



## District Consultation Council Meeting

November 25, 2024

2:00 p.m.

**New Location:** Fullerton College, 200 Building, Room 227

Videoconferencing participation available from the Cypress College President's Conference Room

### AGENDA

#### MEETING SUMMARY

1. October 28, 2024 Summary

**Action**

#### STRATEGIC GOALS & PLANNING

1. NOCCCD Winter Student Survey

**Discussion**

#### OPERATIONAL REVIEW

- 1.

#### POLICY

1. Revised Chapter 3 Board Policies & Administrative Procedures – Reference Revisions
2. Revised BP/AP 7600, Campus Safety Officers

**Action**

**Discussion**

#### OTHER ITEMS

1. December 16 DCC Meeting

**Discussion**

**DISTRICT CONSULTATION COUNCIL**  
**October 28, 2024**

**SUMMARY**

**MEMBERS PRESENT:** Byron D. Clift Breland, Jennifer Carey, Archie Delshad, Karla Frizler, Martha Gutierrez (for Valentina Purtell), Geoff Hurst, Bridget Kominek, Elaine Loayza, Candace Lynch (for Michelle Patrick Norng), Jaclyn Magginiti, Kathleen McAlister, Flavio Medina-Martin, Cynthia Olivo, Jeremy Peters, Irma Ramos, Marlo Smith, Pamela Spence, Gabrielle Stanco (for Cherry Li-Bugg), Kai Stearns, Scott Thayer, Annalisa Webber, and Katie Wong.

**VISITORS:** Elizabeth Martinez, Leslie Tsubaki, and Davis Vo.

Chancellor Byron D. Clift Breland called the meeting to order at 2:05 p.m.

**MEETING SUMMARY**

**Summary:** The summary of the September 23, 2024 meeting was approved, with the noted correction to page 5 of the BP/AP 7600 discussion regarding CSEA's continued advocacy in support of members being able to defend themselves with the use of an asp. **There was consensus to approve the summary with four abstentions** (Archie Delshad, Martha Gutierrez, Bridget Kominek, and Candace Lynch.)

**STRATEGIC GOALS & PLANNING**

**Impact of NOCCCD's Winter Term on Student Outcomes Report:** Gabrielle Stanco, District Director, Research, Planning & Data Management, and Davis Vo, UCLA Graduate Student Researcher presented the Impact of NOCCCD's Winter Term on Student Outcomes Report as an information item to DCC.

In the 2023-24 academic year, NOCCCD offered a winter term/intersession for students with asynchronous online course offerings. The District has partnered with researchers in the UCLA Department of Statistics and Data Science to help examine the impact of enrolling in the online winter term on various academic outcomes. In May 2024, an overview report sharing descriptive statistics of student enrollment, demographics, and course success rates, including some general comparisons with fall 2023 student data was shared. The new report provides more advanced statistical analysis of winter outcomes, using causal inference methods and statistically controlling for student demographics and characteristic variables. Across the different analysis methods, there is generally a statistically significant positive relationship between students enrolled in winter term and their academic outcomes, even when accounting for varied student characteristics and social contexts. The impact is notable for the following outcomes:

- Spring term enrollment (winter students more likely to enroll in spring after winter)
- Transfer-level Math/English completion (winter students more likely to complete transfer-level English and math courses)
- Degree/certificate completion (winter students more likely to earn a degree/certificate)
- Units earned (winter students earned more units during winter/spring combined than those who did not enroll in winter)

In the ensuing discussion, members inquired about the following:

- What percentage were already our students?
- Clarification on what the variable was for the text message campaign.
- It is unfair to compare student success during winter intersession with the fall and spring terms when 4-unit classes and transfer-level math and English courses weren't offered during the Intersession, and that is a complex variable that needs to be considered.
- Was there a sense of how students found out about this opportunity?
- Do we have data about how like students did in each of the three terms, how many units the students are taking, and the difference in success rates?
- Was there an assessment of the student experience during winter intersession since it was 100% online with regard to enrolling, available services, financial aid, etc.?
- There was also a desire to gather feedback regarding the holiday break involved with the winter intersession term. How did students feel about that and was there any impact? Were they actually assigned work during the break?
- Based on this data, there might be an assumption that winter intersession classes will lead to more classes in the spring term.
- Do we have data for these students? Are these the students that always take more classes?

Gabrielle Stanco stated that her team would perform a deep dive into the data and develop a survey for winter intersession 2025 students and bring that information back to DCC. Chancellor Byron D. Clift Breland thanked the presenters and noted that the idea is to have a winter intersession with intentionality in order to best support and serve students and faculty.

## **POLICY**

**Revised AP 7230-2 Confidential Employees – Holidays and Revised AP 7240-3, Management Employees - Vacation:** AP 7230-2, Confidential Employees – Holidays was updated to reflect increasing the number of hours, from 8 to 10, for the Juneteenth holiday per the Side Letter of Understanding approved by the Board in 2024, and AP 7240-3, Management Employees – Vacation was updated to reflect increasing the number of vacation days (from 44 to 50) that a manager can accumulate per the Side Letter of Understanding approved by the Board in 2024.

During the discussion of AP 7230-2, members made a grammatical revision to section 4.3 and CSEA representatives stated that they are in the midst of negotiating something similar and what is being negotiated is not equitable.

Members supported the revisions and **there was general consensus to approve AP 7230-2 and post it to the District website with one no vote** (Pamela Spence) **and five members abstaining** (Archie Delshad, Bridget Kominek, Elaine Loayza, Marlo Smith, and Katie Wong).

Chancellor Byron D. Clift Breland noted that with regard to equity, the District is attempting to get everyone caught up, but despite some matters being dependent on negotiations, he looked forward to addressing the issues with all groups.

The group then took a separate vote on AP 7240-3 and members supported the revisions. **There was consensus to approve AP 7240-3 and post it to the District website with three members abstaining** (Archie Delshad, Jeremy Peters, and Katie Wong).

**Revised Board Policies & Administrative Procedures in Chapters 6 and 7 – Reference Revisions:** The following Board Policies and Administrative Procedures were revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update citations as provided by the CCLC Policy and Procedure Legal Updates Service:

- **BP 6200, Budget Preparation**
- **BP 6300, Fiscal Management**
- **AP 6300, Fiscal Management**
- **BP 6340, Bids and Contracts**
- **BP 6400, Financial Audits**
- **AP 6400, Financial Audits**
- **BP 6520, Security for District Property**
- **AP 6520, Security for District Property**
- **BP 7100, Commitment to Equal Employment Opportunity and Diversity**
- **BP 7120, Recruitment and Hiring**
- **AP 7120-3, Classified Employee Hiring**
- **AP 7120-4, Management Employee Hiring**
- **BP 7160, Professional Development**
- **BP 7340, Employee Leaves**

Subsequent to members clarifying that revisions were only to the reference section and that the revision dates would reflect that, **there was consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

**Revised BP/AP 7600, Campus Safety Officers:** At the February 23, 2022 meeting, a DCC item was submitted by Interim Fullerton College Vice President, Student Services for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented. At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced for review and discussion. It was requested that members share the proposed policies with their constituencies and be prepared to share feedback at the next DCC meeting. The policies were discussed again at the September 23, 2024 DCC meeting where members provided feedback on preliminary discussions with their constituencies and noted that they were not prepared to make recommendations.

Chancellor Byron D. Clift Breland asked members if there was additional information from what has previously been shared and inquired about student input or any discussions filtering through any student services areas. He stated, again, that DCC will likely not ever come to consensus since similar issues are bifurcated across the country, but the intent is to keep the District safe.

In the ensuing discussion, members shared the following:

- When will a vote on the proposed policies take place? (The spring semester.)
- The Cypress College Academic Senate received feedback on the general philosophy and its members are evenly divided. They had questions about the number of incidents that occur and whether the additional equipment is for self-defense or something else. The concept of detaining was concerning and not outlined enough in the AP.
- CSEA stated they want their members to be able to defend themselves, that campus safety officers are not detaining people, and that they wear uniforms instead of polos so there is an expectation that they are going to assist in situations.
- The Fullerton College Faculty Senate has the discussion planned for November 7 with the goal of getting a “Sense of the Senate” on several things: 1) the policies as revised; 2) the use of asps; 3) the use of sworn officers or local police departments; and 4) the idea of using additional technology like a panic card. Concern was expressed regarding bringing officers on campuses and using technology funds when they could be used to address issues with Wi-Fi and DegreeWorks.
- NOCE representatives shared that their campus is supportive of community policing and keeping officers safe, but noted the need to explore additional training for campus safety officers so they can fully perform their responsibilities. They noted that the pursuit language needs to be revisited, that questions regarding what reasonable force entails needs to be addressed, and that more districtwide safety discussions on the revisions—that include campus safety officers—need to take place.
- Is the plan to determine the philosophy first and then draft the policy language? Will someone be brought in to draft another version? (The District will move forward with this draft and as discussions occur there will be opportunities to address the philosophy.)
- Are the policy revisions in response to a specific incident, because if so, that is only a snapshot of where we are and could lead to unnecessarily overreacting.
- CSEA stated that the number of incidents that campus safety officers face are increasing and that they were reclassified because of the work that they are required to do and cited the job description duties that were approved by the District. That the Clery Reports aren’t always clear because they only include incidents that require the involvement of law enforcement, and that officers should have an option to carry a baton and if some don’t want to carry it then they should also have that option. They asked if the District wanted campus safety officers to simply observe and report.
- The Cypress College Campus Safety Director met with the Cypress College Academic Senate to discuss the legal aspects of the policies and he stated that the AP includes things that all citizens are allowed to do.
- Do campus safety officers have to have a guard card when they are hired?
- In response to a statement about Clery Reports not providing a full picture, members expressed concern about rhetoric being used to describe incidents that campus safety officers face and making decisions based on anecdotal evidence. Instead, they encouraged the campuses to look at their past program review processes to see if there has been a history of requests and patterns to determine needs in order to serve students.
- A request to share the Clery Reports.
- Clery Reports are due October 1 and every time a crime occurs, it must be logged in.
- When the proposed revisions were developed in 2022, the goals were to make sure there was inclusive language, to provide clarification for the campus safety officers regarding their authority, and to provide proper training. If we are looking at providing additional equipment, then we do need additional data or reports to see what the impact of that would be.

- The Cypress College President shared that the College has a comprehensive document on its website that lists crime on and around the campus and that they are required to list serious incidents, but it also lists other events that occurred. As part of the process, the College also confirmed their MOU with law enforcement and assessed their campus structure.
- The draft language as written did not have support from the Fullerton College Faculty Senate because it made campus safety officers more like police due to the detainment aspect.
- Fullerton College Associated Students have discussed the matter at length over recent meetings and are preparing to provide feedback to the College President and then to the President's Advisory Council.
- Cypress College Associated Students were evenly split and are looking to conduct a survey which will be shared at a Board meeting.
- The Fullerton College President reported on her meeting with the Fullerton College Police Department and that she is in the midst of fact finding and gathering information.
- Adjunct Faculty Untied, the largest workgroup on all three campuses, will survey members and share the results at a future DCC meeting.
- It was noted the group was going around in circles and it was suggested that the policies be broken down into sections to determine which areas there is agreement on and where there isn't in order to find a resolution.

Chancellor Clift Breland concluded the discussion by reiterating the need to have student feedback and making a request that Clery Reports be shared at the next meeting.

## **OTHER ITEMS**

Chancellor Byron D. Clift Breland shared that earlier in the day he met with representatives from the State Chancellor's Office regarding the Orange County Regional Convening on November 7-8 which is the first of eight events being hosted to align local goals and strategic planning with statewide plans. He encouraged attendance at the event which will include the presentation on Vision 2030 by State Chancellor Sonya Christian, as well as data specific to the District and Orange County, and an opportunity for workgroups to work on facilitating alignment.

**Next DCC Meeting:** The next DCC meeting will take place on Monday, November 25 at Fullerton College.

**ADJOURNMENT:** The meeting was adjourned at 4:01 p.m.

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: November 21, 2024

From: Gabrielle Stanco, District Director, Research, Planning and Data Management

Re: Agenda Item for District Consultation Council Meeting of November 25, 2024

1. AGENDA ITEM NAME

**NOCCCD Winter Student Survey**

2. AGENDA ITEM ACTION (Please check all that apply.)

<b>Information Only</b>		<b>Second Reading</b>	
<b>Review/Discussion</b>	<b>X</b>	<b>Action</b>	
<b>First Reading</b>		<b>Consent Agenda Item</b>	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION:

**10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**Presenters will discuss the purpose and content of the NOCCCD Winter student survey and get input from stakeholders about what topics should be included. The survey was locally developed and will help our District gather student feedback about their winter intersession experience, including the condensed term timeframe, motivations to enroll, accessibility of support services, engagement and satisfaction with the learning experience, and suggestions for improvement. NOCCCD plans to administer the survey toward the end of the winter 2024/25 term to students enrolled in classes.**

5. RECOMMENDATION:

**None**

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

**Institutional Research and Planning Directors  
Davis Vo, Graduate Student Researcher, University of California, Los Angeles**

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: November 15, 2024

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of November 25, 2024

1. AGENDA ITEM NAME

**Revised Board Policies & Administrative Procedures – Reference Revisions**

- **AP 3050, Institutional Code of Ethics**
- **AP 3200, Accreditation**
- **BP/AP 3225, Institutional Effectiveness**
- **BP/AP 3250, Institutional Planning**
- **AP 3300, Public Records**
- **BP 3410, Unlawful Discrimination**
- **BP/AP 3501, Campus Security and Access**
- **AP 3530, Weapons on Campus**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**With the exception of AP 3530, all of the BPs and APs were revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update citations as provided by the CCLC Policy and Procedure Legal Updates Service. Revisions beyond the reference section were made to the following policies:**

- **AP 3300: Revised to update the California Public Records Act citations within the procedure to reflect changes in the Government Code.**
- **BP 3501: Revised to add supporting language to section 1.0 pursuant to the 2024 changes in the ACCJC Accreditation Standards.**
- **AP 3530: No changes were made to the reference section, but revisions recommended by CCLC were made to section 1.0 to clarify the prohibition of weapons.**

5. RECOMMENDATION:

**It is recommended that upon DCC consensus, the revised Administrative Procedures be posted on the District website and the revised Board Policies be forwarded to the Board for their consideration.**

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

**CCLC Legal Updates Service**

*NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.*



## **AP 3050 Institutional Code of Ethics**

Reference:

**ACCJC Accreditation Standard III.A.13 3;**

**WASC/ACS Criterion 2, Indicator 2.1**

- 1.0 **Statement of Purpose:** The North Orange County Community College District (hereinafter “District”) recognizes its responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in Board Policy. To that end the District is committed to public accountability and transparency.
- 2.0 **Applicability:** The Institutional Code of Ethics applies to all employees of the District.
- 3.0 **Responsibilities:** Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students.
- 4.0 **Standards of Conduct:** Employees of the District shall conform their conduct to the following standards:
  - 4.1 Use of District Resources: District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District’s resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District’s resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.
  - 4.2 Relationship with Vendors
    - 4.2.1 Employees of the District who have a financial interest in a firm under consideration for business transactions with the District, excluding publicly-traded firms, must disclose the relationship to appropriate District personnel. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District’s legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.
    - 4.2.2 Under no circumstances may a person described in section 4.2.1 approve a relationship with, order or authorize purchase from, or approve or make payments to an affiliated firm or person on behalf of the District. For the purposes of this paragraph, the terms “person” and “affiliated person” includes an individual’s immediate family members, spouse, and others living within such individual’s household.

## **AP 3050 Institutional Code of Ethics**

- 4.3 Conflict of Interest: Executive administrative personnel and other designated personnel subject to the provisions of the Political Reform Act of 1974 as set forth in Government Code Sections 1090 et seq. have additional responsibilities with reference to contracts and financial decisions made by the District as described in applicable conflict of interest laws, which include the following:
- 4.3.1 Contractual Conflicts: Executive administrative personnel and other designated personnel are prohibited from having a controlling financial interest in any contract made by the District or in any contract entered into in their official capacity. As such, they are prohibited from making, participating in making or in any way attempting to use their official positions to influence a District decision when it is foreseeable that their personal financial interests may be affected by those decisions. If an executive administrator or other designated person determines that he or she has a conflict of interest at some point in the contract-making process, this determination shall be disclosed and he or she shall immediately disengage from the contract process.
- 4.3.2 Obligation to Resolve Conflicts: Executive administrative personnel and other designated personnel have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.
- 4.3.4 Disqualification: When a conflict of interest exists, an executive administrator or other designated person who has declared or who has been found to have a conflict of interest in a matter shall refrain from participating in consideration of the matter.
- 4.4 Gratuities
- 4.4.1 No employee of the District shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a District matter. In addition, employees of the District are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed in his/her official capacity with the District.
- 4.4.2 The provision of section 4.4.1 does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by employees of the District in their official capacity.
- 4.5 Maintenance of Accurate Accounts and Records
- 4.5.1 The accounts and records of the District are maintained in a manner that provides for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction.

## **AP 3050 Institutional Code of Ethics**

- 4.5.2 To the extent not required for daily operating transactions (e.g., petty cash transactions), all District funds must be retained in the appropriate District accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.
- 4.5.3 All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty, and access to such data shall be closely controlled.
- 4.5.4 Employees of the District who improperly access District accounts and records or who improperly convert these records and accounts for their own personal purpose or for the personal purpose of another, or who wrongfully disclose such records or accounts will be subject to appropriate sanctions by the District.
- 4.6 Maintenance of Confidentiality: Employees of the District who may have access to confidential information relating to students, job applicants, employees, and other information of a sensitive nature are expected to take appropriate measures to safeguard confidential or sensitive information and not disclose such information except in the course of their official duties to those who have a legitimate business need to know.

### **5.0 Employment Practices and Public Relations**

- 5.1 Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities. No employee of the District shall engage in any employment practice that is a violation of law or District policy, or use his or her position to intimidate subordinate employees or exact personal favors or things of value (for which a fair market price has not been paid) from subordinate employees.
- 5.2 Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionalism, and civility.

See Board Policy 2710, Conflict of Interest; Administrative Procedure 2710, Conflict of Interest; Board Policy 2715, Board Code of Ethics/Standards of Practice; Board Policy 3050, Institutional Code of Ethics, and Board Policy 4030, Academic Freedom.

**Date of Adoption:** May 24, 2010, Chancellor's Cabinet

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff

## **AP 3200 Accreditation**

Reference:

**Title 5 Section 51016;**  
**ACCJC Accreditation Eligibility Requirement 21; and**  
~~Accreditation Standards I.C. 12 and 13;~~  
**WASC/ACS Criterion 2, Indicator 2.1 and Criterion 10, Indicator 10.2**

- 1.0 In accordance with the standards of the Accrediting Commission of Community and Junior Colleges (ACCJC), the colleges shall conduct a comprehensive institutional self-evaluation report every seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the third year of each seven-year cycle.
- 2.0 Those employees who are responsible for the functions related to the accreditation standards must be involved in the institutional self-evaluation report and team visit.
- 3.0 The process for producing the written document that is the Comprehensive Self Evaluation Report must include:
  - 3.1 A Self Evaluation Report Chair, appointed by the President in accordance with campus procedures. If the President selects a faculty member to be the chair, the appointment must be approved by the Academic Senate;
  - 3.2 Accreditation Liaison Officer, appointed by the President;
  - 3.3 Active, campus-wide involvement of administrators, faculty, classified staff, and students;
  - 3.4 District representatives; and
  - 3.5 A Steering Committee.
- 4.0 When the Self Evaluation Report is completed, it must be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission a minimum of 45 days prior to the team visit.

See Board Policy 3200, Accreditation and Board Policy 2200, Board Duties and Responsibilities.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 26, 2016 District Consultation Council  
November 26, 2014 Chancellor's Staff  
June 17, 2014, Chancellor's Staff

## **BP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq. and 84754.6;**  
**ACCJC Accreditation Standard ~~1B.5-9~~ 1;**  
**WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 The Board of Trustees is committed to developing goals that measure the ongoing condition of the District's operational environment.
  - 1.1 The Chancellor shall ensure that those goals are established.
- 2.0 The Board of Trustees regularly assesses the District's institutional effectiveness.
  - 2.1 The Chancellor shall inform the Board of Trustees about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

See Administrative Procedure 3225, Institutional Effectiveness.

**Date of Adoption:** October 13, 2015

**Date of Last Revision:** October 22, 2019  
September 14, 2016 Chancellor's Staff

## **AP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq. and 84754.6;**  
**ACCJC Accreditation Standards ~~LB-5-9~~ [1](#);**  
**WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 All entities in the District shall collaboratively develop, adopt, and publicly post measurable goals that address all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.
- 2.0 All goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

See Board Policy 3225, Institutional Effectiveness.

