

## **Anaheim Campus Safety Information Guide**

At the Anaheim Campus, we are interested in the welfare, security and safety of every individual. However, maintaining a safe and secure campus environment can only be achieved through a cooperative effort of the entire campus community. The safety and well-being of all members of our community is our priority. We are committed to building partnerships for the betterment of our campus community.

### **Operational Hours and Building Tower Access**

The Anaheim Campus operational hours are Monday – Friday, 7 a.m. – 10 p.m. and Saturday from 7:30 a.m. – 3 p.m., excluding District holidays. The main double-doors of the second level entrance to the building are locked at 7:30 p.m., which is the time the SCE registration counter closes. The side door, second level, by the elevators is locked at 8 p.m. This is done as a safety precaution for securing the building. Employees who work in the evening may request access to the side door up until 10 p.m. by completing an Access Control Record Form available from and to be signed by their immediate supervisor. Access into the building through the first floor main entrance is available during campus operating hours.

### **Anaheim Campus Security Office**

NOCCCD Security Officers are on duty Monday – Friday from 6:30 a.m. – 11 p.m., and Saturday from 8:30 a.m. – 4 p.m. The District contracts with Pacwest to patrol the campus during non-operational hours and as needed to ensure coverage.

The Anaheim Campus Security Office works closely with the Anaheim Police Department. Criminal incidents are referred to the Anaheim Police Department. All victims and witnesses are strongly encouraged to immediately report crimes to Campus Security and/or the Anaheim Police Department.

### **Reporting a Crime or an Emergency**

At the Anaheim Campus, crime prevention is a partnership between the Anaheim Campus Security Office and the community it serves. Anaheim Campus security officers will respond and address all criminal activity and emergency situation. All students, staff and visitors are encouraged to report criminal activity, suspicious persons and suspicious activity to Campus Security immediately. In the event you are a witness or a victim of crime please contact the Campus Security Office at (714) 808-4911 or Anaheim Police Department at (714) 765-1900.

In an emergency (life-threatening) situation, you should dial 911 first from a personal phone or 9-911 from a campus phone. Then have someone nearby contact Campus Security.

### **To Report an Incident:**

Call from a safe location, if possible. Remain calm and speak slowly and clearly. Be prepared to provide the following information:

- The details of the incident

- Location of the incident about which you are reporting
- When the incident occurred, if known
- The description of the suspect and his/her location or direction of travel
- The description of any vehicles involved in the incident
- Your name, the location you're calling from, and the phone number
- The necessity for medical assistance
- Type and severity of the emergency

Do not hang up the phone until the dispatcher tells you to do so!

Campus Security will respond to your call directly and involve local police, fire, ambulance and other services as needed. Campus Safety will meet the emergency responders and direct them to the proper location.

### **Contacting Security**

Security may be reached at ext. 84911 from a campus phone or at (714) 808-4911 from your personal phone. The line rings through to the Security cell phone if they are out of the office patrolling or attending to a request for assistance. If Security does not answer immediately, leave a message after the recording. The phone will ring, then pause, then ring again before the recorded message comes on. Security is alerted that they have a message. In a life-threatening situation, call 911 first from a personal phone or 9-911 from an office or classroom phone, then follow up with a call to Security as soon as you are able.

### **Emergency Communication – Code Blue**

The Anaheim Campus has six Code Blue posts located in the parking lots. These are intended to provide members of our campus community with an efficient method of contacting Campus Security in the event of an emergency. Individuals may press the red button to call for help. The call goes directly to the cell phone of Security on duty. Cameras in the area will zoom in to capture activity.

Code Blue posts are located in the following areas:

- 2<sup>nd</sup> Level Staff Parking - south end
- West Parking Lot - south end
- West Parking Lot - east end
- South side parking – west end
- South side parking – east end
- East side parking – across from playground

### **Escort Services**

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Campus Security provides escort services as an alternative to walking alone. You may contact security at (714) 808-4911 to make arrangements. Advance notice is appreciated.

### **Campus Safety Suggestion Box**

Feedback for maintaining and improving campus safety is welcome. A Safety Suggestion Box is located on the second floor of the Anaheim Building. The Anaheim Campus Safety Committee reviews suggestions by students and staff on a regular basis.

### **WeTIP**

The District is a member of WeTip and offers this service to campus employees and students. WeTip is an anonymous crime reporting program that may be used to report all types of crimes. The free tip hotline is available in English and Spanish 24 hours a day, 7 days a week, 365 days a year. All calls to WeTip are 100% anonymous. WeTip never traces a phone call or Internet report. Tipsters may receive a reward up to \$1,000 for tips that lead to an arrest and conviction of a perpetrator.

**Hotline: 1-800-78-CRIME or [www.wetip.com](http://www.wetip.com).**

### **Emergency Procedures**

To main a safe environment for all, please become familiar with emergency procedures and evacuation routes at the Anaheim Campus. Emergency procedures are posted in every classroom and evacuation routes are posted at each elevator for the corresponding floor. They are also available from your department manager.

To promote preparedness in the event of an emergency, the Anaheim Campus participates in **emergency drills**. Please share procedures and the importance of the drills with students and staff.

When evacuating the building, please remind students to take valuables with them in the event that re-entry to the building is delayed. Students and staff unable to take the stairs during an evacuation due to a disability may remain in the stairwell, which is to be reported to a floor marshal at the designated evacuation site. Stryker chairs located in the west stairwells by the main elevators on the 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> floors may be used by trained faculty and staff to assist a disabled person down the stairs in an emergency. It is important that instructors account for their students by taking roll and remain with their students at the evacuation site, West Parking Lot.

