms, college messengers, and Facebook messages to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone to (818) 710-**4311** or in person at the Sheriff's substation which is adjacent to Parking Lot 1.

## HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at 818-710-**4311** or use the blue emergency telephones located throughout the campus. The blue phones are activated by pressing the blue button which will dial the Sheriff's office directly.

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

1. Vice President of Administration – Rolf Schleicher (818) 610-6504
2. Vice President of Academic Affairs – Sheri Berger (818) 710-4224
3. Vice President of Student Services – Earic Dixon-Peters (818) 719-6418
4. For crimes in progress please contact the Sheriff's Department at 818-710-**4311**. While you can also call 911, you must follow-up immediately by calling the College Sheriff's Department at (818) 710-**4311** to make sure that immediate assistance can be provided. If you use one of the campus payphones, you can dial "86" to connect directly to the on-campus Sheriff's station.

Los Angeles Pierce College does not have procedures allowing victims or 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. (Los Angeles Community College District (LACCD) Board Rule 91202.) All visitors 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](http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf)**

The campus Sheriff's office secures all perimeter gates and doors to buildings at 11:00 p.m. each night. College activities which extend past 11:00 p.m. must obtain special permissions from the College President or designee. (LACCD Board Rule 7200.32.) Hourly foot and vehicle patrols are conducted throughout the night. Some areas of the campus are closed at dusk each evening. These areas include the cross country track and agricultural sections of the campus. Until further notice, the cross country track remains closed to the public and permits are required to access these areas. Exceptions to these rules may be granted if approved in advance. The entrance at De Soto normally remains closed during the weekends. On Sundays the Mason entrance is normally closed. During weekends, students attending community service classes or other non-weekday classes are urged to use the Winnetka Ave entrance. A considerable amount of the area around Pierce is lighted at night. When walking please use the lighted areas as much as possible. Emergency blue phones are also provided in various areas of the campus. Please familiarize yourself with the locations of these emergency call boxes.

Los Angeles Pierce College does not have any campus residences.

## **CAMPUS LAW ENFORCEMENT**

### **Authority of the Los Angeles County Sheriff's Department**

The LACCD contracts with the Los Angeles County Sheriff's Department to provide security services at Los Angeles Pierce College. The Sheriff's Department has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. The 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 Sheriff's Department. 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). Sheriff's Department personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

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

### **Accurate and Prompt Reporting of Crimes to Law Enforcement**

To ensure the safety of everyone on campus, Los Angeles Pierce College encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (818) 710-**4311**. You can also report the incident in person by visiting the Sheriff's Office which is located adjacent to the Tennis Courts at Parking Lot 1.

### **Professional Counselors**

A professional counselor, whose official responsibilities include mental health counseling to members of the Los Angeles Pierce College 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**

Los Angeles Pierce College has a Behavior Intervention Team which meets periodically to discuss incidents which could lead to unacceptable behavior on the campus as a preventive measure to decrease the likelihood of threatening or violent behavior. An Employee Assistance Program is available to encourage and maintain healthy mental environment for college employees. The college Work Environment Committee reviews concerns expressed by the employees, and presents suggestions to improve college safety to the President on a monthly bases. The Facilities Advisory Committee also considers environmental health, safety, and security on a regular schedule.

## **PROGRAMS REGARDING PREVENTION OF CRIMES**

The Sheriff's office periodically sends out flyers to remind students and employees about how to minimize and or prevent of crimes and or opportunistic crime on the campus. Notices may also be posted on the mall marquee for improved awareness.

## **MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS**

Los Angeles Pierce College 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 Los Angeles Pierce College.

## **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 LACCD premises, in LACCD vehicles, or as part of any activity of the LACCD 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.justice.gov/dea/druginfo/ftp3.shtml>

The federal Controlled Substances Act is available at: <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>



In addition to criminal prosecution, violators are also subject to disciplinary action by Los Angeles Pierce College. 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/druginfo/factsheets.shtml>*

### Drug and Alcohol Prevention Programs

Los Angeles Pierce College provides an Employee Assistance Program for employees of the College. This program includes drug and alcohol prevention programs for employees. Students are encouraged to visit the Student Health Center for initial counseling and additional resources.