**Date of Adoption:** August 24, 2015 District Consultation Council

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff

## **BP 3250 Institutional Planning**

Reference:

**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;**  
**ACCJC Accreditation Standards ~~I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5~~ [1.4](#) and [3.5](#);**  
**WASC/ACS Criterion 1, Indicator 1.6 and Criterion 10, Indicators 10.1 and 10.5**

- 1.0 The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.
  - 1.1 The planning system shall include plans required by law, including, but not limited to:
    - 1.1.1 Long-range Educational or Academic Master Plan
    - 1.1.2 Facilities Plan
    - 1.1.3 Equal Employment Opportunity Plan
    - 1.1.4 Student Equity and Success Plan
- 2.0 The Chancellor shall submit to the Board of Trustees those plans for which Board approval is required by Title 5.
- 3.0 The Chancellor shall inform the Board of Trustees about the status of planning and the various plans.
- 4.0 The Chancellor shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Procedure 3250, Institutional Planning.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** October 22, 2019  
September 14, 2016 Chancellors' Staff  
November 26, 2014, Chancellor's Staff  
February 25, 2014  
November 12, 2008 Chancellor's Staff

## **AP 3250 Institutional Planning**

Reference:

**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;**  
**ACCJC Accreditation Standards ~~I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5~~ [1.4 and 3.5](#);**  
**WASC/ACS Criterion 1, Indicator 1.6 and Criterion 10, Indicators 10.1 and 10.5**

- 1.0 The Colleges, North Orange Continuing Education, and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources. Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised annually and approved by the respective planning bodies.
- 2.0 Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- 3.0 The Board of Trustees may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board of Trustees reviews curriculum items.

See Board Policy 3250, Institutional Planning.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff  
November 12, 2008 Chancellor's Staff



North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 3  
General Institution

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## **AP 3300 Public Records**

Reference:

**Government Code Section ~~6250~~ [7920.000](#) et seq. (California Public Records Act)**

- 1.0 Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor or the Chancellor's designee.
  - 1.1 Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.
  - 1.2 Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.
- 2.0 Records that are exempt from disclosure under the California Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.
- 3.0 Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.
  - 3.1 Within 10 days, the Chancellor or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).
- 4.0 A copying fee of \$.10 per page, and postage may be charged to the requesting party.
- 5.0 The records listed below are exempted from designation as public records:
  - 5.1 Student records (Education Code Section 76243);
  - 5.2 Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure (Government Code Section ~~6254(a)~~ [7927.500](#));
  - 5.3 Records pertaining to pending litigation, or to claims, until the pending litigation or claim has been finally adjudicated or otherwise settled (Government Code Section ~~6254(b)~~ [7927.200](#));
  - 5.4 Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section ~~6254(e)~~ [7927.700](#));

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 3  
General Institution

---

## **AP 3300 Public Records**

- 5.5 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, (except for standardized tests provided for by Education Code Sections 99150 et seq.) (Government Code Section ~~6254(g)~~ [7929.605](#));
- 5.6 The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code Section ~~6254(h)~~ [7928.705](#));
- 5.7 Internet posting of home address or telephone numbers of local elected officials (Government Code Section ~~6254.24~~ [7928.205](#));
- 5.8 Home addresses, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan. (Government Code Section ~~6254.3~~ [7928.300](#));
- 5.9 Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section ~~6254.3(b)~~ [7928.300](#));
- 5.10 Records regarding alternative investments (i.e., an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company, or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information;
- 5.11 Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system;
- 5.12 Identification number, alphanumeric character, or other unique identifying code used to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section ~~6254.33~~ [7928.715](#))

See Board Policy 3300, Public Records; Board Policy 5040, Student Records, Directory Information, and Privacy; Administrative Procedure, Student Records, Directory Information, and Privacy; and Board Policy 5045, Student Records: Challenging Content and Access Log.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** October 28, 2019 District Consultation Council

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 3  
General Institution

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**AP 3300 Public Records**

September 25, 2017 District Consultation Council  
March 28, 2011 Chancellor's Cabinet  
February 9, 2009 Chancellor's Cabinet  
April 24, 2006  
December 13, 2004

North Orange County Community College District  
**BOARD POLICY**  
Chapter 3  
General Institution

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## **BP 3410 Unlawful Discrimination**

Reference:

**Education Code Sections 66250, et seq.; 72010, et seq., and 87100 et seq.;**  
**[Title 2 Sections 10500 et seq.;](#)**  
~~**Title 5 California Code of Regulations Sections 53000, et seq. and 59300 et seq.;**~~  
**Penal Code Section 422.55**  
**Government Code Sections 12926.1, and 12940 et seq., [and 12954;](#)**  
**Labor Code Section 1197.5;**  
~~**ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements;**~~  
**WASC/ACS Criterion 2, Indicator 2.1**

1.0 College catalogs and class schedules shall contain the following statement:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NON-DISCRIMINATION STATEMENT

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romneya Drive  
Anaheim, CA 92801-1819  
Telephone: 714-808-4826

Students, employees, interns, and volunteers who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

2.0 The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

North Orange County Community College District  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3410 Unlawful Discrimination**

- 3.0 The policy of the North Orange County Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.
- 4.0 Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in Administrative Procedure 3410, Unlawful Discrimination or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- 5.0 The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
- 6.0 No District funds shall be used for membership, or for participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race or ethnicity, medical condition, color, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because an individual is perceived to have one or more of those characteristics.
- 7.0 In so providing, the North Orange County Community College District hereby implements the provisions of the California Government Code Sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code Section 66250, et seq.), Education Code Section 212.5, Title VI of the Civil Rights Act of 1964 (42 U.S. Code Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S. Code Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794), the American with Disabilities Act of 1990 (42 U.S. Code section 12100, et seq.), and the Age Discrimination Act (42 U.S. Code Section 6101).

See Administrative Procedure 3410, Unlawful Discrimination.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** March 26, 2019  
April 14, 2015  
September 24, 2013

## **BP 3501 Campus Security and Access**

Reference:

**34 Code of Federal Regulations Part 668.46(b)(3);  
ACCJC Accreditation Standard ~~III-B-1~~ [3.8](#);  
WASC/ACS Criterion 7, Indicator 7.1 and Criterion 8, Indicator 8.4**

**1.0 The District provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.**

**24.0** The Chancellor shall establish procedures for security and access to District facilities.

See Administrative Procedure 3501, Campus Security and Access; Board Policy 6520, Security for District Property; and Administrative Procedure 6520, Security for District Property.

**Date of Adoption:** November 22, 2011

**Date of Last Revision:** January 28, 2020  
September 14, 2016 Chancellor's Staff  
April 22, 2015 Chancellor's Staff

**This policy is legally required and the new language in section 1.0 is pursuant to the 2024 changes in ACCJC accreditation standards.**

## **AP 3501 Campus Security and Access**

Reference:

**34 Code of Federal Regulations Part [Section 668.46 subdivision \(b\)\(3\)](#);  
**ACCJC Accreditation Standard ~~III.B.1~~ [3.8](#);**  
**WASC/ACS Criterion 8, Indicator 8.4****

- 1.0 During business hours, the District will be open to all individuals who have business on campus. During non-business hours access to all District facilities is by key, if issued, or by admittance via Campus Safety. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.
- 2.0 Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators review the survey results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the year the appropriate administrators shall meet to discuss campus security and access issues of pressing concern.

See Board Policy 3501, Campus Security and Access; Board Policy 6520, Security for District Property; and Administrative Procedure 6520, Security for District Property.

**Date of Adoption:** October 24, 2011 Chancellor's Cabinet

**Date of Last Revision:** November 25, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
April 22, 2015 Chancellor's Staff

## **AP 3530 Weapons on Campus**

Reference:

**Penal Code Sections 626.9 and 626.10**

- 1.0 Except as set forth below, Firearms, ammunition, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, unless approved as instructional equipment or as a function of job responsibilities.
  - 1.1 The prohibition of firearms includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.
- 2.0 Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge or to the Campus Safety Department.
- 3.0 Any person who believes that they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify Campus Safety and obtain written permission to possess a firearm or other weapon on campus.
- 4.0 Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any District campus or at any District center, or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of their duties.

See Board Policy 3530, Weapons on Campus.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** January 27, 2020 District Consultation Council  
September 26, 2016 District Consultation Council  
February 25, 2013 District Consultation Council  
May 6, 2009 Chancellor's Staff



# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: November 15, 2024

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of November 25, 2024

1. AGENDA ITEM NAME

**Revised BP/AP 7600, Campus Safety Officers**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Fifth Reading	X
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **45 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**At the February 23, 2022 meeting, a DCC item was submitted by Interim Fullerton College Vice President, Student Services for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented.**

**At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced for review and discussion and it was requested that members share the proposed policies with their constituencies in order to share feedback at the next DCC meeting. The policies, including the possibility of including an asp for Campus Safety Officers, have been discussed at the September 23 and October 28 DCC meetings where members have provided feedback on preliminary discussions with their constituencies.**

5. RECOMMENDATION:

**It is recommended that DCC members discuss the proposed revisions to AP/BP 7600 and provide feedback from their constituencies.**

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

**Campus Safety Workgroup and Chancellor's Staff**

*NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.*

## **BP 7600 Campus Safety Officers**

Reference:

**Education Code Sections 72330.5 et seq.;**  
**Government Code Sections 3300 et seq.**

- 1.0 It is the policy of the Board [of Trustees](#) to protect the property of the District and to provide reasonable security measures to protect the District's students, employees, and visitors while on campus, with the understanding that students, employees, and visitors must assume the primary responsibility for their own personal safety and the security of their personal belongs.
- 2.0 The District shall employ campus safety officers, who shall provide services as security guards or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement.
- 3.0 The Chancellor or designee shall enter into an agreement with local law enforcement agencies to request assistance for incidents that require resources not available to the District's safety officers and which shall provide that campus safety officers shall cooperate with local law enforcement in performing their duties. Local police agencies shall have jurisdiction on District premises to enforce Federal, State, and local laws, including criminal laws and Vehicle Code violations, and shall have the authority to investigate all criminal and moving traffic violations that occur on District property.
- 4.0 Every campus safety officer ~~who works more than twenty hours per week~~ shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). An officer who is required to carry security equipment shall complete appropriate training and certification in the use of such equipment as specified by the District and state law.
- 5.0 Every campus safety officer shall meet other requirements set out in Education Code Section 72330.5.
- 6.0 The Chancellor shall establish procedures necessary for administration of campus security.

See Administrative Procedure 7600, [Campus Safety Officers](#).

**Date of Adoption:** June 12, 2001

**Date of Last Revision:** May 6, 2009 Chancellor's Staff  
July 22, 2003

## **AP 7600 Campus Safety Officers**

### Reference:

Education Code Sections 72330.5 et seq.;  
Government Code Sections 3300 et seq.

### 1.0 Definitions

1.1 “Campus Safety Officer” means an employee of Cypress College, Fullerton College, or North Orange Continuing Education with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, and Director of Campus Safety.

1.2 “Community-oriented safety principles” means a philosophy that combines traditional aspects of law enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships (e.g., Behavioral Intervention Team).

1.3 “Objectively reasonable” means that officers shall evaluate each situation requiring the use of force in light of the known circumstances in determining the necessity for force and the appropriate level of force.

The evaluation of the situation includes, but is not limited to, the severity of the crime, whether an individual poses an immediate or imminent threat to the safety of the Campus Safety Officer or others, and whether the individual is actively resisting.

Campus Safety Officers maintain the right to self-defense and have a duty to protect the safety of others. Campus Safety Officers are authorized to use only the amount of force that is objectively reasonable to perform their duties.

1.4 “Probable cause” – Probable cause for an arrest exists when facts and circumstances, within the Campus Safety Officer’s knowledge, would lead a reasonable officer to believe that an individual has committed or is committing a crime.

1.5 “Reasonable suspicion” – Is the basis for detention when specific facts would lead any reasonable person to believe criminal activity has taken place or is taking place, and further investigation is required. Reasonable Suspicion is not sufficient for an arrest.

### 42.0 Campus Safety Departments and Community-Oriented Safety Philosophy

2.1 The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques and other appropriate methods to foster a safe and inclusive educational environment. The Campus Safety Departments are committed to providing a safe and inclusive campus environment for students, faculty, staff, and visitors using a community-oriented philosophy. The Campus Safety Departments shall provide the

## **AP 7600 Campus Safety Officers**

**safest possible environment within the scope of the authority, training, and job duties of its personnel. To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.**

~~1.1~~ **2.2** The objectives of the ~~District's campus safety departments~~ **Campus Safety Departments** are to promote a safe and secure environment for the District's students, employees, and visitors, to provide for the protection of District property against theft and vandalism, and to increase **safety** awareness through appropriate crime prevention **and safety** programs.

~~1.2~~ The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.

### **23.0 Campus Safety Officers**

#### **23.1 General Authority and Role of Campus Safety Officers**

~~23.1.1~~ The District's safety officers **Campus Safety Officers** are non-sworn and unarmed. Their primary role, within the limits of the law and the authority granted by the Board **of Trustees**, is to protect the persons and property of the District, primarily through prevention, **deterrence, presence,** observation, and reporting. Other authorized functions may include monitoring safety standards established by the District, issuing parking citations on District premises pursuant to Section 21113(a) of the California Vehicle Code, enforcing District rules and regulations, monitoring facility access control, ~~and~~ providing assistance with special events, **and providing other general security functions.**

~~23.1.2~~ The District's safety officers **Campus Safety Officers** are not **sworn** peace officers and **thus** are not empowered with police authority to enforce laws. No ~~District safety officer~~ **Campus Safety Officer** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge, use an insignia or identification, or make any statement with the intent to give an impression that the **Campus Safety Officer** ~~safety officer~~ is a **acting as a sworn** peace officer **when on duty for NOCCCD.**

**3.1.3 Campus Safety Officers shall at all times be courteous, unbiased, and civil in accordance with NOCCCD Administrative Procedure 3050, Institutional Code of Ethics. Campus Safety Officers will act and serve with cultural intelligence and professionalism at all times.**

**3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal**

## **AP 7600 Campus Safety Officers**

protection tactics, established training, policies, and procedures. This may include collaboration with District administration and local law enforcement as needed.

**3.1.5 Campus Safety Officers are employees of the District. Periodically there may be a need for mutual aid and may be assigned to perform their duties at a different campus per the any current collective bargaining agreement.**

**3.1.6 Campus Safety Officers uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.**

### **23.2 Authority to Question Persons**

**3.2.1 ~~District safety officers~~ Campus Safety Officers may question, and request identification, and/or detain of any persons on District property when ~~probable cause~~ reasonable suspicion to do so exists with respect to suspicious circumstances involving persons, accidents, assaults or complaints regarding the commission of a public offense.**

**3.2.2 Campus Safety Officers may detain an individual on campus for reasonable suspicion of involvement in criminal activity but short of probable cause to arrest. Detaining an individual is for investigative purposes and limited to a short period of time. If there are facts that a crime occurred, the local police department shall be immediately contacted and the situation referred to local police.**

**3.2.3 Campus Safety Officers have the authority to question and request identification of students when necessary, (Board Policy 5500, Standards of Student Conduct and Discipline) to investigate administrative violations of Board Policy. The authority to question does not give officers the authority to use force to detain an individual for solely violating a Board Policy that would not rise to the level of a crime or public offense. Officers shall use other means to identify the student and complete an incident report for violating the Board Policy 5500, Standards of Student Conduct and Discipline.**

**3.2.4 When an individual is detained, Campus Safety Officers are required to identify specific and articulable facts that would indicate to a reasonable officer that the person detained was involved in a crime or is involved in a crime. Officers are required to tell the detained person what they are investigating, and the reason for their detention.**

### **23.3 Authority to Make Arrests**

**23.3.1 ~~District safety officers~~ Campus Safety Officers are authorized but not required to effect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:**

## **AP 7600 Campus Safety Officers**

~~23.3.1.1~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a public offense has been committed or attempted in the officer's presence on District property and detention of the suspect is reasonably necessary to defend or regain District or personal property or to defend the officer or ~~another~~ **others** from bodily harm.

~~23.3.1.2~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a felony has been in fact committed on District property, ~~although~~ **whether or** not in the officer's presence, and the officer has ~~reasonable~~ **probable** cause for believing the person arrested to have committed it.

**3.3.1.3** **A Campus Safety Officer is authorized but not required to make a private person's arrest where a public offense has been committed on District property in the presence of the officer, and the officer reasonably believes the person arrested committed the offense.**

~~23.3.2~~ District safety officers **Campus Safety Officers** are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is probable cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

~~23.3.3~~ District safety officers **Campus Safety Officers** are authorized to use reasonable and necessary force, within the limitations prescribed in section ~~23.4~~ of these procedures, to make a ~~citizen's~~ **private person's** arrest or to detain a person for purposes of conducting an investigation as provided in section ~~23.3.2~~ above.

### **23.4** **Authorized Use of Force**

~~23.4.1~~ District safety officers **Campus Safety Officers** are authorized to use the amount of force **objectively** reasonable ~~and necessary, within the limits of established District procedure,~~ to accomplish the lawful and authorized security objectives of the District.

~~23.4.2~~ **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: verbal commands, critical decision-making, tactical deployment and/or de-escalation techniques.** Where control of a situation cannot be accomplished through ~~advice, warnings and persuasion,~~ **these methods,** District safety officers **Campus Safety Officers** shall use only the amount of force **objectively**

## **AP 7600 Campus Safety Officers**

reasonable and necessary, given the facts and circumstances known at the time of the event **incident**, to accomplish the lawful and authorized security objectives of the District.

~~23.4.3~~ District safety officers **Campus Safety Officers** are authorized to use low to intermediate levels of force, defined as follows:

~~23.4.3.1~~ **Low force** is calculated to gain compliant behavior with no expectation of injury and includes the physical presence of the officer, verbal commands, request for additional personnel, gesturing, **or other similar measures**, ~~and physical contact involving a firm grip.~~

~~23.4.3.2~~ **Intermediate force** is calculated to control or overcome resistance with no expectation of great bodily injury or death, but with some possibility of injury and includes physical control tactics such as holding, pulling, pushing, the application of handcuffs, and the use of pepper spray.

**3.4.3.3 Pepper spray or similar products authorized by the District will not be used at any time except as a defense measure when there is a threat of personal injury to the Campus Safety Officer or another person(s).**

~~2.4.4~~ The highest level of force approved is the use of a District issued pepper spray or similar products authorized by the District. ~~Pepper spray will not be used at any time except as a defensive measure when there is an immediate threat of personal injury to the officer or another person.~~

~~2.4.5~~ District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed above, to make a citizen's arrest, to defend or regain District or personal property, or to defend the officer or another from bodily harm.

### **23.5 Authorization to Conduct Searches**

~~23.5.1~~ Except as provided in sections ~~23.5.2~~ **and 3.5.3** below, District safety officers **Campus Safety Officers** are not authorized to conduct searches of persons, property, or vehicles.

~~23.5.2~~ District safety officers **Campus Safety Officers** are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is probable cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags, or other property in the immediate possession of the person

## **AP 7600 Campus Safety Officers**

detained, but not including any clothing worn by the person, may be searched.

Campus Safety Officers are authorized to conduct, pursuant to Section 846 of the California Penal Code, a limited and reasonable search for weapons, only if the officer has probable cause to believe that the person arrested is in possession of a weapon. Any contraband or stolen articles discovered while searching for weapons should be left on the person arrested, unless there is a likelihood the person arrested will dispose of or use the items against the officer. Any items discovered or seized should be relinquished to responding law enforcement as soon as reasonably possible.

3.5.3 Campus Safety Officers may pat-down the outer garment of an individual subject to arrest. The purpose of the pat-down is for the safety of the Campus Safety Officer when there are articulable facts that would indicate the individual(s) detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer.

### 3.6 Authorization to Engage in Pursuits

~~3.6.1~~ Except as provided in ~~3.6.2~~ below, the primary responsibility of ~~District safety officers~~ Campus Safety Officers is to observe and report information to local law enforcement where a fleeing suspect is observed leaving the scene. Campus Safety Officers should make observations ~~while following at~~ from a safe distance and immediately notify local law enforcement.

~~3.6.2~~ ~~Safety officers~~ Campus Safety Officers are authorized but not required to engage in foot or bicycle pursuits on District property to detain or arrest for criminal activity, (837 PC). ~~regain District or personal property. All pursuit shall end if the suspect exits District property. Safety officers shall not engage in foot or bicycle pursuits that may cause injury to themselves, innocent bystanders, or the suspect.~~

Campus Safety Officers may pursue off-campus if capture is imminent. It is the intent of this policy to limit pursuits to District property with few exceptions.

3.6.3 Campus Safety Officers are authorized to follow an individual who has committed a crime for the purpose of updating law enforcement as to the location of the individual.

~~3.6.3~~ 3.6.3 Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited (excluding providing updates under section 3.6.3).