Classroom doors at the Anaheim Campus are fire-rated. **Fire-rated doors** help prevent fire or smoke from spreading. Propping doors with a door stop or other object is a fire life safety violation. Please do not prop open your classroom door as it must remain closed at all times as ordered by the Anaheim City Fire Marshal.

### **Timely Warning Notice**

The Jeanne Clery Disclosure Act defines specific crimes that require a timely warning notice to be issued. Any situation or incident involving a serious or continuing threat to the person and/or property of students and employees will constitute that a timely warning be sent to the campus community. Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery

- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Threat of violent crime

The timely warning shall be issued as soon as pertinent information is available. It shall include all information that would promote safety. The issuing of one of these notices will be decided on a case-by-case basis in light of all of the facts surrounding the incident, including factors such as the nature of the crime, or the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and basic safety tips for the campus community. However, in some cases, all facts may not be reported.

### **Emergency Notification**

Unlike the timely warning that must be issued across the campus community, emergency notifications may be targeted to only a segment or segments of the campus community that are at risk. Anaheim Campus officials will assess who is at risk and how each segment will receive the notification. When there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the Anaheim Campus will issue the timely warning and or emergency notification “without delay, taking into account the safety of the community.” The only exception is if doing so would “compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.” This determination will be made based upon the professional judgment of responsible authorities. In some cases both an emergency notification and a timely warning will be distributed to the community.

The Director of Campus Communications or designee will immediately disseminate information to the campus community through various outlets, which may include, but are not limited to: the SCE/NOCCCD website, social media sites, traditional media outlets, MyGateway Portal, and mass alert systems for telephone, cell, email, and/or text messages.

### **Emergency Alert System**

In case of an emergency, the North Orange County Community College District will utilize a variety of incident notification alerts, including: phone calls, text messages, emails, social media blasts, as well as timely warnings and other written notifications.

Students and employees who wish to receive text messages in case of an emergency should sign up in their MyGateway portal under the tab: “Text Message Alert Preferences.”

### **Sex Offender Registration Policy**

Sex offenders are required by California law to update their information annually, within five working days of their birthday. Sex offenders are required to register with Anaheim Police Department and the Campus Safety Department at the beginning of each term. Information regarding Megan's Law and Sex Offender Registrants can be found on the following links:

North Orange County Community College District Board Policy 3515  
[http://www.nocccd.edu/Policies/documents/3516AP\\_092407.pdf](http://www.nocccd.edu/Policies/documents/3516AP_092407.pdf)

California Office of the Attorney General Megan's Law Homepage  
<http://www.meganslaw.ca.gov/index.aspx?lang=ENGLISH>;

### **Sexual Assaults Policy**

Sexual assault is a crime. It can happen to anyone, male or female. Most often sexual assault is a crime perpetrated by someone we know, and is called "date rape" or "acquaintance rape." Regardless of the title that is given to the assault, it is still sexual assault when there is nonconsensual sexual behavior, and it is illegal. If you are a victim of a sexual assault, report it immediately to: Campus Security or the Anaheim Police Department. Anaheim Campus staff or Anaheim Police will assist in obtaining medical attention and counseling.

#### Helpful Links:

North Orange County Community College District Board Policy 3540 Sexual Assaults on Campus:  
[http://www.nocccd.edu/Policies/documents/BP3540\\_101606.pdf](http://www.nocccd.edu/Policies/documents/BP3540_101606.pdf)

### **Alcohol and Drugs Policy**

The NOCCCD Anaheim Campus is an alcohol and drug-free educational institution. The NOCCCD Board Policies and Administrative Procedures 3550 describe the Drug-free Environment and Drug Prevention Program.

#### Helpful Links:

North Orange County Community College District Drug Free Environment and Prevention Program  
<http://www.nocccd.edu/Policies/documents/3550.AP.final.revised.C-Cabinet03-23-09.pdf>.

### **Safety on Campus**

You can reduce your chances of becoming a victim. Criminals often look for unsuspecting victims. It's up to you to reduce their window of opportunity.

- Don't assume you and your belongings are safe because you are on campus
- When you arrive on campus, remember to secure your vehicle and remove your keys
- While walking, have at least one hand free and avoid isolated areas. Be alert and aware of your surroundings at all times, paying attention to the people near and around you.

- Always walk with confidence and at a steady pace. Scan the area while walking and develop a plan of action in your mind should a stranger approach you.
- Always pay attention to your intuition; if you think a situation is unsafe, it may very well be
- Crime occurs during the daytime hours as well as at night. Do not let your guard down just because it's daylight
- Protect your personal belongings at all times. Do not leave your property unattended while on campus. Do not leave personal items in plain view in your vehicle.
- When leaving campus, use the buddy system. Walk with other employees or students when going to your vehicle, or you may request an escort from Campus Security.
- Walk in well-traveled and well lighted areas. Stay away from isolated areas.
- Don't have your hands full. Have your keys in your hand and whenever possible, carry books or personal items in a back pack or briefcase.
- Before entering your vehicle, look underneath, inside, and in the backseat. Enter your car and lock all your doors. If you believe someone is following you, blow your horn to get the attention of someone or drive to a police station or other public place where people are around and again, blow your horn.
- If you have a cell phone, call for police assistance and provide a license plate number, vehicle description, and a description of the subject(s)

Anaheim Police can be reached by calling (714) 765-1900. Please provide a detailed description of the individual and the vehicle. In an emergency, call 911.