### 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.laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>*, (800) 342-8111

National Council on Alcoholism and Drug Dependence, *[www.ncadd.org](http://www.ncadd.org)*, (800) NCA-CALL

California Department of Alcohol and Drug Programs, *[www.adp.ca.gov](http://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](http://www.aa.org)*, (800) 923-8722

Cocaine Anonymous, *[www.ca.org](http://www.ca.org)*, (310) 559-5833

Marijuana Anonymous, *[www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)*, (800) 766-6779

Narcotics Anonymous, *[www.na.org](http://www.na.org)* (800) 863-2962

Families Anonymous, *[www.familiesanonymous.org](http://www.familiesanonymous.org)* (800) 736-9805

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

The District's Board Rules are available at: *<http://www.laccd.edu/Board/Pages/Board-Rules.aspx>*

The District's prohibited discrimination policy is in LACCD Board Rules, Chapter XV ("Prohibited Discrimination and Harassment"). Allegations of dating violence, domestic violence, and stalking may be handled pursuant to Chapter XV. The District's sexual assault policy is in LACCD Board Rules, Chapter XVI ("Sexual Assault"). (The District anticipates consolidating Chapter XV and Chapter XVI into one chapter, Chapter XV, during the 2015-16 academic year.)

## **Educational Programs**

Los Angeles Pierce College provides a number of educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking offenses. These include workshops, classroom presentations, student support groups, informational days including Denim Day.

## **Who to Contact**

Allegations of sexual harassment or sexual misconduct are handled by the District's Office for Diversity, Equity and Inclusion at (213) 891-2315 or (213) 891-2317.

If you are a victim of sexual assault on campus, you should immediately contact the Sheriff's Department.

Los Angeles Pierce College strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement 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.

## **Confidentiality of Victims and Other Necessary Parties**

All records regarding an investigation or complaint of unlawful discrimination or harassment shall be confidential and shall not be revealed except as required or permitted by law. (LACCD Board Rule 15005.)

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 and Off-Campus Resources for Victims of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

### On-Campus Resources

Sheriff's Office (818) 710-4650  
Student Health Center (818) 710-4270

### Off-Campus Resources

Assault Crisis Agency – (562)-494-5046  
Center for the Pacific Asian Family, Inc.- (323) 653-4045  
East Los Angeles Women's Center – (323) 526-5819  
Los Angeles Commission on Assaults Against Women- (213) 955-9090  
Los Angeles Commission on Assaults Against Women – Pasadena- (626) 585-9166  
National Organization for Victim Assistance – [www.trynova.org](http://www.trynova.org)  
National Domestic Violence Hotline – (800) 799-SAFE  
National Sexual Assault Hotline – (800) 656-HOPE  
Peace Over Violence – (213) 955-9090 [www.peaceoverviolence.org](http://www.peaceoverviolence.org)  
Project Sister Sexual Assault Crisis Services, Inc. – (909) 623-1619  
Rape Treatment Center , UCLA Medical Center- (310) 319-4503  
Rosa Parks Sexual Assault Crisis Center- (323) 290-4119

Rape and Battering Hotlines – (310) 392-8391, (213) 626-3393, (626) 793-3385  
 Sexual Assault Response Services – (661) 949-5566  
 Valley Trauma Center – Van Nuys – (818) 886-0453  
 Valley Trauma Center – Valencia – (661) 253-1772  
 YWCA of Greater LA Sexual Assault Crisis Program – (310) 763-9995

### **Changes to Academic Situation**

Los Angeles Pierce College 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, Los Angeles Pierce College may, consistent with Board policy, provide the option of taking "withdrawal" or "incomplete" grades.