### 3.7 Authorization Regarding Traffic and Parking Violations



## **AP 7600 Campus Safety Officers**

~~23.7.1~~ ~~Safety officers~~ **Campus Safety Officers** have the responsibility to observe and report moving traffic violations on District property, but are not authorized to make traffic stops. Violators will be identified via license plate and/or parking permit and will be referred to the appropriate campus administrator via memorandum or incident report. **Violators should not be confronted or blocked to obtain any compliance.**

~~23.7.2~~ ~~District safety officers~~ **Campus Safety Officers** may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

### **34.0 Equipment**

~~34.1~~ Only District issued and approved equipment shall be carried or used by ~~safety officers~~ **Campus Safety Officers** while on duty. This includes uniform wear, both mandatory and optional. ~~Safety officers~~ **Campus Safety Officers** ~~may be authorized to carry and use handcuffs and pepper spray or similar products authorized by the District,~~ **may only carry authorized equipment,** subject to satisfactory completion of appropriate training and certification in the use of such equipment as specified by the District and state law. Equipment issued to ~~safety officers~~ **Campus Safety Officers** shall not be removed from District property without authorization.

~~34.2~~ ~~Safety officers~~ **Campus Safety Officers** are expressly prohibited from carrying or using any deadly weapon on District property or in the performance of their duties. Deadly weapons include, but are not limited to, firearms, knives, batons, any razor with an unguarded blade, any pipe or bar used or intended to be used as a club, and those items listed in Section ~~12020(a)(1)~~ **16590** of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

### **45.0 Patrolling**

~~45.1~~ ~~District safety officers~~ **Campus Safety Officers** will employ community-oriented security strategies, which shall include the use of foot, bicycle, and vehicle patrols. ~~Safety officers~~ **Campus Safety Officers** will not patrol or respond to calls outside designated District property **and/or established campus** patrol boundaries.

~~45.2~~ The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by ~~safety officers~~ **Campus Safety Officers** in the performance of their duties.

**5.3 Use of campus safety vehicles are restricted to licensed department drivers. The vehicles are for official District business. There shall be no unapproved transportation of individuals or unapproved ride-along. Driving or patrolling shall be done in a safe manner for conditions. Consideration of conditions includes the presence of pedestrians, heavy vehicular traffic, weather and road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.**

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 7  
Human Resources

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## **AP 7600 Campus Safety Officers**

**5.4 Campus Safety Officers shall immediately report any accident to their immediate management supervisor. All facts associated with the accident shall be included in an incident report. Witnesses to the accident shall be interviewed and that information included in the incident report. For accidents on a public street, the local police department shall be requested to make an accident report.**

~~5.0 **Personal Bearing:** It is essential that safety personnel be sensitive to the higher education environment. Safety officers shall at all times be courteous and civil to the public and to one another. Safety officers shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.~~

### **6.0 Training and Adherence to Policies and Procedures**

6.1 ~~District safety officers~~ **Campus Safety Officers** shall, as a condition of employment, satisfactorily complete and maintain appropriate annual training and certification as specified by the District and state law.

6.2 Adherence to District policies and procedures governing the conduct of ~~safety officers~~ **Campus Safety Officers** is considered a condition of employment. Any violation of, deviation from, or abuse of these **Board** policies, procedures or regulations may result in disciplinary action, including termination.

7.0 **Standard Operational Procedures:** Campus safety departments shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.0 **Change in Procedures:** Any change in approved procedures must be authorized by the Chancellor.

**See Board Policy 7600, Campus Safety Officers.**

**Date of Adoption:** June 12, 2001

**Date of Last Revision:** May 6, 2009 Chancellor's Staff  
July 22, 2003

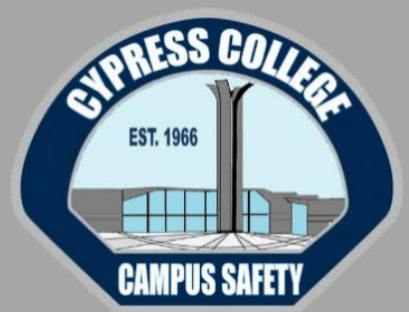


# Cypress College

## Annual Safety and Security Report

Issued in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

# 2024



# Annual Safety and Security Report 2024

## TABLE OF CONTENTS

Jeanne Clery Disclosure Act	1
Introduction	1
Campus Security Authorities	2
Cypress College Campus – Building Security and Access	2
<b>Department of Campus Safety</b>	
Campus Safety Officers	3
Campus Safety Cadet Program	3
Campus Safety Patrol Jurisdiction and Clery Reporting Geography Map	3
Local Police - City of Cypress Police Department	4
Memorandum of Understanding - City of Cypress/NOCCCD	4
Non-Campus Location	4
<b>Security Awareness Programs</b>	
The Daily Crime Log	5
Cypress Safe Watch Program	5
Campus Safety Orientations and Community Interactions	5
<b>Crime Prevention Programs</b>	
Personal Safety Escorts	6
Emergency Telephones	6
<b>Reporting Criminal Activity or a Campus Emergency</b>	
Reporting a Crime or Emergency	7
Anonymous/Confidential Reporting - We Tip Hotline	7
Charger Assessment Team (ChAT)	7
Campus Response to Reported Crimes and Emergencies	7
<b>Timely Warnings and Emergency Notification</b>	
Timely Warning Notice	8
Emergency Notification	8
Administration and Notification Protocol	8
Text Messaging Subscription Instructions	9
Additional Information Resources	9
<b>Emergency Preparation and Response</b>	
Emergency Action Plans	10
National Incident Management System	10
Cypress College Emergency Training	10
Emergency Drills and Exercises	10
Students and Emergencies	10
General Evacuation Guidelines	11
Lock-Down and Shelter in Place Procedures	11
<b>Sexual Misconduct and Reporting Guidelines</b>	
General Statement of Prohibition	12
Distribution of Sexual Misconduct Information	12

## **Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Prevention and Awareness Programs	13
Prevention and Risk Reduction	13
Bystander Intervention	14
Guide to Reporting Sexual Assault, Dating Violence and Domestic Violence	14
Report Stalking	18
Confidentiality Statement	18
Disclosure of Disciplinary Proceedings	19
Statement of Written Notification	19
Protective Orders	20

## **Reporting Hate Crimes and Hate Incidents**

Reporting Hate Crimes and Hate Incidents	21
--	----

## **North Orange County Community College District Policies and Procedures**

Prohibition of Harassment Policy	22
Title IX and Civil Rights Grievances	22
Title IX Complaint - Procedures	23
Title IX Coordinators	23
Title IX Harassment Complaints, Investigations, and Hearings	24
Definitions	24
Reporting Outcomes	27
District Employees and Officials with Authority	27
Intake and Processing of Reports	27
Removal of Respondent Pending Final Determination	28
Formal Complaint Grievance Process	29
Disciplinary Sanctions and Remedies	35
Appeal of Dismissal of a Formal Complaint or the Determination of Responsibility	36
Grounds for Appeal	36
Appeal Procedure	36
Informal Resolution	36
Retaliation Prohibited	37
Dissemination of Policy and Procedures	37
Training	37
File Retention	37
Alcohol Policy	38
Illegal Drug Policy	39
Drug-Free Schools and Communities Act	39
Health Risks Associated with Substance Abuse	40
Weapons on Campus Policy	40

## **Crime Statistics**

Cypress College Crime Statistics	41
----------------------------------	----

### **Appendix & Additional Resources**

North Orange County Community College District Board Polices and Administrative Procedures__	44
Cypress College on Campus Student Resources_____	44
Off Campus Student Resources_____	45
Safety on Campus_____	46

### **Definitions and Terms**

Clery Act: Crime Definitions_____	47
Clery Act: Sex Offense Definitions_____	47
Violence Against Women Act / VAWA Crimes_____	48
NOCCCD Sexual Assault and Other Sexual Misconduct / VAWA Crimes_____	49
California Penal Code Definitions_____	49
Cypress College Campus Emergency Phone Location Map_____	51
Cypress College Emergency Evacuations Map_____	52



### **Jeanne Clery Disclosure Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it.

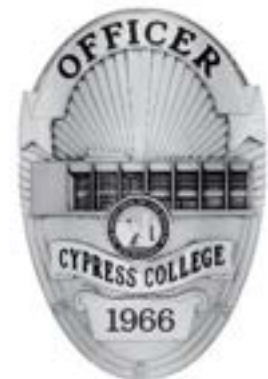
Congress enacted the original legislation in 1990, as the Campus Security Act; Howard and Connie Clery pursued the legislation after their daughter Jeanne Clery was murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report by October 1st of each year. The law requires institutions of higher education to publish three years of crime statistics. The Jeanne Clery Act has been amended regularly over the last 20 years in order to reflect the changes to campus safety.

### **Introduction**

The Cypress College Department of Campus Safety prepares, collects and reviews crime reports and reports of criminal activity in order to prepare the annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available on the Cypress College website at <http://www.cypresscollege.edu>. The report is prepared in cooperation with the local law enforcement agencies neighboring the Cypress College Campus. Local law enforcement agencies with jurisdiction on or near the Cypress College Campus provide crime statistics and information on crime reports filed or reported within the campus's clery reporting geography to the Department of Campus Safety.

The campus crime, arrest and referral statistics include those crimes reported to the Cypress Police Department, Buena Park Police Department, Cypress College Department of Campus Safety, and employees designated as Campus Security Authorities.

Students and employees will receive an e-mail notification of the websites where this report is located. Copies of the report may be obtained at the Cypress College Department of Campus Safety Office. The department is located at 9200 Valley View Street, Cypress CA. 90630. The Campus Safety Office is open from 7:30 a.m.-6:30 p.m., Monday – Thursday, and 7:30 a.m.-4:30 p.m. on Fridays. The Department of Campus Safety can be reached by phone at (714) 484-7387.



### **Campus Security Authorities**

The function of a campus security authority is to report criminal activity that they are made aware of, immediately or as soon as practically possible, to the official or office designated by the institution to collect crime report information, such as the Department of Campus Safety. A campus security authority is defined as; a member of a Campus Police or Security Department; individuals responsible for campus security, but do not constitute campus police/security, such as an individual who is responsible for monitoring access into campus property; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is any person who has the authority and the duty to act or respond to particular issues on behalf of the institution. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. Students, employees, and visitors on campus may report a crime to any designated campus security authority, such as the Title IX Coordinator, Faculty Advisor, Dean, Athletics Coach or Director, Campus Health Center Director, Victim Advocate, and Sexual Assault Advocate. The Department of Campus Safety is a designated campus security authority and is responsible for collecting and forwarding crime report information to the Cypress Police Department. There is no expectation for a campus security authority to investigate any criminal offense.

### **Cypress College Campus – Building Security and Access**

The Cypress College Campus is comprised of instructional classroom buildings, student service center, theater, library, administrative and support facilities, recreation centers, public grounds and parking lots. The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

Hours of operation and public access for the Cypress College Campus are between the hours of 05:00 am – 11:00 pm Monday – Friday. Weekend and holiday hours will vary based on authorized usage. General public access to the campus is limited to buildings and/or areas that provide informational and support services, performance venues, sporting event locations, authorized community use areas, facilities rentals and open public use walkways and grounds. Classrooms, lecture halls, laboratories, studios, athletic courts/fields, and conference rooms, are reserved for instructional use by staff and students. Staff offices, designated parking lots, campus operational support facilities and restricted areas are not open to the general public.

The Cypress College Campus utilizes a computerized access control system that controls, monitors and records access to campus buildings. The access control system is operated by authorized Facilities and Campus Safety Personnel. The access control system also provides or denies access to campus buildings based on a pre-programmed schedule and a list of authorized personnel.

Designated employees are issued keys and must adhere to established campus policy in regards to access control and building security. Additional security patrols and monitoring can be implemented when campus buildings are under construction or are being maintained.



## ***Department of Campus Safety***

### **Campus Safety Officers**

Cypress College Campus Safety Officers are non-sworn public officers that work within the limits of the authority granted by the Board of Trustees of the North Orange County Community College District. Campus Safety Officers are authorized to affect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, and within the limits of established District



procedures. Cypress College Campus Safety Officers receive a variety of professional training, including certification in a Basic Arrest Course PC 832, Campus Law Enforcement Course PC 832.3, School Security Officer Course SB 390, and First Aid/CPR/AED, as well as additional training designed to meet the needs of the campus community. Campus Safety Officers patrol and monitor the campus 24 hours a day, 365 days a year. The primary mission of the department is to promote safety awareness within a college environment. The staff assists the community by providing the safest possible environment within the scope of their authority, training, job duties, and abilities. Duties include but are not limited to: responding to calls, video surveillance, building access control, criminal and traffic investigations, safety escorts, reporting safety hazards and parking enforcement. Campus Safety Officers also respond to mutual aid requests from other agencies. See NOCCCD AP and BP 7600.

### **Campus Safety Cadet Program**

Campus Safety Cadets provide support services to the department and campus community. These student employees assist Campus Safety Officers with patrolling the campus buildings/grounds, parking enforcement, traffic control, providing safety escorts, special events staffing, and emergency operations support.

### **Campus Safety Patrol Jurisdiction and Clery Reporting Geography Map**

The Department of Campus Safety's patrol jurisdiction is limited to on-campus property within the boundaries listed below. Campus Safety Officers do not patrol or respond to incidents that are off campus, on public property, or private property. Campus boundaries, for the purpose of compiling crime reports and statistics for the annual safety and security report, clery reporting geography, are listed below;

**North boundary:** North wall of parking lot 9, East wall of parking lot 9, North wall along College Circle Dr., North wall of the Facilities parking lot, North wall of parking lot 6

**East boundary:** East sidewalk of Holder Street

**South boundary:** South sidewalk of Orange Ave, South perimeter wall, private property

**West boundary:** West sidewalk of Valley View St

### Map Key

On Campus/Green - Indicates property and grounds owned and controlled by Cypress College / NOCCCD.

Non-Campus - Indicates property that is owned or controlled by Cypress College / NOCCCD and is not in the same reasonably contiguous geographic area.

Public Property/Yellow - Indicates all public property to include: sidewalks, streets, public parks, and public utility thoroughfares.

Private Property/Grey - Indicates property that is privately owned by an individual or private entity.



The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

### **Local Police - City of Cypress Police Department**

The Cypress College Department of Campus Safety maintains a strong partnership with the Cypress Police Department. The North Orange County Community College District has a memorandum of understanding with the City of Cypress regarding police support to Cypress College. All criminal incidents are reported to the Cypress Police Department. The Cypress Police Department maintains reports and statistics for the criminal activity on the campus and the sidewalks adjacent to the campus. The Cypress Police Department is located at 5275 Orange Ave. Cypress, CA 90630. The telephone number is (714) 229-6600. Crime statistics included in this report are those required by the Clery Act.

### **Memorandum of Understanding - City of Cypress/North Orange County Community College District**

The Cypress Police Department shall investigate all crimes that are set forth under State law that occur at the Cypress College Campus. In the event that the Cypress Police Department requests the assistance of Cypress College Campus Safety in the investigation of any such crime under State law, the District shall cooperate, in good faith, in providing such assistance as reasonably requested by the Cypress Police Department. The Cypress Police Department shall assume lead responsibility of investigations of violent crimes that occur on campus.

### **Non-Campus Locations**

Cypress College does not have officially recognized non-campus locations that are used by student organizations.

## ***Security Awareness Programs***

### **The Daily Crime Log**

The Cypress College Department of Campus Safety maintains a daily crime log of criminal activity and alleged criminal behavior reported to the Department. The daily crime log reflects the time and date the crime was reported, the location and nature of the reported incident, along with a disposition. The Department may withhold information from the daily crime log if the release of such information would jeopardize the safety of an individual or an ongoing criminal investigation. The daily crime log is located at the Campus Safety Office and is available for public inspection during normal business hours.



An archive of daily crime logs is also available on line at:

[www.cypresscollege.edu/services/campus-safety/public-safety-log/](http://www.cypresscollege.edu/services/campus-safety/public-safety-log/)

### **Cypress Safe Watch Program**

The Cypress Safe Watch Program is a program developed to enlist a partnership between the college community and the Department of Campus Safety. The Cypress Safe Watch Program reviews reports of criminal and suspicious activity along with concerns from the college community and addresses these issues by:

- Raising awareness and educating the college community with current trends in local criminal activity.
- Providing the college community with clear and effective solutions for reporting questionable, suspicious, and criminal behavior.
- Maintaining and providing public access and transparency to the Daily Crime Log.
- Issuing campus community informational, safety, and security notifications.
- Providing security assessments and consultations to the campus community.

### **Campus Safety Orientations and Community Interactions**

The Department of Campus Safety participates in incoming student and new employee orientations in order to inform the campus community about current security procedures and to encourage the campus community to be responsible for not only their security, but for the safety and security of others.

The Department of Campus Safety engages with the community during campus activities, fairs, open houses, and special events in order to provide safety, security and crime prevention and awareness materials.

## *Crime Prevention Programs*

### **Personal Safety Escorts**

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Students and employees may receive personal safety escorts to locations on campus upon request. Cypress College Campus Safety staff is available 24 hours a day. Please call (714) 484-7387 to request an escort.

### **Emergency Telephones**

Emergency telephones are available for use by students, employees, and visitors. Use these phones to report any type of emergency such as fire, medical, a crime-in-progress, or if you simply in need of assistance. Emergency telephones are located in various locations throughout the campus. Emergency phones that are accessible outside of buildings are designated on the campus map. Emergency phones, with a direct connection to the Campus Safety Office, are available in the following locations:

Location	1st Floor	2nd Floor	3rd Floor	Exterior
Humanities Building	✓	✓	✓	—
Science, Engineering, Mathematics Building (Old Building)	✓	✓	✓	✓
Fine Arts Building	—	✓	✓	✓
Business Education Building	✓	✓	✓	✓
Technical Education 1 Building	✓	✓	—	—
Technical Education 2 Building	—	✓	—	—
Women’s Locker Room	✓	—	—	—
Men’s Locker Room	✓	—	—	—
Technical Education 3 Building	—	✓	✓	✓
Gym 1	✓	—	—	✓
Gym 2	✓	—	—	—
Track / Soccer Field	—	—	—	✓
Parking Lot #4 / NOCE Building	—	—	—	✓
Parking Lot #9	—	—	—	✓
N.W. Central Plaza / Pond Area	—	—	—	✓
Student Activities Center	—	—	—	✓
Pool	—	—	—	✓
Theater Arts	—	—	—	✓

See page 51: Cypress College Campus Emergency phone Location Map

## ***Reporting Criminal Activity or Campus Emergency***

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

Students, employees, and visitors are encouraged to promptly and accurately report on campus emergencies and criminal or suspicious activity to the Department of Campus Safety or the Cypress Police Department, whether or the not the victim of a crime elects to, or is unable, make such a report. Reporting an emergency, suspicious activity or a crime as soon as it occurs is ideal and preferred. The faster campus officials are made aware of an on campus emergency, a suspicious incident or a criminal act, the faster they can properly respond. A prompt response to a suspicious or criminal act can assist officials to immediately putting a stop to the activity and preventing others from becoming victims. In the event you witness an on campus emergency, or are a victim of a crime, please contact the Department of Campus Safety, the Cypress Police Department or call 911. You may also use an emergency red phone or Code Blue phone located throughout the campus.

### **Anonymous/Confidential Reporting - We Tip Hotline**

Any report of criminal activity can be forwarded to the Cypress Police Department, confidentially, without identifying the witness or victim. As a witness or victim of a crime, you have the right to have your personal identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the Cypress Police Department, unless required by law. Confidential reports can also be made to pastoral or professional counselors. Those who make a confidential report will receive important advice and referral information. Confidential reports are important because they provide a more accurate portrait of campus crime. Because Cypress College does not have a campus law enforcement agency, the report shall be forwarded to the Cypress Police Department. Students, employees and visitors may voluntarily report criminal or suspicious behavior anonymously using the We Tip Hotline. These tips are always anonymous. Operators answer telephone calls, 24 hours a day, 365 days a year. When calling, simply state that you wish to remain anonymous. Contact We Tip at 1-800-78-CRIME.

The Cypress College Department of Campus Safety reviews all reports, confidential or otherwise, of reported criminal activity for the purpose of issuing timely warning notices and assembling the annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Charger Assessment Team (ChAT)**

The Charger Assessment Team (ChAT, aka BIT) serves as the centralized body for discussion, appropriate intervention, and coordinated action regarding disruptive, problematic, or concerning student behavior. The ChAT program provides support to students who may be in distress or whose behavior is of concern to others before their behavior escalates. The mission of the ChAT program is to support the safety and well-being of the campus community by employing a proactive and collaborative approach to identify, assess, and manage behavioral concerns.

### **Campus Response to Reported Crimes and Emergencies**

Campus Officials will promptly respond to reports of criminal activity or on campus emergencies as safely as possible and within established District Policy. The type response will be based upon the urgency of the incident, the known immediate facts, and the capability to properly respond accordingly. In some cases, the response will be initiated by Campus Officials but, may be fulfilled by an outside agency.

## ***Timely Warnings and Emergency Notifications***

### **Timely Warning Notice**

The Jeanne Clery Disclosure Act requires colleges to issue a Timely Warning Notice notifying the campus community whenever a clery act crime occurs and is reported to a campus security authority or local law enforcement; and the crime represents a serious threat that has occurred, is ongoing or may be repeated, either on campus or within close proximity of campus (Clery Act Reporting Geography).

The timely warning will specify the type of reported crime, date, time, and location of where the reported crime occurred, basic safety and prevention tips, and instructions on how to report a similar occurrence. The identity of the victim shall remain confidential for the purpose of aiding in the prevention of similar occurrences. The issuing of these notices will be decided on a case-by-case analysis all of the facts surrounding the incident, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts, or the safety of the victim(s). In some cases, all facts may not be reported in order to protect the identity of the victim(s) and/or not to compromise the investigation. Crimes reported to pastoral or professional counselors do not require that a timely warning be issued. Pastoral or professional counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### **Emergency Notification**

An emergency notification will be distributed when there is confirmation of an immediate threat to the health and safety of students or employees occurring on the campus. Examples of an immediate threat include but are not limited to: earthquakes, severe weather conditions, civil unrest, fires, gas leaks, biological threats, and criminal activity. These emergency notifications may be directed to a specific segment or segments of the campus community who may be at risk. Emergency notifications will specify information about the nature of the emergency, the campus areas affected by the emergency, recommended and required actions; evacuation procedures or shelter in place actions.

### **Administration and Notification Protocol**

When a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, the college will issue an emergency notification or timely warning, in a prompt and expedient manner, at the approval of the President or designee; and after confirmation of an emergency or threat by campus officials; including the Department of Campus Safety, the Office of Campus Communication, Public Safety Authorities, and the college's executive-level leadership. The Public Information Officer, and the Director of Campus Safety will determine the appropriate nature and content of the notification and initiate its emergency communications protocol. Emergency notifications, including updates and follow up information, will be delivered in a manner determined to have the ability to most-effectively reach those facing the threat, including the larger community. Possible communications methods may include: text message, social media managed by the college, Nixle; [Cypress College website](#) MyGateway portal, media outlets, mass-communication systems for telephones, cellular, and/or email, the campus marquee/digital message boards, on campus public address system, and mobile radio. Notification of timely warnings, emergency notifications, updates and all clear notifications, will be developed, written, and issued by the Public Information Officer, Cypress College Office of Campus Communications.



### **Text Messaging Subscription Instructions**

Students are encouraged to utilize [MyGateway](#) to update their personal information to facilitate contact from Cypress College, including text alert messaging in the event of an emergency. Students are automatically subscribed for emergency text notifications upon their enrollment at Cypress College. To verify accuracy of cellphone number and other personal information, follow these steps:

- Sign into [MyGateway](#).
- Go to the “Personal Information” channel under the “Student” tab.
- Click on the item “Set Text Message Alert Preferences”. When clicking on “Set Text Message Alert Preferences”, the next screen will allow you to enter your mobile phone information, the “Opt-In” level of messages you wish to receive.
- After entering your information, click on the “Submit” button.

### **Additional Information Resources**

Cypress College Facebook – <http://facebook.com/cypresscollege>

Cypress College Twitter - <https://twitter.com/CypressCollege>

Cypress College Instagram - <https://www.instagram.com/cypresscollege/>

Cypress College Pinterest - <https://www.pinterest.com/cypresscollege/>

Cypress College Linked in - <https://www.linkedin.com/school/cypress-college>

Cypress College YouTube - <https://www.youtube.com/user/CypressCC>

## ***Emergency Preparation and Response***

### **Emergency Action Plans**

Cypress College distributes Emergency Action Plans to the campus community annually prior to each emergency drill. The goal of each action plan is to ensure the safety and welfare of students, employees, and visitors.

### **National Incident Management System**

As mandated by the laws of the State of California, the Incident Command System (ICS) has been adopted by Cypress College. Cypress College utilizes the ICS as an emergency-management tool for all responses to, and management of, multi-agency and/or multi-jurisdiction emergencies, as well as to facilitate communications and coordination between multi-jurisdictional Emergency Operation Centers and outside agencies.

### **Cypress College Emergency Training**

The goal of the emergency management training is to present students and employees with general information about emergency procedures, notification guidelines, and protective actions to take regarding natural disasters and potential hazards on campus. The training is offered annually and included courses in: Incident Command System courses, mass shelter in place operations, active shooter, fire suppression safety, non-violent physical crisis intervention techniques, Stryker chair training, mobile radio and communication etiquette, search and rescue techniques, first aid/CPR/AED, and emergency procedures. Additionally, employees also receive training as building evacuation facilitators, "Building and Floor Marshalls", which outline the campus procedures for mass evacuation of campus buildings and grounds.

### **Emergency Drills and Exercises**

Cypress College participates in the annual Great California Shake-Out earthquake drill which is publicly announced and scheduled for the third Thursday of October. Cypress College utilizes this drill to assess and evaluate the campuses emergency procedures and management response. The drill is also used to train employees and students on how to safely evacuate campus buildings due to natural disasters or other campus emergencies. Cypress College has also participated in multi-agency, police and fire exercises involving active shooter threats which included the testing of the campus's emergency lock down procedures. Students and employees also participate in scheduled fire drills throughout the year.

### **Students and Emergencies**

Students should familiarize themselves with the emergency procedures and evacuation routes in campus buildings and grounds. In order to facilitate a safe and orderly response to an on-campus emergency, students should always carry a Photo ID, provide emergency contact information, and comply quickly and calmly with instructions from emergency responders including college officials and public safety officials. Communication with the campus community is guided by the NOCCCD Incident Communication Plan, which details the multiple methods available.

See page 52: Emergency Evacuation Map



## **General Evacuation Guidelines**

These evacuation guidelines will be implemented when the campus experiences an incident, natural disaster, or other campus emergency that necessitates the evacuation of a building. Students and employees should evacuate buildings and report to their building assembly points when an alarm sounds or when directed to do so by employees or emergency personnel. Cypress College has implemented general evacuation guidelines for students and employees to follow.

- Once the decision has been made to evacuate a building, students and employees must respond to their assigned building Assembly Points.
- Designated floor and building marshals will inspect buildings and determine if any students or employees need additional assistance in order to safely evacuate and assess students and employees for injuries.
- Once a building has been cleared, campus personnel and/or public safety officials will inspect the building for damages and overall safety in order to determine if it is safe to re-enter a building.
- A determination will also be made if it safe and/or feasible for students and employees to remain on campus.
- Campus officials and/or public safety personnel will then determine if students and employees will need to respond to their assigned building Evacuation Zones.

## **Lock-Down and Shelter in Place Procedures**

In the event of a campus or building lock-down, campus officials will issue a Timely Warning or Emergency Notification indicating that students and employees need to Lock-Down and/or Shelter in Place in response to an imminent threat or hazard. Employees and students must lock and secure the classrooms, offices or buildings that they are currently occupying. Students and employees not inside a building must safely seek shelter in the nearest building.



Shelter in place refers to finding a safe location indoors and staying there until you are given an all clear or told to evacuate. These notifications are issued once a it has been determined that a hazardous condition exist or is imminent, and will affect the campus or a building on campus. If a shelter in place order is given, employees and students should follow these procedures to ensure their safety.

- Once a shelter in place notification is made, students and employees must find a safe place indoors for the duration of the emergency, until given instructions to evacuate by campus officials or public safety personnel.
- Once inside a room, lock and secure the door and windows.
- Avoid being near glass windows, walls, and doors.
- Students and employees should remain in the lock-down, shelter in place state until the “ALL CLEAR” notification is made by campus officials.
- Turn off lights, cover windows, and keep mobile devices on silent if the notification is caused by an active shooter or an aggressor actively seeking to cause harm.
- Monitor social media for up to date information and consider posting information that may aid officials.
- Once an “ALL CLEAR” notification has been issued, students and employees must follow instructions from campus officials and/or public safety personnel.
- Do not run towards or approach public safety personnel until told to do so.

## ***Sexual Misconduct and Reporting Guidelines***

Cypress College is governed by the Board Policies and Administrative Procedures of the North Orange County Community College District (NOCCCD).

Cypress College strives to preserve a respectful, safe, and non-threatening environment for its students, faculty, and staff. The sexual misconduct guidelines clarify resources available to members of the college community, define prohibited conduct, provide bystander and prevention guidelines, and formulate the procedures for addressing reports of sexual misconduct incidents to include dating violence, domestic violence, sexual assault, and stalking. Cypress College will take the necessary steps to discipline individuals who violate these guidelines. Violators may be subject to sanctions under the student code of conduct (B.P. 5500) and criminal prosecution under California law.

### **General Statement of Prohibition**

The North Orange County Community College District prohibits all forms of sexual misconduct. The term sexual misconduct refers to and includes incidents and crimes involving sexual discrimination, sexual assault, sexual violence, sexual harassment, sexual exploitation, rape, stalking, dating violence and domestic violence. Members of the college community should be able to focus on academic endeavors in an environment free from all forms of violence, misconduct, harassment, and discrimination. This prohibition extends to acts committed off campus in which there is an established college or District affiliation.

The North Orange County Community College District prohibits retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Cypress College is committed to cultivating an environment that promotes prompt reporting of sexual misconduct and prudent and just adjudication of sexual misconduct cases. Cypress College will provide protection of rights, requests for privacy of the complainant making sexual misconduct allegations, as well as the rights of those accused of sexual misconduct allegations. Cypress College will adhere to all federal, state, and local requirements for the investigation, crime reporting, intervention, data gathering, preservation and standards of evidence and privacy provisions related to sexual misconduct crimes and incidents.

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the campus community. All students and staff are encouraged to report acts of sexual misconduct and other forms of violence and harassment. Cypress College will take the necessary steps to provide confidentiality unless the victim waives that right.

### **Distribution of Sexual Misconduct Information**

Information about Title IX grievances and sexual assault is available in the Cypress College catalog, class schedule, MyGateway, on the Cypress College Campus Safety and Health Center websites, as well as the School of Continuing Education Class Schedule. A procedure for complaints of unlawful discrimination and sexual harassment is available in the student handbook. In addition, copies of these guidelines and procedures will be available in Human Resources, Counseling Office, Health Center and the Campus Safety Office.

# ***Dating Violence, Domestic Violence, Sexual Assault, and Stalking***

## **Prevention and Awareness Programs**

Cypress College promotes ongoing campaigns and programs, which are culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs that support the prevention and awareness of dating violence, domestic violence, sexual assault, and stalking. All incoming students and new employees undergo sexual harassment, discrimination, and Title IX prevention and awareness training. Dating violence, domestic violence, sexual assault and stalking are covered in the Title IX training course. All employees must repeat the courses every two years.



Cypress College is host to an annual Sexual Assault Awareness Resource Fair for Sexual Assault Awareness Month. The resource fair is a multiday event providing education on risk reduction and survivor resources.

## **Prevention and Risk Reduction**

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation or prevent it. Don't be the victim, empower yourself:

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable or hinder your ability to escape.
- Make sure your cell phone is with you, and charged. Program the Campus Safety and police contact numbers in your phone on speed dial.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Be aware of the warning signs; controlling and manipulative behavior, isolation from friends and family.
- Be assertive. Speak up. It is OK to say NO!
- Call for a safety escort from Campus Safety at (714) 484-7387, if necessary.
- Use the Emergency telephones (identified with blue lights) if you need assistance on campus.

Don't be a perpetrator. Know your limits and respect others.

- Avoid becoming infatuated with another person.
- Following and harassing a person on social media is cyberstalking.
- Understand that you must first receive affirmative consent, freely, and voluntary.
- Violence is never the proper course of action.
- Physical abuse includes hitting, biting, slapping, shoving, punching, pulling hair, cutting, pinching, and any type of violent behavior inflicted on others.
- No means No. Know and understand when your advances are not welcomed.

## **Bystander Intervention**

Cypress College encourages you to speak up and intervene if you witness or suspect the potential for dating violence, domestic violence, sexual assault, or stalking. Prevent harm and intervene if you suspect a person is incapacitated or unable to give voluntary consent. Tips for being a good bystander:

- Pay attention to what is going on. If you see something, say something.
- Evaluate the situation. It is OK to ask if someone needs help.
- Get others involved, make them aware of what you are witnessing and intervene as a group.
- Make an excuse to separate or remove someone from a violent or abusive situation.
- Be a good friend. Refer aid and resources. Let your friend know that professional help is available through the National Sexual Assault Hotline, 1-800-656-HOPE (4673).
- Keep yourself safe. Avoid using violence. Call the police. Cypress Police Department 714-229-6600

## **Guide to Reporting Sexual Assault, Dating Violence and Domestic Violence**

A complainant can contact the Department of Campus Safety, the Cypress Police Department, the Director of College Health Services, the Office of Equity and Diversity, the Director of Human Resources, or the Title IX Coordinator by telephone, in writing, or in person to file a complaint of dating violence, domestic violence, sexual assault or stalking. After the complainant files the grievance, the District will make efforts to resolve the complainant's concerns; this applies whether or not they have filed a formal complaint or crime report with a law enforcement agency.

If you are a victim of a sexual assault or have experienced dating violence or domestic violence, it is recommended that Campus Safety or the Police be notified as soon as possible. The victim is under no obligation to report the incident to law enforcement authorities. Campus personnel will assist the victim in making the proper notifications to law enforcement, if the victim declines to make any notifications to law enforcement. The victim also has options as to the involvement of law enforcement and campus authorities.

- Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s). Get help.
- Preserve evidence. Do not shower, change clothes, wash, destroy, or discard any physical material. The preservation of evidence is crucial in determining the details and confirming the identity of the perpetrator. Contaminated or destroyed evidence would hinder the investigative process. Proper evidence collection can also aid in obtaining a protective order. Law enforcement and/or medical personnel will properly collect and preserve any evidence.
- Make mental notes of the details of the location, and what occurred.
- Obtain medical assistance. Seeking medical aid after a sexual assault is highly recommended. A medical exam can uncover unseen injuries and could also prevent sexually transmitted infections or diseases.
- Save emails, text messages, phone activity, and social media postings.

Alleged victims of sexual assault, including but not limited to rape, domestic violence, dating violence, or stalking, as defined by California Law, shall be referred to local community treatment centers if appropriate on-campus treatment facilities are not available.

“Dating violence” means 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 a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse 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.
- By a person similarly situated to a spouse of the victim under California law.
- By any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious and voluntary agreement to engage in sexual activity.

All students, faculty members or staff members who allege they are victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. This information shall be provided by the Title IX Coordinators to provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

The District policy and procedure regarding sexual assaults on campus.

Information regarding the personnel on campus who should be notified of the assault, if the alleged victim consents, and procedures for such notification. The following positions are the designated Title IX Officer and Coordinators for the District:

District Services:

- Title IX Coordinator, District Director, Diversity and Compliance  
Human Resources (714) 808-4820

Cypress College:

- Campus Title IX Coordinator, Vice President, Student Services (714) 484-7335
- Director of Campus Public Safety (714) 484-7387
- Director of College Health Services (714) 484-7045

Fullerton College:

- Campus Title IX Coordinator, Dean of Student Support Services (714) 992-7088
- Director of Campus Public Safety (714) 992-7777
- Director of College Health Services (714) 992-7093

Anaheim Campus:

- Campus Title IX Coordinator, Office of the Provost of the North Orange Continuing Education (714) 808-4670
- Campus Public Safety (714) 808-4911

Legal reporting requirements and procedures.

Information regarding services available to victims and the personnel responsible for providing or arranging these services, including the following:

Transportation to a hospital, which must be provided by authorized community emergency personnel.

Referral to a counseling center.

Notice to the police, with the consent of the victim.

A description of available campus resources or appropriate off-campus services.

Information regarding the existence of the following procedures:

Criminal prosecution.

Civil prosecutions.

Disciplinary procedures applicable to students and employees.

Procedures for case management, including the procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.

The availability of mediation.

Academic assistance alternatives, including modification of class schedules and tutoring, if necessary.

Information about the importance of preserving evidence and the identification and location of witnesses.

Investigation and information to alleged victims during investigation and/or discipline procedures.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigation described in Administrative Procedure 3410 Unlawful Discrimination and Harassment regardless of whether a complaint is filed with law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District's Department of Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to , an action that places the health or safety of any other persona at risk or involves plagiarism, cheating or academic dishonesty.

The standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances.

The complainant was asleep or unconscious.

The complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

The complainant was unable to communicate due to a mental or physical condition.

## **Report Stalking**

If you believe that you may be a victim of an intrusive contact and/or stalking, report the incident(s) immediately to Campus Safety or the Police. Consider the following:

- End all communication with the person who is stalking you.
- Don't share personal information on social media or public places. Use filters and blockers to block unwanted email. Save all copies of communication.
- Change your routine. Let family, friends, and your employer know you are being stalked.
- Document the stalking, write a detailed summary of each event.
- Consider obtaining a restraining order.

## **Confidentiality Statement**

Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of domestic violence, dating violence, sexual assault, or stalking on District property unless the alleged victim specifically waives that right to confidentiality.

Except as may otherwise be required by law, where the victim does not waive their right to confidentiality, the identity of an alleged accused of domestic violence, dating violence, sexual assault or stalking will not be disclosed.

Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to domestic violence, dating violence, sexual assault, or stalking on District property, unless the witness specifically waives the right to confidentiality.

Except as may otherwise be required by law, the District shall maintain in confidence the identity of a third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, unless the third-party reporter specifically waives the right to confidentiality.

Inquiries from the press or other media representatives regarding alleged domestic violence, dating violence, sexual assault or stalking on District property shall be referred to the Office of Campus Communications, which shall coordinate with the appropriate Title IX Coordinator(s) to assure that all confidentiality rights are maintained. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994.

The District shall also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.



### **Disclosure of Disciplinary Proceedings**

Upon Request, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or next of kin if the victim is deceased.

In accordance with Section 487 (a) (26) of the Higher Education Opportunity Act, which states:

“The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.”

Cypress College has also established the following protocol for the written disclosure of such information:

A written request (sent via postal mail or email) from the alleged victim should include his or her name, mailing address, phone number, and the date of the hearing. This request should be sent to the Hearing Officer or Designee.

Correspondence outlining the results of the hearing in question (specifically, the decision of responsibility and the assigned sanctions, if applicable) will be mailed to the alleged victim within three (3) business days of the receipt of the request.

Violators may be subject to sanctions under the student code of conduct (B.P. 5500, A.P.5500), disciplinary action, and /or criminal prosecution under California law.

### **Statement of Written Notification**

Cypress College shall provide written notification of the services available, on campus and within the larger community, to students and employees of alleged dating violence, domestic violence, sexual assault, or stalking, in regards to counseling and mental health services, medical services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims.

Cypress College shall provide written notification to victims, regardless of their initiation of or participation in a disciplinary process, about available options and assistance in requesting changes for academic, living, transportation, and working situations as well as protective measures available. Cypress College will also provide instructions on how to submit a request and who to contact.

Accommodations and protective measures are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus safety or local law enforcement.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Cypress College will provide the student or employee a written explanation of the student’s or employee’s rights and options.

Cypress College shall provide the student or employee, in writing, the procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

## **Protective Orders**

Employees or students who have been granted a protective order, no contact order, or restraining order, by a court of law (criminal, civil, or tribal) must notify the District of any potential violations, of the protective order, that may occur while on campus. The petitioner must also provide the District with a signed copy of the protective order which will be kept on file with the Department of Campus Safety. The Department of Campus Safety will be responsible for verifying the protective order. All correspondence with the District, its Administrators, and/or Campus Safety will be confidential. The District will only disclose information to those staff members that are primarily responsible for responding, addressing, or making accommodations for petitioners. Violations of a protective order must be reported to the Cypress Police Department and/or the Department of Campus Safety.

The District is responsible for;

- developing an action plan with the petitioner to ensure their personal safety while on campus.
- fulfilling reasonable accommodations without affecting the petitioner's academic status.
- for abiding by the protective orders restrictions and limitations placed on the respondent.

Petitioners of a protective order have the right to;

- confidentiality.
- an educational environment free from harassment, abuse, or retaliation.
- request reasonable accommodations from the District in regards to class room attendance, changes to, or substitutions of academic courses.

## ***Reporting Hate Crimes and Hate Incidents***

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnicity, national origin, gender, gender identity, age, disability or sexual orientation. Not all expressions of hate or group bias rise to the level of a hate crime as defined in standard federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are protected speech and not a hate crime. However, these incidents constitute a hate related incident. A hate crime or incident may have occurred if any of the following were present: graffiti,



verbal intimidation threats, harassment, trespassing and stalking, property damage, arson, hate mail (including e-mail), murder, physical assault and threats, or an attack with a weapon.

Cypress College condemns all acts of hate and bias against another person or group. Students, employees, and visitors are encouraged to report all incidents and crimes that are motivated by hatred or bias that they witness or encounter while on campus. The Department of Campus Safety documents all incidents regarding hate crimes that have been reported on campus as part of the annual security report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Any report of hate or bias against another can be reported to any campus security authority, the Department of Campus Safety or the Cypress Police Department, confidentially, without identifying the witness or victim.