### **Student Discipline for Dating Violence, Domestic Violence, Sexual Assault or Stalking**

If the alleged perpetrator is a student, he/she may also be disciplined consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available at:

**<http://www.laccd.edu/Board/Documents/BoardRules/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 Los Angeles Pierce College. (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, Los Angeles Pierce College's zip code is 91371

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Los Angeles Pierce College 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. (*Examples of such emergencies include 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 Sheriff's Department at (818) 710-**4311**. You can also use one of the blue emergency phones throughout the campus. You can also call 911, but we ask that you follow-up immediately by calling the college Sheriff's Department at (818) 710-**4311** to make sure

that immediate assistance can be provided. If you use one of the campus payphones, you can dial “86” to connect directly to the on-campus Sheriff’s station.

The campus has developed comprehensive emergency procedures on evacuations, general safety, communications, and response to a major disaster. An emergency procedure booklet can be found on the college web page and a wall chart can be found in each classroom. Both of these documents provides information on the following subjects: Emergency Contacts, Utility Failures, Personal & Medical Emergency, Fire, Crime in Progress, Earthquake, Explosions, Bomb Threat, Evacuation [with zone map and zone assignments], and Blue Phone Map.

### **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 Pierce College has established a communication protocol to engage as many students and staff as possible, in the shortest amount of time. It is important that all current technology and communication modes be used to widely distribute the information as quickly as possible. Coordination with the President’s Office, the campus Sheriff’s Office, District personnel, and Public Relations provides for an immediate response for our students and staff.

In the event of an emergency, the college may activate the following notifications as the situation warrants:

- Email notifications will be sent to all students and employees, which will provide specific instructions. Email addresses can be updated on the Student Information Website at <https://eweb3.laccd.edu/WebStudent/signon.asp>
- Automated phone messages will be initiated which will be sent to student and staff of the college. This information will provide specific instructions. Phone numbers can be updated on the Student Information Website at <https://eweb3.laccd.edu/WebStudent/signon.asp>
- Emergency Evacuation Coordinators have been assigned to each of the buildings on campus. These coordinators have been trained to handle basic emergencies and to assist students and staff to evacuate the college.
- College marquees will provide information on large electronic screens. These screens are located in front of the Great Hall and at the corner of Winnetka Ave and Victory Blvd. The large screens on the public streets shall also provide information to the surrounding community.
- Classroom communication devices. Some classrooms are outfitted with wireless communication devices attached to the wall. These devices will allow for two-way communication and will also broadcast specific information for students and staff.
- Telephone equipment in offices and some classrooms will also broadcast specific audio information. This information could be also heard if the phone is located in a classroom.
- Messengers will be also be dispatched from the Sheriff’s Office to areas of the college to provide information and to assist in coordination efforts
- Pierce College Website News will also be posted which will allow anyone who is visiting the college website to be informed of the specific information. This information will be updated throughout the emergency.
- Pierce College Internet Radio station may be interrupted from its normal schedule to broadcast information emergency information. This will also allow students and staff to ask questions and for responses to be provided in a timely matter.
- Messages on Facebook and Twitter will be engaged to allow students to receive information. Short messages will be sent out to allow readers to be informed.
- Flyers will be posted around the campus to update students as to the situation. Teaching faculty

will receive flyers in the mailboxes and this information will be made available during the class if the situation is not an immediate and critical. Flyers may be handed out to students walking on the campus, in the information desk, and other offices frequently visited by the students.

- Signage systems may also be deployed around the campus in areas of high traffic.
- Radio stations in the region may also provide additional information regarding an emergency situation at the college.

Los Angeles Pierce College 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 Los Angeles Pierce College is threatened. Coordination between the President's Office, the campus Sheriff's Office, and the Los Angeles Community College District, will reassess the situation to determine whether additional notifications or updates need to be made.

### **Testing of Procedures**

Los Angeles Pierce College conducts both *announced* tests of its emergency response and evacuation procedures once per year. The announced tests are normally disclosed by via email notifications, flyers, and articles in the student newspaper. The Vice Presidents normally monitor the tests. After action surveys are obtained to evaluate the test and to allow for review.

Los Angeles Pierce College publicizes its emergency response and evacuation procedures by posting the emergency procedures in each classroom, posting the information on the college website, and providing information in the catalog and schedule.

Los Angeles Pierce College will document each test by recording a description of the test, the date the test was held, the time the test started and ended. Copies of test documentation are available for the last seven years and they are located in the Office of Administrative Services.