# ***North Orange County Community College District***

## ***Policies and Procedures***

### **Prohibition of Harassment Policy**

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment including but not limited to access to its services, classes, and programs in which no person shall be subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment that is based on: ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics. Students and employees who believe they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3410, Unlawful Discrimination.

### **Title IX and Civil Rights Grievances**

NON DISCRIMINATION STATEMENT. The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.



The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints, and all unlawful harassment complaints, including sexual harassment:

Name: Irma Ramos  
Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romneya Drive Anaheim, CA 92801-1819  
Telephone: 714-808-4822

Students, employees, interns and volunteers who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

## **Title IX Complaint – Procedures**

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

## **Title IX Coordinators**

Questions concerning Title IX may be referred to the District-wide Title IX Coordinator whose contact information is below.

Name: Yasmine Andrawis  
Position: District Director of EEO & Compliance  
Address: 1830 W. Romneya Drive Anaheim, CA 92801-1819  
Telephone: 714-808-4820  
Email: [yandrawis@nocccd.edu](mailto:yandrawis@nocccd.edu)

Questions concerning Title IX may also be referred to the college/school Title IX Coordinators whose contact information is below.

Name: Celeste Phelps  
Position: Cypress College Title IX Coordinator/Dean, Student Support Services  
Telephone: 714-484-7107  
Email: [cphelps@cypresscollege.edu](mailto:cphelps@cypresscollege.edu)

Name: Naomi Abesamis  
Position: Fullerton College Title IX Coordinator/Director, Student Activities  
Telephone: 714-992-7096  
Email: [nabesamis@fullcoll.edu](mailto:nabesamis@fullcoll.edu)

Name: Martha Gutierrez  
Position: North Orange Continuing Education Title IX Coordinator/Vice President, Student Services  
Telephone: 714-808-4660  
Email: [mgutierrez@noce.edu](mailto:mgutierrez@noce.edu)

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will treat information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily result in a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

### **Title IX Harassment Complaints, Investigations, and Hearings**

These Title IX sexual harassment procedures and the related policy protects students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures: These procedures apply if the conduct meets the following three jurisdictional requirements:

The conduct took place in the United States;

The conduct took place in a District “education program or activity.” This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control;

The conduct meets the definition of Title IX “sexual harassment.”

### **Definitions**

**Advisor:** Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. The Advisor may be any person, except an Advisor may not be the Title IX Coordinator, investigator, or Decision-Maker. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

**Complainant:** A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

**Consent/“Affirmative Consent”:** Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent’s belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent’s belief is not a valid defense where:

The Respondent’s belief arose from the Respondent’s own intoxication or recklessness;

The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or

The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:

asleep or unconscious;

unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication;

unable to communicate due to a mental or physical condition.

Decision-Maker: The person who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment Under Title IX: Conduct that satisfies one or more of the following:

A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

Sexual assault, including the following:

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape (except Statutory Rape): The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental, cognitive, or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental, cognitive or physical incapacity.

Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse:

Incest: Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-Forcible: Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

Dating Violence: Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: 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 California; or

By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.



## **Reporting Outcomes**

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, time, date, and location. (See, also BP/AP 3540, Sexual Assaults and Other Sexual Misconduct.)

## **District Employees and Officials with Authority**

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

All supervisory employees

All Special Project Administrators

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

## **Intake and Processing of Reporting**

**Receipt of Report:** After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

**Timeframe for Reporting:** To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

**Supportive Measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as

reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

### **Removal of Respondent Pending Final Determination**

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

**Emergency Removal:** The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

At Cypress College, Fullerton College, and North Orange Continuing Education, the Vice President of Student Services will conduct the individualized safety and risk analysis.

If the individual designated above determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The college/school Vice President of Instruction or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

**Administrative Leave:** The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

## **Formal Complaint Grievance Process**

**Notice to Parties:** Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

Notice of the District's Title IX grievance process;

Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;

Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

Notice that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney;

Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and

Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

**Dismissal of Formal Complaint:** The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;

If the conduct alleged did not occur in the District's education program or activity;

If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;

If the Respondent is no longer enrolled or employed by the District; or

If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints: The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of Parties: The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Non-Responsibility: The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest: The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the decision-maker in the process. The District will provide annual training to the Title IX Coordinator, investigator, Decision-Maker, and facilitator on bias, conflict of interest, and how to serve impartially without prejudging the facts.

Timeline for Completion: The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

**Role of Advisor:** The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview, or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

**Confidentiality Agreements:** To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

**Use of Privileged Information:** The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

**Investigations:** The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

**Trained Investigators:** The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive annual training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

**Gathering Evidence and Burden of Proof:** The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that the reported conduct occurred.

**Notice of Investigative Interview:** The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

**Evidence Review:** Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least 10 days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

**Investigative Report:** The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

A description of the circumstances giving rise to the formal complaint;

A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;

A summary of the testimony of each witness the investigator interviewed;

An analysis of relevant evidence collected during the investigation, including a list of relevant documents;

A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;

A table of contents if the report exceeds ten pages; and

Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least 10 days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least 10 days to submit a written response.

**Hearing:** After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

**Notice:** If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format: The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker: The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

The Decision-Maker may ask the Parties and the witnesses' questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory, and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witness: The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross Examination: The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Determinations of Responsibility: When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 30 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures.

A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing.

Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility.

Conclusions regarding the application of the District's code of conduct to the facts.

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent.

A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity.



The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent.

The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, including any changes, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be considered timely.

### **Disciplinary Sanctions and Remedies**

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

Providing an escort to ensure that the Complainant can move safely between classes and activities;

Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;

Providing counseling services or a referral to counseling services;

Providing medical services or a referral to medical services;

Providing academic support services, such as tutoring;

Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and

Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge.

## **Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility**

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within ten business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

### **Grounds for Appeal**

The North Orange County Community College District Board of Trustees will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

procedural irregularity affected the outcome;

New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or

The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

### **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District will:

Notify the other Party in writing within five business days of receiving a Party's appeal.

Allow the non-appealing Parties at least ten business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

### **Informal Resolution**

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### **Retaliation Prohibited**

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

### **Dissemination of Policy and Procedures**

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

### **Training**

The District will provide training to Title IX Coordinators, investigators, Decision Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **File Retention**

The District will retain on file for a period of at least seven years after closing the case copies of:

The original report or complaint;

Any actions taken in response to the complaint, including supportive measures;

The investigative report including all evidence gathered and any responses from the Parties;

The District's determination regarding responsibility;

Audio or audiovisual recording or transcript from a hearing;

Records of any disciplinary sanctions imposed on the Respondent;

Records of any remedies provided to the Complainant;

Any appeal and the result;

Any informal resolution and the result; and

All materials used to train Title IX Coordinators, investigators, Decision Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

See Board Policy 3410, Unlawful Discrimination, Board Policy 3430, Prohibition of Harassment, Board Policy 3540, Sexual Assaults and Other Sexual Misconduct, and Administrative Procedure 3540, Sexual Assaults and Other Sexual Misconduct

### **Alcohol Policy**

The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Department of Campus Safety. The campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Department of Campus Safety. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private areas of campus without prior Board of Trustees approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted in a pre-approved designated area if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume them by the Board of Trustees.
- A student at least 18 years of age tastes, but does not swallow or consume an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, enology, or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
- The alcoholic beverages are for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverages are for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so, provided that no alcoholic beverage can be acquired, possessed or used at an athletic contest sponsored by the District.

- The alcoholic beverage is possessed, consumed, or sold pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. “Special event” means events that are held with the permission of the governing board of the community college district that are festivals shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the North Orange County Community College District.

### **Illegal Drug Policy**

The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.

#### Prohibition of Drugs.

- The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance by any student or employee is prohibited on District property, during District sponsored field trips, activities or workshops, and in any facility or vehicle owned and/or operated by the District.
- Violation of this prohibition in conjunction with any violation of federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol will result in appropriate action up to and including termination of employment, expulsion, and referral for arrest and prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
- As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.

### **Drug-Free Schools and Communities Act**

Counseling and referral information for Orange, Los Angeles, and San Bernardino Counties are available to students in the College Student Health Centers, or in the North Orange Continuing Education Student Success and Support Program Office. Students may also be referred to a 24-hour hotline for the Substance Abuse and Mental Health Services Administration at 1-800-662-4357 or online at <https://findtreatment.samhsa.gov/>. Students and employees may also be encouraged to enroll in relevant classes that are part of the regular curriculum.

Annually, the District shall distribute to each student and employee:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The colleges shall review biennially their drug prevention programs to determine their effectiveness and implement changes to the programs if needed; and to ensure that the sanctions described in 4.0 of AP 3550 are consistently enforced.

### **Health Risks Associated with Substance Abuse**

Alcohol and drug abuse (either illicit or prescribed) may result in a wide variety of mental, health, and behavioral problems including, but not limited to: Death, reproductive harm, high blood pressure, memory loss, kidney failure, cirrhosis of the liver, stroke, cardiovascular damage, and exposure to infections.

### **Weapons on Campus Policy**

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Firearms, ammunition, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, unless approved as instructional equipment or as a function of job responsibilities.

- The prohibition of firearms includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge or to the Department of Campus Safety.

Any person who believes that they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify Campus Safety and obtain written permission to possess a firearm or other weapon on campus.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any District campus, at any District center, or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, and has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of their duties.

## Crime Statistics

### Cypress College Crime Statistics

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Cypress College Department of Campus Safety collected the statistics offered in this section. These statistics include all reports of offenses received by the Department of Campus Safety, the Cypress Police Department, the Buena Park Police Department, the Orange County Sheriffs Department, Campus Security Authorities, and Law Enforcement Agencies with jurisdiction over off campus locations.

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
<b>Criminal Homicide</b>					
Murder & Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Sex Offenses</b>					
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Crimes</b>					
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	4	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	3	0	0	0
	2022	2	0	0	0
	2021	1	0	0	0
Motor Vehicle Theft	2022	15	0	0	0
	2022	25	1	0	1
	2021	6	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

NOTE: The Cypress College Campus does not provide or support any on-campus/off-campus student housing facilities, residence halls, or apartments.

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
<b>Arrests</b>					
Liquor law	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug law	2023	4	0	1	1
	2022	0	0	3	3
	2021	0	0	0	0
Weapons law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Referrals for Disciplinary Action</b>					
Liquor law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Drug law	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Weapons law	2023	2	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Violence Against Women Act</b>					
Dating Violence	2023	1	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Stalking	2023	0	0	0	0
	2022	3	0	0	0
	2021	0	0	0	0
<b>Unfounded Crimes</b>					
	2023	0	0	0	0
	2022	1	0	0	0
	2021	0	0	0	0
<b>Unfounded Crime Details</b>					
<p><b>2022</b> Report # 22-02952: Rape - Unfounded by Cypress Police. Report was cancelled.</p>					
<b>Off Campus Crime Details</b>					
<p><b>2022</b> Report; Motor Vehicle Theft - Off campus sporting event. Overnight stay, City of Bakersfield, CA.</p>					



Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
<b>Hate Crimes</b>					
Criminal Homicide Murder & Non-negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Manslaughter by negligence	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Larceny-theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Simple assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Intimidation	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Vandalism of property	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>Hate Crime Details</b>					

## ***Appendix & Additional Resources***

### **North Orange County Community College District Board Policies and Administrative Procedures**

All policies are maintained at: <http://www.nocccd.edu/policies-and-procedures>

[BP 3560 Alcoholic Beverages](#)

[AP 3560 Alcoholic Beverages](#)

[BP 3550 Drug Free Environment and Drug Prevention Program](#)

[AP 3550 Drug Free Environment and Drug Prevention Program](#)

[BP 3505 Emergency Response Plan](#)

[BP 3540 Sexual Assaults on Campus](#)

[AP 3540 Sexual Assaults on Campus](#)

[AP 3516 Registered Sex Offender Information](#)

[BP 3530 Weapons on Campus](#)

[AP 3530 Weapons on Campus](#)

[BP 5500 Standards of Student Conduct and Discipline](#)

[AP 5500 Standards of Student Conduct and Discipline](#)



### **Cypress College on Campus Student Resources**

- Health Center - Personal Health and Psychological Counseling Services. (714) 484-7361  
The Cypress College Health Center is a full service clinic. Services are provided by a Family Practice /Internal Medicine Physician, Certified Family Nurse Practitioners, Registered Nurse, Psychologist and MFCC Therapist.
- Department of Campus Safety - Safety and Security services. (714) 484-7387  
The Cypress College Department of Campus Safety provides criminal and incident documentation and investigative services. The *Charger Lift* program is also available to anyone on campus requesting a safety escort.
- Campus Title IX Coordinator - (714) 484-7330

## **Off Campus Student Resources**

- National Suicide Prevention Lifeline - (800) 273-8255
- Stress Relief - [www.Healthjourneys.com](http://www.Healthjourneys.com)
- Crisis Text Line - Text: 741741 - [www.crisistextline.org](http://www.crisistextline.org)
- Orange County Crisis Prevention Hotline - (877) 727-4747
- For information on Registered Sex Offenders contact Cypress Police or go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- RAINN – Sexual Assault Hotline - 1-800-656-HOPE
- Orange County Human Relations, Hate Crime Hotline - (714) 480-6580
- Office of Civil Rights, U.S. Department of Education - (415) 486-5555 / [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)
- Cypress Police Department - (714) 229-6600
- Orange County Sheriff's Department - (714) 647-7000
- Anaheim Regional Medical Center - (714) 774-1450
- Domestic Violence Hotline - (714) 992-1931
- Domestic Violence Assistance Program - (714) 935-7956
- Project Sister - (909) 626-4357
- LA County Rape Hotline - (800) 585-6231
- Sexual Assault/Rape Crisis - (714) 957-2737
- LGBT Hotline - (888) 843-4564
- Adult Protective Services - (800) 451-5155
- Human Options Shelter - (877) 854-3594
- Interval House - (714) 891-8121
- Women's Transitional Living Center, bilingual temporary shelter - (877) 531-5522

## **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 inside and in the backseat. Enter your car and lock all your doors. If you believe someone is following you, honk your horn to get the attention of someone or drive to a police station or other public place where people are around and again, honk 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).

## *Definitions and Terms*

### **Clery Act: Crime Definitions**

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

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

**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. Simple assaults are excluded.

**Arson:** Any 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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**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.

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

**Sexual Assault:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

### **Clery Act: Sex Offenses Definitions**

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent.

## **Violence Against Women Act / VAWA Crimes**

**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 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.

For the purposes of this definition;

- 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.
- For the purposes of complying with the requirements of this section and 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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; or
- 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.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**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.
- For the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **NOCCCD Sexual Assault and Other Sexual Misconduct / VAWA Crimes**

**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 a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse 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.
- By a person similarly situated to a spouse of the victim under California law.
- By any other person against an adult or youth victim who is protected from that person's acts under California law.

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

**Affirmative Consent:** Affirmative, conscious and voluntary agreement to engage in sexual activity.

An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

## **California Penal Code Definitions**

**Consent:** Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue.

**Sexual Assault:** The California Penal Code has several categories of sexual assault and related offenses.

**Rape:** California Penal Code 261; rape is defined as an act of sexual intercourse under certain, enumerated circumstances, including:

- where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the accused;
- where the accused uses force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
- where any intoxicating or anesthetic substance, or any controlled substance, prevents the accuser from resisting, and this condition was known, or reasonably should have been known by the accused;
- where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
- where the accuser submits under the belief that the accused is someone known to the accuser other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief;
- where the accused threatens to retaliate physically in the future against the accuser or any other person, and there is a reasonable possibility that the accused will execute the threat; and
- where the accused threatens to use the authority of a public official to incarcerate, arrest, or deport the accuser or another, and the accuser has a reasonable belief that the accused is a public official.

**Sexual Battery:** California Penal Code 243; sexual battery is defined, in part, as touching the intimate part of the accused against his or her will for the purpose of sexual arousal while the accuser is either: unlawfully restrained by the accused or an accomplice; institutionalized for medical treatment and seriously disabled or medically incapacitated; or under the impression, due to the accused's fraudulent representations, that the touching served a professional purpose.

**Domestic Violence:** California Penal Code 243(e); "domestic battery" is defined to mean willful and unlawful touching that is committed against:

- the accused's spouse or former spouse;
- the accused's cohabitant or former cohabitant;
- the parent of the accused's child;
- the accused's fiancé or fiancée, either former or current; or
- someone with whom accused has, or has had, a dating relationship.

California Penal Code 273.5; prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories.

**Dating Violence:** The California Penal Code has no specific law attributed to dating violence.

**Stalking:** California Penal Code 646.9; stalking is defined as any person who willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.



**Cypress College Campus Emergency Phone Location Map**



-  Emergency Blue Phone
  -  Campus Safety Office
- Cypress College  
 9200 Valley View  
 Cypress, CA, 90630  
 714-484-7000



# Cypress College Emergency Evacuations Map

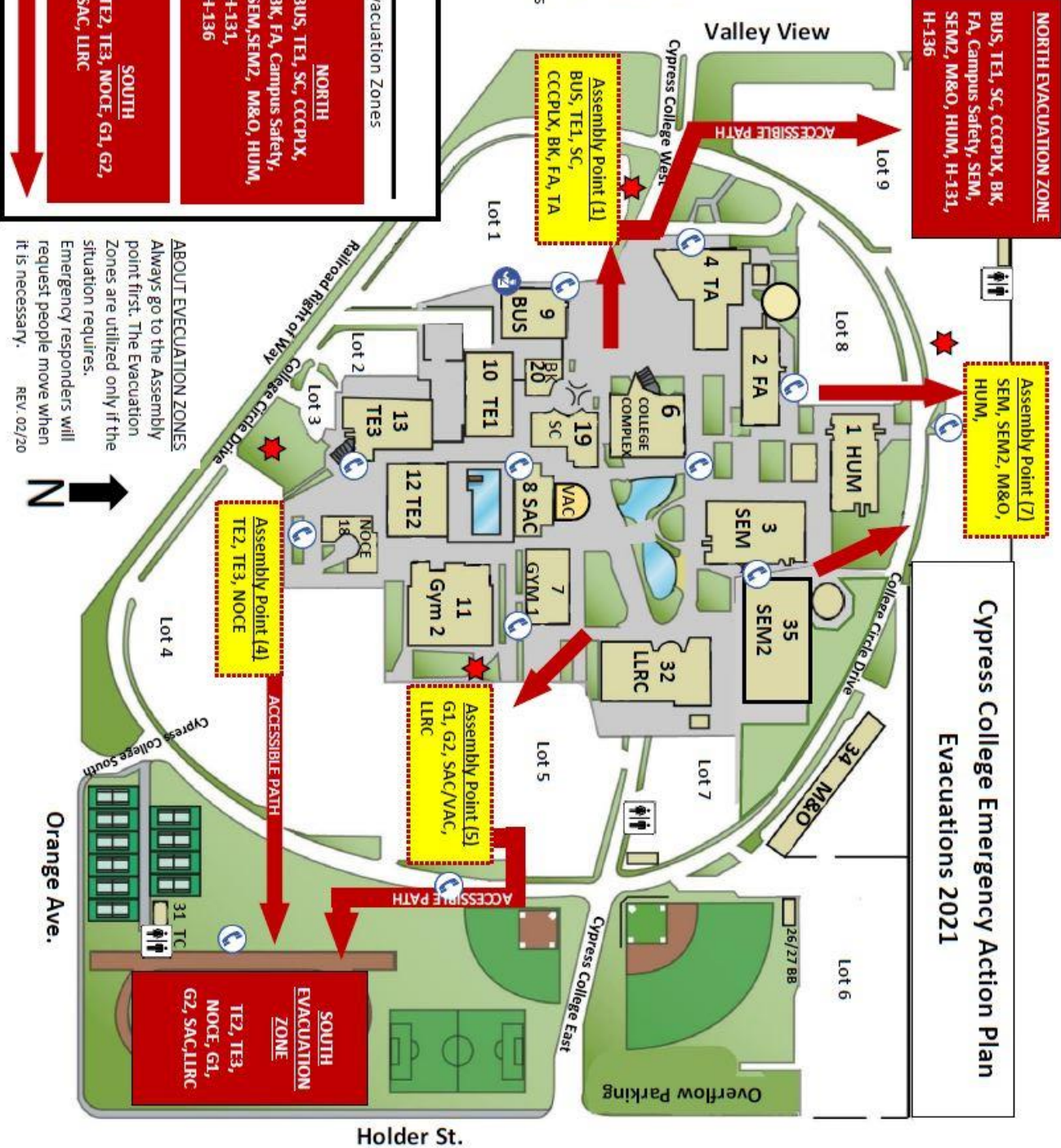


**Cypress College**  
 9200 Valley View St.  
 Cypress, CA. 90630  
 (714) 484-7000  
 cypresscollege.edu

### ABOUT ASSEMBLY POINTS

Assembly Points are located on the lawn adjacent to the parking lots (noted by a ★) or in the lots themselves (noted by the yellow boxes). Please follow the instructions of emergency responders, who will direct you to the safest location.

LEGEND	
<b>Assembly Points</b>	<b>Evacuation Zones</b>
<b>ADJACENT TO LOT # 1</b> BUS, TE1, SC, CCCPLX, BK, FA, TA, Campus Safety	<b>NORTH</b> BUS, TE1, SC, CCCPLX, BK, FA, Campus Safety, SEM, SEM2, M&O, HUM, H-131, H-136
<b>ADJACENT TO LOT # 4</b> TE2, TE3, NOCE	<b>SOUTH</b> TE2, TE3, NOCE, G1, G2, SAC, LLRC
<b>LOT # 5</b> G1, G2, SAC, LLRC	
<b>ACCESSIBLE PATH</b>	



**ABOUT EVACUATION ZONES**  
 Always go to the Assembly point first. The Evacuation Zones are utilized only if the situation requires. Emergency responders will request people move when it is necessary. REV. 02/20





**Annual Security Report (ASR) Checklist**  
Fullerton College  
*August 5, 2021*

**PREPARED BY:**

Sarah Barrett and Laura Egan

Clery Center

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Email: sbarrett@clerycenter.org

*Legal Disclaimer: The Clery Center for Security On Campus (the "Center") does not provide legal advice or legal services, and the Center's communications cannot and should not be relied upon as legal advice or legal services. You should always consult a suitably qualified attorney regarding any specific legal problem or matter, or the application of the law to your particular situation.*

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
<i>Does the annual security report (ASR) include the following elements?</i>	Yes	No	Incomplete	
<b>POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT POLICY STATEMENT</b>				
1. Description of how the annual security report is prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 1 indicates the Campus Safety department is responsible for preparing the report, but this language does not fully address how the ASR itself is prepared. While this is not a required policy statement, it is information the Department of Education typically asks for when conducting program reviews.
2. Who prepares the annual security report?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 1
3. How and from what sources the crime statistics are reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 1 has language indicating that Campus Safety works with the Fullerton Police Department to gather crime statistics; however, it is unclear if crime data is solicited from any other entities, including student conduct, CSAs, or Title IX.
<b>REPORTING OF CRIMINAL OFFENSES POLICY STATEMENT</b>				
1. A list of the titles of persons or offices to which the institution wants students and other members of the community to report crimes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While page 7 indicates that "reporting of a crime can also be accomplished by contacting Fullerton Police Department" the only affirmative crime reporting statements are on page 2 indicating Fullerton PD should be notified of "any armed combatants" on campus and that incidents of dating/domestic violence, sexual assault, and stalking should be reported to the Title IX office. Consider updating the language to direct readers to the persons or offices that should receive reports of crime.
<b>VOLUNTARY CONFIDENTIAL REPORTING POLICY STATEMENT</b>				
1. Does the institution disclose whether it has policies or procedures to allow victims or witness to report crimes on a voluntary, confidential basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. If the institution has policies or procedures of this type, are they described in the ASR?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>SECURITY OF &amp; ACCESS TO CAMPUS FACILITIES POLICY STATEMENT</b>				
1. Security of and access to campus facilities, including campus residence halls?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 3 describes security of and access to campus facilities but does not affirmatively state whether the campus has on-campus student housing
2. Security considerations used in the maintenance of campus facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>LAW ENFORCEMENT &amp; JURISDICTION POLICY STATEMENTS</b>				
<b>A. Law Enforcement Relationships &amp; Jurisdiction</b>				
1. Addresses the enforcement authority and jurisdiction of security personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While page 2 speaks to the authority, there is no mention of the jurisdiction authority.
<b>B. Authority to Arrest &amp; Relationships</b>				
2. Addresses the working relationship of campus security personnel with State and local police agencies, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pages 6 indicates that there is a working relationship with the local police agency, but the language does not address the relationship with State agencies. It would also be helpful to be more specific as to the nature of the MOU with the local agency.
a. Whether those security personnel have authority to make arrests;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While page 2 does indicate that Safety Officers are not sworn, there is no explicit statement regarding their arrest authority.
b. Any agreements, such as written memoranda of understanding (MOU), between the institution and such agencies for the investigation of alleged criminal offenses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 2
<b>C. Accurate &amp; Prompt Reporting</b>				
1. Describes the institution's policies to encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies when the victim of crime elects to or is unable to make such a report? <i>(Note: If the campus does not have a police or security department, that should be stated in the policy.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D. Confidential Reporting - Pastoral and Professional Counselors</b>				
1. Does the institution disclose whether it has a confidential reporting procedures that encourage pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. If the institution has a process of this type, is it described in the ASR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
<b>MONITORING AND REPORTING OF CRIMINAL ACTIVITY POLICY STATEMENT</b>				

1. Describes how the institution monitors and records through local police agencies criminal activity by students at noncampus locations of student organizations officially recognized by the institution, including student organizations with noncampus housing facilities? *(Note: If the institution does not have any noncampus locations of officially recognized student organizations then that information must also be disclosed.)*



REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>TIMELY WARNING POLICY STATEMENT</b>				
1. Circumstances in which a warning will be issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pages 3-4 indicates circumstances for issuing timely warnings as Clery reportable crimes that pose a serious or ongoing threat, but there is no mention of Clery geographical locations. Review policy and include within this policy statement language affirming that Clery Act minimum requirements are met when determining whether a timely warning should be issued. Additionally, Timely Warnings and Emergency Notifications are separate and distinct disclosures, so we recommend clarifying the language in your policy to reflect the process for each respective alert.
2. The individual or office responsible for issuing the warning?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 5 identifies The Campus/District PIO, CEO (President/Provost/Chancellor/designee) and Campus Safety Officers as having the authority to issue a Timely Warning, but it is unclear as to who is ultimately responsible for issuing the timeline warning.
3. The manner in which the warning will be distributed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 4

REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>EMERGENCY NOTIFICATION POLICY STATEMENT</b>				
1. Describes the process used to confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Notifications and Timely Warnings are separate and distinct disclosures; consider clarifying the language in your policy to reflect the process for each respective alert.
2. Discloses process to determine which segment or segments will receive notification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Explains how the content of the notification will be developed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Explains process to initiate the notification system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Identifies by title or office the individuals or offices responsible for these decisions or actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 5 identifies The Campus/District PIO, CEO (President/Provost/Chancellor/designee) and Campus Safety Officers as having the authority to issue an emergency notification, but it is unclear as to who is ultimately responsible for the decisions and actions related to notification. Language on page 5 states that "ideally before a message goes out, several top-level administrators will have been consulted..." however this policy statement should reflect the exact policy and procedures in place in response to emergency notifications. Please include a description of the individuals or offices actually responsible for decisions and actions described. Lastly, within the statement, language indicating "any authorized administrator may act independently in cases where immediate action needs to be taken," but it is unclear as to how it is determined when some emergencies require immediate action vs. those that can be delayed long enough to follow the outlined process.
6. States that the institution 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Explains the institution's procedures for disseminating emergency information to the larger community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>EMERGENCY DRILLS, TESTING &amp; EVACUATION PROCEDURES POLICY STATEMENT</b>				
1. Procedures to annually schedule drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



2. Procedures to annually publicize emergency response and evacuation procedures in conjunction with the test and to document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT &amp; STALKING POLICY STATEMENTS</b>				
1. A description of the institution's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking that includes:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Page 24 contains information related to training on harassment, discrimination, and sexual assault. In order for this section to fully satisfy Clery requirements, a comprehensive description of Fullerton's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking for both new and current students and employees must be included in the ASR.
A. A description of the institution's primary prevention and awareness programs for all incoming students and new employees, which must include	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 21 states that the institution prohibits sexual assault, dating violence, domestic violence, and stalking but it is unclear if this statement is included within prevention programs for new students and employees
b. The definitions of dating violence, domestic violence, sexual assault, stalking, and of consent, in reference to sexual activity, in the applicable jurisdiction? <i>(Note: You cannot cross-reference or link to definitions; must be included in your programs and ASR policy statement.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pages 22-23 contain the Clery Act definitions of these terms. In order to satisfy this element, there should be language stating that the local jurisdiction definitions of these terms are taught within prevention programs for students and employees and then the local jurisdiction definitions themselves should be included within the ASR. Page 23 does contain the local jurisdiction definition of consent in reference to sexual activity but does not state whether this definition is included within prevention programs for new students and employees.
c. A description of safe and positive options for bystander intervention?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 24 does contain a description of safe and positive options for bystander intervention but does not state whether this information is taught/included within prevention programs for new students and employees.
d. Information on risk reduction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Page 24 includes a list of tips under the header "Prevention" that read like risk reduction tips as that term was formerly understood. In order to satisfy this policy statement element include information on risk reduction, as that term is defined within the Clery Act, that is included in prevention programs for new students and employees.
e. Information on procedures the institution follows when one of these crimes is reported and rights within disciplinary proceedings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B. A description of the institution's ongoing prevention and awareness campaigns for students and employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As ongoing programming should also contain the elements described above and some of those elements are missing or incomplete, this element is not met.
<b>PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED</b>				

<p>1. A description of the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The ASR should include a description of procedures victims should follow if an incident of DV/SAS has occurred including written information about the following. The ASR did not seem to contain any description of such procedures. Page 24 states that a Title IX sexual misconduct pamphlet is available in the campus safety lobby but it is unclear what information this pamphlet contains and whether it is proactively provided to victims as is required. Revisit institutional policy and procedure in order to compose a policy statement to satisfy this requirement.</p>
<p>a. Importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>b. How and to whom the alleged offense should be reported?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>c. Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Notify proper law enforcement authorities, including on-campus and local police?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Be assisted by campus authorities in notifying law enforcement authorities, if the victim so chooses?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Decline to notify such authorities?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Where applicable, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, or by the institution?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>CONFIDENTIALITY</b>				
<p>1. Provides information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>a. Complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Page 21 indicates that no public records or announcements will identify a victim. Consider clarifying this statement to convey that the reason victims will not be able to be identified is due to the exclusion of personally identifiable information.</p>
<p>b. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>p. 21</p>
<b>WRITTEN NOTIFICATION</b>				

1. Statement that the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Statement that the institution will provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the institution:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	While page 25 states that victims can receive assistance including changes to academic or working situations there is no language affirming this information is communicated to victims, nor whether it's provided in writing, and it does not state how and to whom to direct a request for such an accommodation.
a. Academic situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 speaks to academic accommodations, but it is unclear if this information is provided in writing.
b. Living situations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Transportation situations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Working situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 mentions working situations as area for which a victim could receive a "change" similar to academic situations, but it is not clear this is provided in writing.
e. Protective measures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Statement that accommodations or protective measures are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Statement that, following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. States that the institution's procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are provided in writing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>REGISTERED SEX OFFENDER STATEMENT</b>				
1. Informs the campus community where information provided by the state concerning registered sex offenders on campus (students and employees) may be found?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	While page 26 provides the phone number for the Fullerton PD which someone could call to get information on sex offender registration consider also including the address of the PD or the website one could go to find this information as well

REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>DISCIPLINARY PROCEDURES - POLICY STATEMENTS</b>				
1. Explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 describes disciplinary procedures for students in cases of dating violence, domestic violence, sexual assault, and stalking but there is no information regarding the disciplinary procedures for employees; clarify what policy or process is used for employees. For Clery purposes, steps, anticipated timelines, decision-making processes, and resolution procedures in cases of DVSAS must be described within the ASR to satisfy this policy statement.
a. Description of each type of disciplinary proceeding used by the institution (students, staff, faculty)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	p. 25; See above comment.
b. Steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Information about how to file a disciplinary complaint?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 describes to whom a discrimination/harassment complaint may be filled, but not necessarily how and to whom the disciplinary complaint should be filed specifically.
d. How the institution determines which type of proceeding to use based on the circumstances of an allegation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	It is clear the institution has a specific process for students and, therefore, it can be assumed that there is a separate process for employees but that is not stated affirmatively.
e. Description of the standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	p. 25 (student cases only)
f. List of all possible sanctions the institution may impose following the results of any disciplinary proceeding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Description of the range of protective measures that the institution may offer to the victim following an allegation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 (for students) indicates that recommendations for protective and no contact orders will be considered, but a full description of the range of protective measures is necessary to fulfill this required element.
2. Statement that the proceedings will:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Include a prompt, fair, and impartial process from the initial investigation to the final result?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 discusses the process for students but does not include language related to the final result in relation to the adjudication process.
b. Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

c. Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice? <i>(Note: See clarification below.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 indicates the right to an advisor of choice for the student process only.
3. States that the institution will simultaneously notify, in writing, both the accuser and the accused of:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Page 25 indicates that both the accuser and accused will receive written notification of the outcome; however, it is unclear whether this occurs simultaneously or not and is only specific to the student process.
b. The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Page 25 indicates that both the accuser and accused will receive written notification regarding the appeal process; however, it is unclear whether this occurs simultaneously or not and is only specific to the student process.
c. Any change to the result?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. When such results become final?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS POLICY STATEMENT</b>				
1. Statement that, upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. The alleged victim?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Or next of kin, if the victim is deceased?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements?</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>SECURITY AWARENESS PROGRAMS</b>				
1. Describes the <u>type</u> of security awareness programs offered to inform the campus community about campus security procedures and practices and to encourage the campus community to be responsible for their security and that of others?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Indicates the <u>frequency</u> with which these security awareness programs are offered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>CRIME PREVENTION PROGRAMS</b>				
1. Describes programs designed to inform students and employees about crime prevention?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>DRUG, ALCOHOL, &amp; SUBSTANCE ABUSE POLICY STATEMENTS</b>				
1. Describes the institution's policies regarding the possession, use and sale of <b>alcoholic beverages</b> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 19
2. Describes the institution's policies regarding <b>enforcement of State underage drinking laws</b> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Describes the institution's policies regarding the possession, use, and sale of <b>illegal drugs</b> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 19
4. Describes the institution's policies regarding <b>enforcement of Federal and State drug laws</b> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Describes the institution's drug and alcohol abuse programs required under the <b>Drug-Free Schools and Communities Act (DFSCA)</b> or cross-references the materials the institution uses to comply with the DFSCA [the institution's drug and alcohol abuse prevention program (DAAPP)]?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Fullerton chooses not to no cross-reference information required under DFSCA, the Department of Education expects that the following information be included within the ASR itself: a.) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees; b.) a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; c.) a description of the health risks associated with the abuse of alcohol or use of illicit drugs; d.) a list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and e.) a clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<i>Does the annual security report (ASR) include the following elements? NOTE: ON-CAMPUS HOUSING ONLY</i>				
<b>MISSING STUDENT NOTIFICATION POLICY STATEMENT</b>				
1. Does the institution have on-campus student housing facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was determined that the campus does not have residence halls, but that information must be stated explicitly in the ASR.
2. If the institution has on-campus housing facilities, is there a policy statement that:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a. Identifies to whom reports should be made if a student living on campus is missing more than 24 hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. Communicates a requirement that all official missing student reports are immediately referred to campus police or security department (or, in their absence, to the local law enforcement agency with jurisdiction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c. Explains the option to identify a contact person who will be notified within 24 hours if student is determined to be missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
d. Advises students that their missing person contact information is registered and confidential, accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
e. Informs students under 18 and not emancipated that parents and contact will be contacted within 24 hours of being determined missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
f. Advises students that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A



REQUIRED POLICY DISCLOSURES <i>Does the annual security report (ASR) include the following elements? NOTE: ON-CAMPUS HOUSING ONLY</i>	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>FIRE SAFETY REPORT &amp; STATISTICS</b>				
1. Does the institution have on-campus student housing facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It was determined that the campus does not have residence halls, but that information must be stated explicitly in the ASR.
2. If the institution has on-campus housing facilities, is there an annual fire safety report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
3. Within the annual fire safety report are there names and addresses of each on-campus student housing facility and are there the required statistics for each on-campus student housing facility for:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a. The number of fires and the cause of each fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. The number of persons with fire-related injuries for each fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c. The number of fire-related deaths for each fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
d. The value of property damage caused by each fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
4. Does the annual fire safety report contain a statement that addresses:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
a. A description of each on-campus student housing facility fire safety system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. The number of fire drills held during the previous calendar year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c. Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
d. Procedures for student housing evacuation in the case of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
e. Policies regarding fire safety education and training programs provided to students and employees? In these policies, the institution must describe the procedures that students and employees should follow in case of a fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
f. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
g. Plans for future improvements in fire safety, if determined necessary by the institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

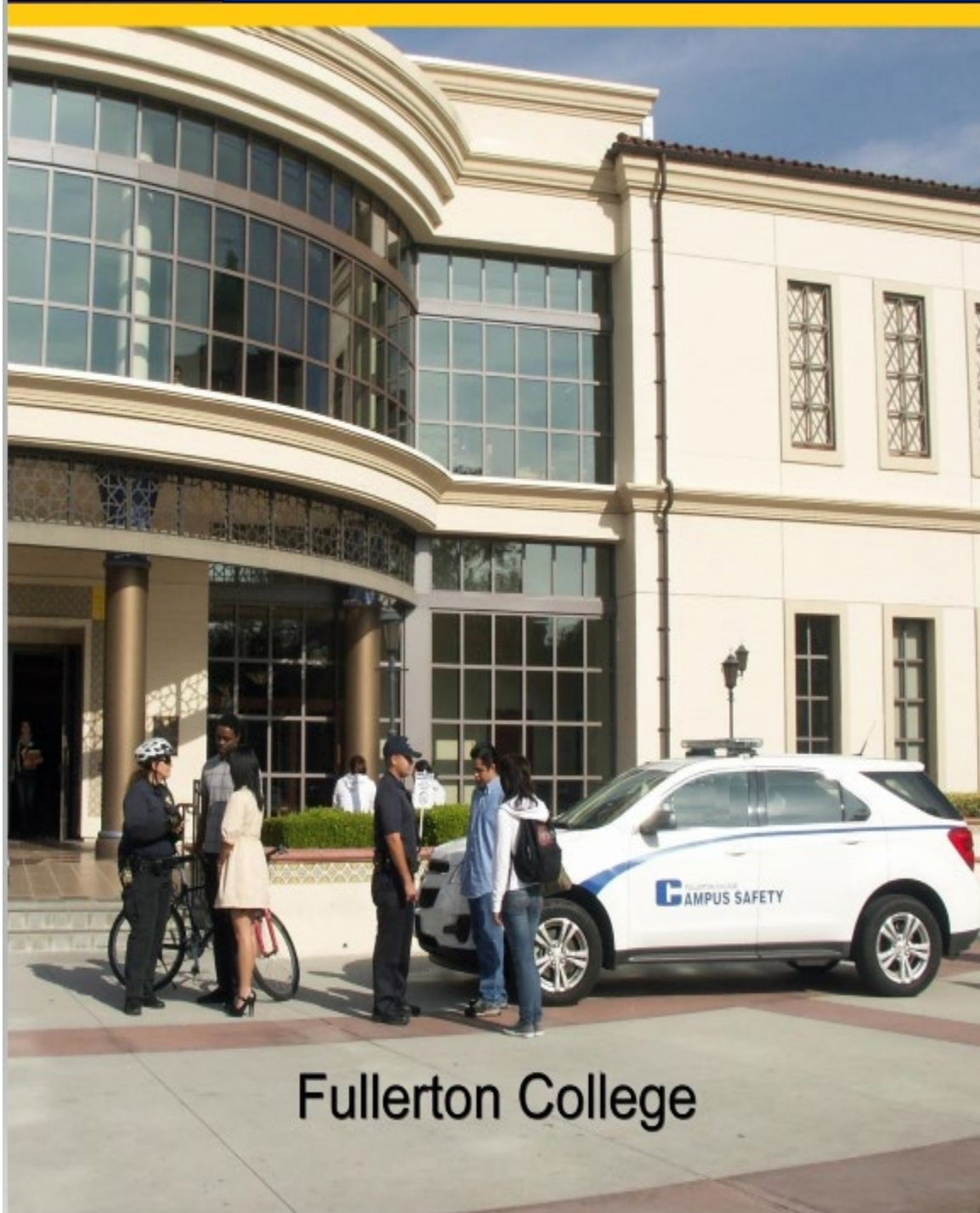
REQUIRED POLICY DISCLOSURES	INCLUDED IN ASR?			NEXT STEPS, RESPONSIBLE PARTIES, & TIMELINE
	Yes	No	Incomplete	
<b>CRIME STATISTICS - GENERAL</b>				
1. Are crime statistics presented in table format?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
2. Does the ASR include statistics for the three most recent calendar years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
3. Does the ASR disclose the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics? (Note: The institution must maintain documentation as to why the crime was unfounded.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>PRIMARY CLERY CRIMES REPORTING</b>				
1. Does the ASR report statistics for each of the required crimes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
a. Murder/Non-negligent Manslaughter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
b. Manslaughter By Negligence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This crime category is now referred to as Manslaughter by Negligence
c. Sex Offenses (rape, fondling, incest, statutory rape)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clery used to divide sex offenses into forcible and non-forcible sex offenses, but these offenses have been updated to include definitions for Rape, Fondling, Incest, and Statutory Rape. These statistics do call out rape and fondling but do not mention incest and statutory rape. There is also a separate category for "sexual assault" and sexual assault under Clery is defined as anything that meets the definition of rape, fondling, incest, or statutory rape. Review all incidents categorized under forcible and non-forcible sex offenses and sexual assault and see whether they fit under the categories of rape, fondling, or incest or statutory rape once those have been added in order to appropriately address Clery Act crime statistics requirements.
d. Robbery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
e. Aggravated Assault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
f. Burglary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
g. Motor Vehicle Theft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
h. Arson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
i. Liquor Law Arrests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
j. Liquor Law Referrals for Disciplinary Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
k. Drug Law Arrests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
l. Drug Law Referrals for Disciplinary Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
m. Weapons Law Violations Arrests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
n. Weapons Law Violations Referrals for Disciplinary Action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p

2. Does the ASR report statistics for each of the required geographic areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	p. 6; There is no on-campus housing. Note, it is permissible to exclude the categories of noncampus and on-campus student housing if you do not have locations within those categories; however, you still must still explicitly state that you do not have noncampus or on-campus student housing locations.
a. On-campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Residential Facilities <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The ASR does not state that the campus does not have on-campus student housing and that statement must be included within the ASR.
c. Noncampus Buildings or Property <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is permissible to exclude the categories of noncampus and on-campus student housing if you do not have locations within those categories; however, you still must still explicitly state that you do not have noncampus or on-campus student housing locations.
d. Public Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
<b>VAWA CRIMES REPORTING</b>				
1. Does the ASR report statistics for each of the required crimes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
a. Domestic Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
b. Dating Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
c. Stalking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
2. Does the ASR report statistics for each of the required geographic areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	p. 6; There is no on-campus housing. Note, it is permissible to exclude the categories of noncampus and on-campus student housing if you do not have locations within those categories; however, you still must still explicitly state that you do not have noncampus or on-campus student housing locations.
a. On-campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
b. Residential Facilities <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c. Noncampus Buildings or Property <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
d. Public Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. 6
<b>HATE CRIMES REPORTING</b> (Note: Institutions can present their hate crime statistics in either a narrative or tabular format.)				
1. Does the ASR report hate crimes for the three most recent calendar years?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See comments below

<p>2. Are hate crimes noted by category of bias (race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability)?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The way hate crimes statistics are presented they do not account for the crime or bias category. Note that you may also present hate crime statistics in a narrative format. Whether in a table or in a narrative format, the hate crime statistics must demonstrate accounting for crime category, bias category, and geographic location. Additionally, hate crimes are counted as reports, similarly to the other criminal offences and should not be included in the "special category arrest" section.</p>
<p>3. Does the ASR report statistics for each of the required crimes?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>While page 6 does present a table for hate crimes statistics, because the statistics are not broken out by crime category and there is no information in the ASR on what crimes are considered for hate crime classification, it is not possible for this review to assess whether or not the institution analyzes each possible Clery-reportable hate crime for inclusion in statistics.</p>
<p>a. Murder/Non-negligent Manslaughter</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>b. Sex Offenses (rape, fondling, incest, statutory rape)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>c. Robbery</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>d. Aggravated Assault</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>e. Burglary</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>f. Motor Vehicle Theft</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>g. Arson</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>h. Larceny-theft</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>i. Simple Assault</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>j. Intimidation</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>k. Destruction, Damage, or Vandalism of Property</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>See comment above</p>
<p>4. Does the ASR report statistics for each of the required geographic areas?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>p. 6; It is permissible to exclude the categories of noncampus and on-campus student housing if you do not have locations within those categories; however, you still must still explicitly state that you do not have noncampus or on-campus student housing locations. See comment above related to Hate Crimes being accounted for under the "special category arrest" section.</p>
<p>a. On-campus</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>p. 6</p>
<p>b. Residential Facilities <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>N/A</p>
<p>c. Noncampus Buildings or Property <i>(Note: If the institution has no such facilities, this area can be excluded from the table but must be noted.)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>p. 6</p>
<p>d. Public Property</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>p. 6</p>



# Clery Annual Security Report 2023



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2023**

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## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty-four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, "We value the well-being of our campus community."

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE**  
**2023 CLERY ANNUAL SECURITY REPORT CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Statistics.....</b>	<b>7</b>
<b>Crime Reporting Procedures (Policy Statement).....</b>	<b>10</b>
<b>Emergency Procedures.....</b>	<b>11</b>
Addressing Disruptive Student Behavior.....	11
Responding to Disruptive or Threatening Behavior.....	11
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>11</b>
<b>Evacuation.....</b>	<b>13</b>
<b>Evacuation of Disabled Persons.....</b>	<b>14</b>
<b>Power Outage.....</b>	<b>14</b>
<b>Bomb Threat.....</b>	<b>15</b>
<b>Explosion.....</b>	<b>15</b>
<b>Fire.....</b>	<b>16</b>
<b>Earthquake.....</b>	<b>16</b>
<b>Weapons and Dangerous Objects.....</b>	<b>17</b>
<b>Hazardous Materials.....</b>	<b>18</b>
<b>Chemicals and Solvents.....</b>	<b>19</b>
<b>Radioactive Material Spills.....</b>	<b>19</b>
<b>Active Shooter Emergency Plan.....</b>	<b>21</b>
Communications.....	21
Planning and Preparation.....	21
Response.....	22
General Safety Concerns.....	22
Shelter-In-Place or Lockdown Guidelines.....	22
Active Shooter Situations.....	23
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>23</b>
<b>Sexual Assault Information.....</b>	<b>24</b>
<b>Violence Against Women Act (VAWA).....</b>	<b>25</b>
Definitions.....	26
Sexual Assaults (Sex Offenses).....	27
Consent (California Education Code Section 67386).....	27
Prevention and Risk Reduction.....	28
Title IX Training.....	28
Assistance to Victims.....	29
<b>Procedures for Sexual Assault (VAWA) Reports.....</b>	<b>29</b>
<b>Discipline Procedure.....</b>	<b>30</b>
<b>Weapons on Campus.....</b>	<b>31</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>31</b>
<b>Campus Geography.....</b>	<b>32</b>
<b>Campus Clery Boundaries.....</b>	<b>33</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>34</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>35</b>
<b>Campus Map.....</b>	<b>36</b>



## **Purpose of the Clery Annual Security Report for 2023**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. Crime statistics are also gathered from the Title IX coordinator. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community-oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus
- Conduct campus-wide drills on earthquake preparedness and active shooter

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety Officers complete incident reports on crime incidents and violation of college regulations or board policy. NOCCCD Board Policy gives campus Safety Officers authority to arrest under California Penal Code 837.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus. Fullerton Police Department has jurisdictional authority over all crimes on campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911.

After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building. There is no student housing at Fullerton College.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule. It is the responsibility of staff (user) who use facilities to secure the building/room when they leave.

Fullerton College does not have any on or off campus student housing.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident. The emergency notification is made by the Campus PIO, in consultation with the Campus Safety Director and the President, to the full campus community, immediately. The notification will be made without delay unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves. The PIO, in consultation with the Director of Campus Safety and the President will initiate a Timely Warning to the campus community.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements. Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators (President, Vice Presidents) will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.

- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises). In cases where immediate action needs to be taken, any authorized administrator (Campus Safety Director, PIO, President or designee) may act independently if safety of personnel will be negatively impacted due to a delay.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus during the Fall Semester, Great California Shake-Out. During this evacuation drill, all emergency communications capabilities are tested. The Building and Floor Marshalls, along with the emergency radio system, is tested. The Health Services Department sets-up and conducts a triage of injured employees played by theater students. The Campus Safety Department manages the active shooter drill during the spring semester. During this drill, emergency communication systems are tested along with the Cisco phone system throughout the campus. The

One-Command lockdown system for all electronic doors is also tested. There is an after-action briefing to identify areas to be improved for the future. The Campus Safety Department manages the emergency radio system on campus with monthly roll-calls. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

## Crime Statistics

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	1	0	1
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Agravated Assault	2022	0	0	0
	2021	0	0	0
	2020	1	0	1
Burglary	2022	0	0	0
	2021	2	0	2
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	1	0	1
	2020	0	0	0

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law - Violation Arrests	2022	1	0	1
	2021	1	0	1
	2020	2	0	2
Drug Law - Violation Arrests	2022	1	0	1
	2021	1	0	1
	2020	0	0	0
Weapons Law - Violation Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law - Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law - Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Law- Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	1	0	1
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Unfounded Crimes	2022	0	0	0



# HATE CRIME REPORTING:

## Hate Crime - On Campus

Criminal Offense	Category of Bias for crimes reported in 2022								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated Assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0	0	0
l. Larceny - Theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

## Hate Crime - Public Property

Criminal Offense	Category of Bias for crimes reported in 2022								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated Assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0	0	0
l. Larceny - Theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

There is no student housing at Fullerton College.

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 34). Reporting of a crime can also be accomplished by contacting Campus Safety Officers (714-992-7080, ext. 0) or the Fullerton Police Department as soon as possible, (accurate and prompt reporting of crime). The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714-738-6800. Fullerton College has an MOU with Fullerton Police Department to report and investigate all crimes on campus. If you are a victim of a crime and do not want to pursue action within the college system or criminal justice system, you may want to consider making a confidential report. With your permission, a Campus Safety Officer can file a report of the incident without revealing your identity, (except to the Title IX Coordinator for a sex offense or sexual harassment). The campus does not have any officially recognized student non-campus locations.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Fullerton College to inform staff and students of any criminal activity or security problems which may pose a safety threat to individuals. Crime prevention programs and services are provided to the campus community. Campus Safety provides information services to international student each semester. Campus Safety provides information services to all athletes at the beginning of the semester. Campus Safety participates each year in the sexual assault awareness program with information booths in the quad. Campus Safety produced a safety brochure with safety tips. Campus Safety provides safety escorts to anyone twenty fours a day. Campus Safety has security cameras throughout the campus along with emergency phones that connect directly to all Campus Safety officer's radio.

## **Crime Log**

Crime log entries include all crimes reported to the Campus Safety Department for the geographic area of the campus. The crime log is posted in the lobby of the Campus Safety Department, Building 1500.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

### **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.

2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.
6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

### **When Calling for Help**

**Police and Fire Department Emergencies: 911.**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

## **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

## **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evacuation. Stryker Chairs are on the upper floors of all building to evacuate disabled individuals.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance, if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?
  - Describe the language used. Well spoken? Irrational? Foul?
  - Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122. Immediately call Campus Safety, 714-992-7777.

1. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
2. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.



4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If evacuation is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## **Weapons and Dangerous Objects**

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy.**

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times.
2. Always be cautious with hazardous materials.
3. Always be prepared.
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask.
4. THINK AHEAD! BE READY.
  - Keep people away— isolate area— call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately.

Examples:

- Containers in bad condition.
  - Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents.
  7. Keep your work area clean.
    - Good housekeeping is a continuous job.
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material.

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF  
TRAINED PERSONNEL.*

### **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

### **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.
- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- Note location of emergency phones near your classrooms
- Like/Follow FC on Facebook and Twitter
- Expect text messages, voicemail and email through RAVE for emergencies. It is important to keep your contact information current in MyGateway.

Staff should:

- Note location of emergency phones near your work area
- Know they are part of RAVE, the District's emergency notification system. It is important to keep your contact information current in MyGateway.

Campus Safety and PIO can send emergency broadcasts through the college telephone (Cisco) system. Follow any emergency broadcast over the phone system. Fullerton College also has an emergency radio system. You may be notified by a building or floor marshal to evacuate or lockdown (shelter in place).

### **Planning and Preparation:**

- Identify escape routes from your classroom or office
- Identify hiding places and lockdown areas
- Identify emergency communications capabilities, emergency phones, classroom phones, cell phones, Fullerton PD 714-738-6700, Campus Safety 714-992-7777.

**Response:**

**RUN**

- If you can escape from the area of the shooter, do so
- Run until you are far away from the danger

**HIDE OR LOCKDOWN**

- If you are in an adjacent room or area, lockdown. If the door will not lock, barricade it with heavy objects.
- Silence your cell phone, turn off the lights, and hide away from doors and windows.
- Call 911, give police shooter’s location, description, type of weapon, number of injured.

**TAKE OUT OR FIGHT**

- There is no way to predict the best course of action. Options include hiding and placing objects between yourself and the shooter. As a last resort, attack the shooter with others.

**General Safety Concerns:**

Be aware of your surroundings. If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President.

Counseling services are available to both employee and students concerning drug and alcohol abuse. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College, controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students.

Fullerton College enforces California underage drinking and possession laws, both State and Federal. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at

<https://health.fullcoll.edu/>

## Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual assaults contact:

- Fullerton College Health Center Website: <https://health.fullcoll.edu/>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 919-967-7273 <https://ocrcc.org>
- RAINN (Rape, Abuse & Incest National Network): 800-656-HOPE <https://www.rainn.org>
- The LGBT Center OC: 714-953-5428 <https://www.lgbtqcenteroc.org>
- LGBT National Hotline – GLBT National Help Center: 888-843-4564.
- NEWS (Nurturing Empowerment Worth Safety) 800-799-7233.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy, accompaniment to hospitals, law enforcement interviews and individual group counseling). <http://projectsister.org/>
- Victim Connect Resource Center: 855-4-VICTIM (855-484-2846) <https://victimconnect.org>
- CDC (Centers for Disease Control and Prevention), <https://www.cdc.gov/violenceprevention/index.html>
- NIJ (National Institute of Justice), <https://nij.ojp.gov/topics/articles/overview-rape-and-sexual-violence>
- Human Options (Shelter): 877-854-3594. <https://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 & 562-594-4555. <http://www.intervalhouse.org/>
- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>



## **Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The confidentiality of the victim is protected due to the exclusion of personally identifiable information. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the Title IX Officer for advice, options, information and filing a formal complaint. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the

Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes. The Fullerton Police Department can assist with filing a restraining order.

### **Definitions:**

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse 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** is defined as 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** is defined as 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.
- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Sexual Assaults (Sex Offenses).** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

**Consent (California Education Code Section 67386).** Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Prevention and Risk Reduction**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080, ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.
  - c. Delegate: Find others who can help you intervene in the situation.
  - d. Delay: Ask them, “Are you ok?” or “Can I help you?”
10. Title IX taught to all new and returning students and staff. Definitions of sexual assault, domestic violence, dating violence and stalking are included in the policy and training.

## **Title IX Training**

All new and returning students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. Included in District Policy is sexual assaults, dating violence, domestic violence and stalking. All managers attend mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus. Title IX “Sexual Misconduct on Campus Information Pamphlet” is available in the campus safety lobby. It includes information on what to do if you have been sexually assaulted, reporting options and resources.

## **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<https://health.fullcoll.edu/>). Community resource list is also available on the Campus Safety internet site, (<https://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at CRD (Civil Rights Department), 800-884-1684, <https://calcivilrights.ca.gov/>

### **Procedures for Sexual Assault (VAWA) reports**

If a report of sexual assault, domestic violence, dating violence or stalking is made, the college will respond with the following procedures:

1. Inform victim and direct individual to the Title IX officer, immediately.
2. Provide access to medical assistance when appropriate for timely evidentiary reasons.
3. Mitigate immediate safety needs of complainant.
4. Assist with contacting local police as directed by complainant.
5. Provide assistance and referrals to on and off campus mental health services.
6. Provide victim with a written explanation of victim's rights and options.
7. Provide victim with instructions for protective orders.
8. Provide the victim with a copy of the District policy on Harassment, Discrimination and Sexual Assaults, (VAWA), AP3434 and AP3540.
9. Enforce the anti-retaliation policy of the District.
10. Provide information and help for accommodations including academic, transportation and working situations.

## **Discipline Procedures**

Students and employees are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner by trained investigators of the District or outside experts. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused (student or employee) will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the “preponderance of the evidence” standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540 and 3434) can be found on the district internet site. This written policy will be given to the victims whether the incident occurred on or off campus. The college will, upon written request, disclose to the alleged victim of a crime of violence, the report on the results of any discipline proceedings conducted by such institution against a student who is alleged perpetrator of such crime or offense. If the victim is deceased, as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim.

BP 3540, Any Sexual Assault by employees are subject to all applicable punishment, including criminal procedures and disciplinary procedures of the District. Upon receiving a report of Sexual Harassment, the Title IX Coordinator will make a determination concerning the health and safety of the complainant and campus community as a whole. The District has the right to place an employee on administrative leave, (AP 3434). The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 days, (AP 3434). A Complainant or Respondent may appeal the District’s determination regarding responsibility or the dismissal of a formal complaint or any allegation. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District’s notice of dismissal of a formal complaint or any allegation.

## **Weapons on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

## **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.001 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800, 237 W. Commonwealth Ave., Fullerton, CA 92832. NOCCCD Administrative Procedures 3516 covers registered sex offender information

## **Campus Geography**

Fullerton College is part of the North Orange County Community College District (1830 West Romneya Drive, Anaheim, California, 92801-1819).

Fullerton College is located at 321 East Chapman Avenue in Fullerton, California, 92832. The campus borders are:

- North side of campus border is Berkeley Street and Lemon Street.
- South side of campus border is Wilshire Avenue and Lemon Street.
- West side of campus border is Lemon Street.
- East side of campus border is Chapman Avenue and Berkeley Street.

Fullerton College has a building called the Ben Franklin House Building located at 315 N. Pomona Avenue, Fullerton, California, 92832.

Fullerton College has a vacant lot located at the corner of Chapman Avenue and Newell Street.

Small rental structures at: 325, 327, 400, 405, 407, 409, 411 Newell Street, Fullerton, California, 92832

Small rental structures at: 416, 418A, 418B, 420, 438 Chapman Avenue, Fullerton, California, 92832

Fullerton College has a parking lot on Chapman Avenue just east of the campus located next to the following address: 1250 E. Chapman Avenue, Fullerton, California, 92831 (Walgreen's Pharmacy).

City of Fullerton Parking Structure across from the campus at 233 E. Whiting Avenue, Fullerton, California, 92832



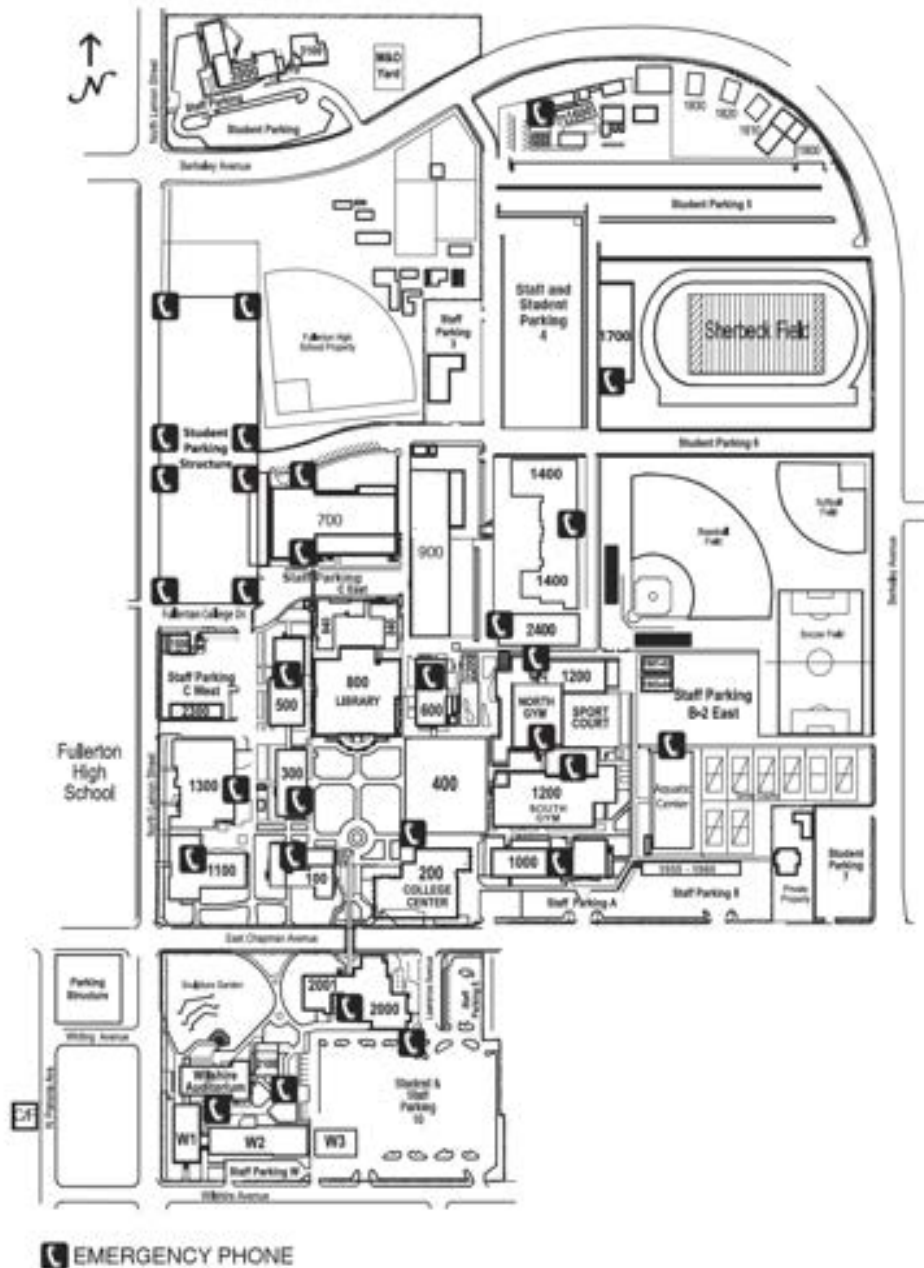
### **Campus Clery Boundaries**

Fullerton College's Campus Clery Boundaries include all of the above information under "Campus Geography" including all sidewalks, driveways, and alleyways surrounding the properties listed above which is owned by the North Orange County Community College District.

Students and staff are permitted to park in the City of Fullerton's Plummer Parking Structure (222 East Whiting Avenue, Fullerton, California, 92832) located at the corner of Chapman Avenue and Lemon Street.

# Fullerton College

## EMERGENCY PHONE LOCATIONS

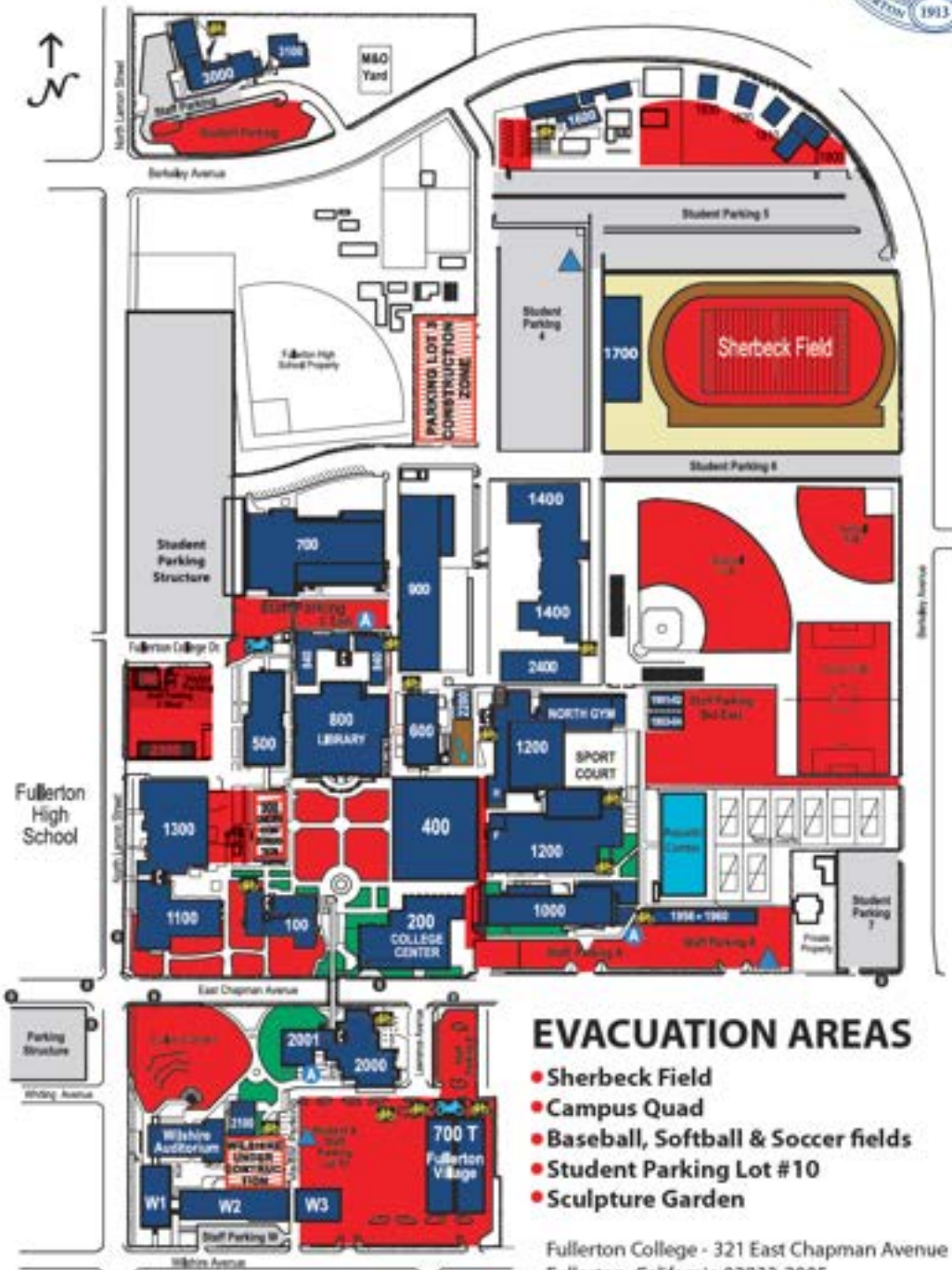


321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: AUGUST 2022 FIG

# Fullerton College

## EVACUATION AREAS



### EVACUATION AREAS

- Sherbeck Field
- Campus Quad
- Baseball, Softball & Soccer fields
- Student Parking Lot #10
- Sculpture Garden

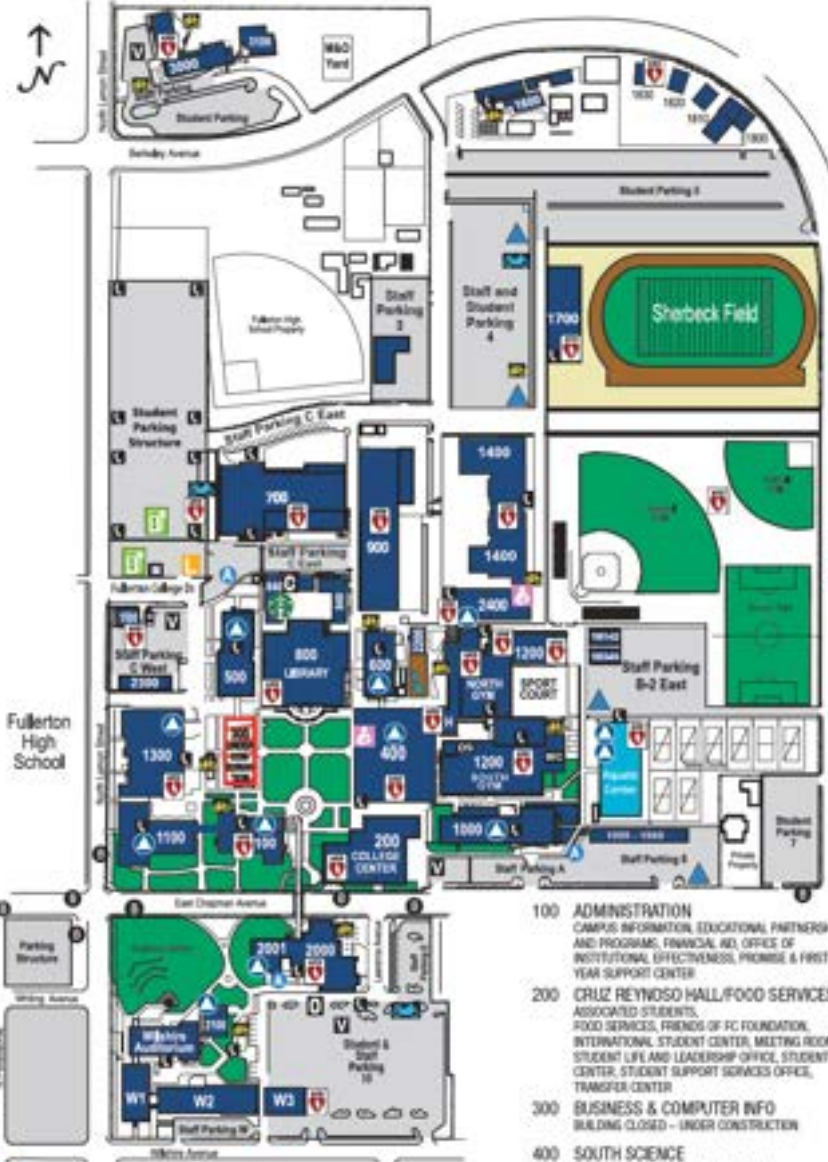
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Updated: SEPTEMBER 2023 RG

# Fullerton College

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • www.fullcoll.edu

FALL 2023



**DIRECTIONS FROM FREEWAYS TO FULLERTON COLLEGE:**  
 From 57 Frey: Exit at Chapman Ave., West to Lemon St.  
 From 91 Frey: Exit at Lemon St., North to Chapman Ave.

- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE CENTER  
ACADEMIC SUPPORT CENTER, ADAPTIVE COMPUTER LAB, GUIDED PATHWAYS OFFICE, LIBRARY, MATH LAB, STAFF DEVELOPMENT, STUDY ABROAD
- 840 DISABILITY SUPPORT SERVICES/MAILROOM/STARBUCKS  
CLASSIFIED LOUNGE, DISABILITY SUPPORT SERVICES, MAILROOM, STARBUCKS
- 900 AUTO/MACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY  
BUSINESS, C&E AND ECONOMIC AND WORKFORCE DEVELOPMENT DIVISION OFFICE
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE, RECREATION HALL
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO, HEALTH SERVICES, NORTHSOUTH GYM, PHYSICAL EDUCATION DIVISION OFFICE, WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, SHANNYN DOSSON THEATRE, CAMPUS THEATRE
- 1400 SOCIAL SCIENCES  
SOCIAL SCIENCES DIVISION OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/PE CLASSROOMS  
1801 SPRING, 1803 PLATES, 1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1902 VETERANS RESOURCE CENTER, 1903-1904 UNCLIA COMMUNITY PROGRAM, 1955 FOOD BANK, 1956 - 1960 CLASSROOMS
- 2000 STUDENT SERVICES/TV  
ADMISSIONS & RECORDS, BOOKSTORE, BURSAR, CAREER CENTER, COUNSELING, DISTANCE EDUCATION, EDPS/CARE, THE HANGER
- 2001
- 2100 SCULPTURE/3D ARTS
- 2200
- 2300 M&O SHOPS
- 2400 HUMANITIES  
HUMANITIES DIVISION OFFICE, LACTATOR ROOM
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, CAMPUS CAPITAL, PROJECTS OFFICE, FACILITIES, HIGH SCHOOL, OUTREACH OFFICE, MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING TECHNOLOGY

- AUTOMATED EXTERNAL DEFIBRILLATOR
  - BIKE RACKS
  - CALWORKS
  - CLASSIFIED LOUNGE
  - DANCE STUDIO
  - EMERGENCY PHONE
  - EV CHARGING STATIONS
  - GENDER INCLUSIVE BATHROOM
  - HEALTH CENTER
  - OFF-SITE PARKING SHUTTLE PICKUP & DROP-OFF
- LACTATION ROOM
  - LIBRARY BOOK DROP
  - MOTORCYCLE PARKING
  - OCTA ACCESS BUS STOPS
  - OCTA BUS STOPS
  - STARBUCKS
  - STUDENT DROP-OFF AREA
  - VISITOR PARKING
  - WELLNESS CENTER

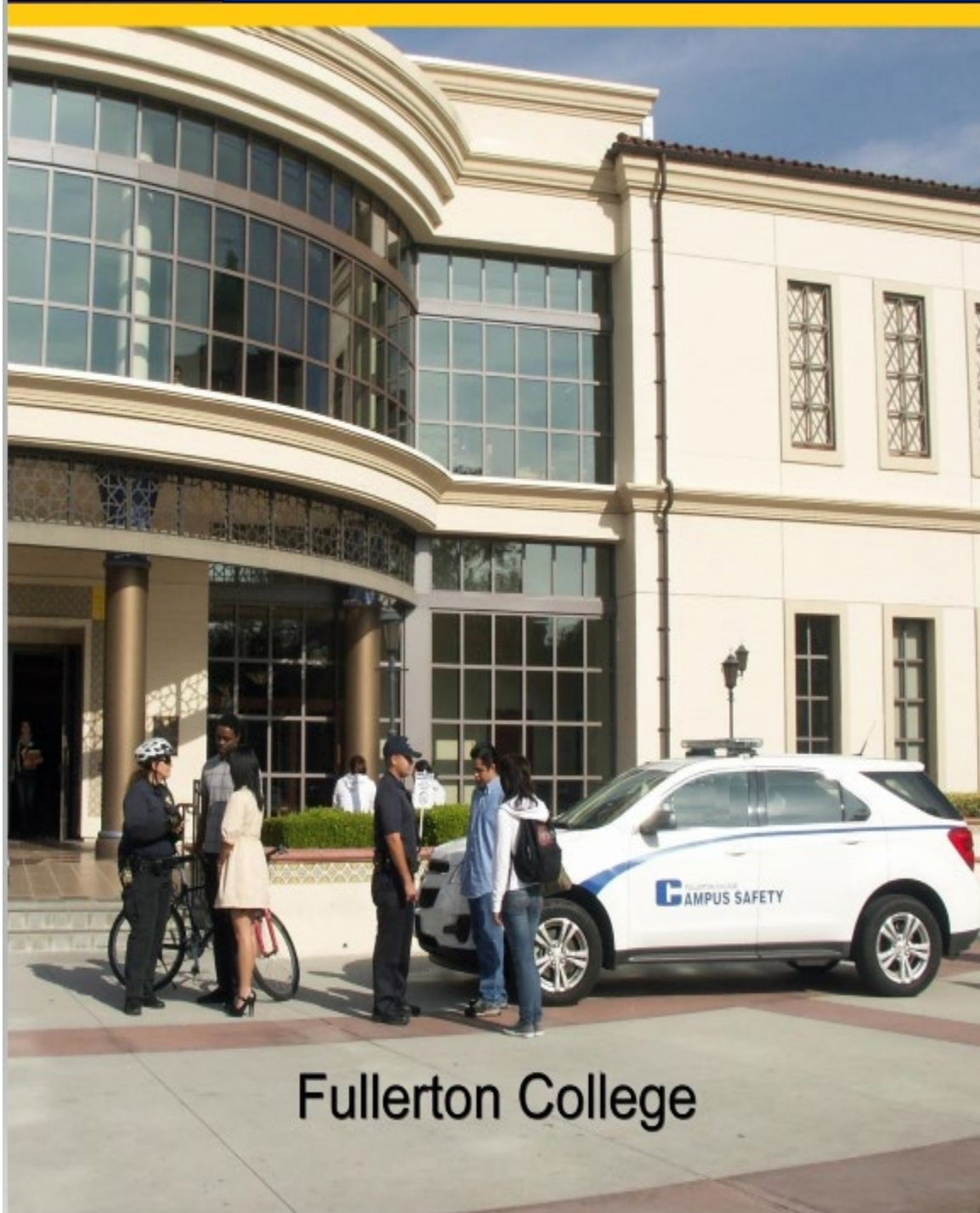
- 100 ADMINISTRATION  
CAMPUS INFORMATION, EDUCATIONAL PARTNERSHIPS AND PROGRAMS, FINANCIAL AID OFFICE OF INSTITUTIONAL EFFECTIVENESS, PROMISE & FIRST YEAR SUPPORT CENTER
- 200 CRUZ REYNOSO HALL/FOOD SERVICES  
ASSOCIATED STUDENTS, FOOD SERVICES, FRIENDS OF FC FOUNDATION, INTERNATIONAL STUDENT CENTER, MEETING ROOMS, STUDENT LIFE AND LEADERSHIP OFFICE, STUDENT CENTER, STUDENT SUPPORT SERVICES OFFICE, TRANSFER CENTER
- 300 BUSINESS & COMPUTER INFO  
BUILDING CLOSED - UNDER CONSTRUCTION
- 400 SOUTH SCIENCE  
LACTATION ROOM, NATURAL SCIENCES DIVISION OFFICE
- 500 APPLIED ARTS  
CADENA CULTURAL CENTER/GRADES TO BE PROGRAM, LEADERSHIP - RESOURCE PROGRAM, COMPUTER LABS, WALK-UP ACT HELP DESK
- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE DIVISION OFFICE

W1-W2-W3 NORTH ORANGE CONTINUING EDUCATION  
WILSHIRE CENTER

OFF-SITE PARKING LOT IS LOCATED AT MARKED LOT NEAR SE CORNER OF CHAPMAN AND RAYMOND Updated: APRIL 27, 2023 RG



# Clery Annual Security Report 2021



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2021**

#### **Board of Trustees**

Dr. Barbara Dunsheath, President  
Jacqueline Rodarte, Vice-President  
Ed Lopez, Secretary  
Stephen T. Blount, Member  
Evangelina Rea Rosales, Member  
Jeffrey P. Brown, Member  
Ryan Bent, Member

Erin LaCorte, Student Trustee, Fullerton College  
Meena Pandian, Student Trustee, Cypress College

#### **North Orange County Community College District Administration**

Fredrick Williams, Interim Chancellor  
Irma Ramos, Vice Chancellor, Human Resources  
Vacant, Vice Chancellor, Finance and Facilities  
W. Cherry Li-Bugg, Ph.D., Vice Chancellor, Educational Services and Technology

#### **Fullerton College Administration**

Gilbert Contreras, Ph.D., Interim President  
Elaine Lipiz-Gonzalez, Ed.D., Interim Vice President of Student Services  
José Ramón Núñez, Ph.D., Vice President of Instruction  
Rodrigo Garcia, CPA, Vice President of Administrative Services

## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty-four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, "We value the well-being of our campus community."

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE**  
**2021 CLERY ANNUAL SECURITY REPORT CONTENTS**

<b>Purpose of Clery Annual Security Report</b> .....	1
<b>Fullerton College Campus Safety Department</b> .....	1
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation</b> .....	2
<b>Access to Campus Buildings and Facilities</b> .....	3
<b>Safety of College Property</b> .....	3
<b>Emergency Notification &amp; Timely Warning Notice</b> .....	3
<b>Emergency Preparedness</b> .....	5
<b>Clery Statistics</b> .....	7
<b>Crime Reporting Procedures (Policy Statement)</b> .....	10
<b>Emergency Procedures</b> .....	11
Addressing Disruptive Student Behavior.....	11
Responding to Disruptive or Threatening Behavior.....	11
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake</b> .....	11
<b>Evacuation</b> .....	13
<b>Evacuation of Disabled Persons</b> .....	14
<b>Power Outage</b> .....	14
<b>Bomb Threat</b> .....	15
<b>Explosion</b> .....	15
<b>Fire</b> .....	16
<b>Earthquake</b> .....	16
<b>Weapons and Dangerous Objects</b> .....	17
<b>Hazardous Materials</b> .....	18
<b>Chemicals and Solvents</b> .....	19
<b>Radioactive Material Spills</b> .....	19
<b>Active Shooter Emergency Plan</b> .....	21
Communications.....	21
Planning and Preparation.....	21
Response.....	22
General Safety Concerns.....	22
Shelter-In-Place or Lockdown Guidelines.....	22
Active Shooter Situations.....	23
<b>Substance Abuse, Drugs, and Alcoholic Beverages</b> .....	23
<b>Sexual Assault Information</b> .....	24
<b>Violence Against Women Act (VAWA)</b> .....	25
Definitions.....	26
Sexual Assaults (Sex Offenses).....	27
Consent (California Education Code Section 67386).....	27
Prevention and Risk Reduction.....	28
Title IX Training.....	28
Assistance to Victims.....	29
<b>Procedures for Sexual Assault (VAWA) Reports</b> .....	29
<b>Discipline Procedure</b> .....	30
<b>Weapons on Campus</b> .....	31
<b>Convicted Sexual Offender Registration Laws</b> .....	31
<b>Campus Geography</b> .....	32
<b>Campus Clery Boundaries</b> .....	33
<b>Campus Map - Location of Emergency Phones</b> .....	34
<b>Campus Map - Evacuation Areas</b> .....	35
<b>Campus Map</b> .....	36



## **Purpose of the Clery Annual Security Report for 2021**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. Crime statistics are also gathered from the Title IX coordinator. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community-oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus
- Conduct campus-wide drills on earthquake preparedness and active shooter

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety Officers complete incident reports on crime incidents and violation of college regulations or board policy. NOCCCD Board Policy gives campus Safety Officers authority to arrest under California Penal Code 837.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus. Fullerton Police Department has jurisdictional authority over all crimes on campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building. There is no student housing at Fullerton College.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule. It is the responsibility of staff (user) who use facilities to secure the building/room when they leave.

Fullerton College does not have any on or off campus student housing.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident. The emergency notification is made by the Campus PIO, in consultation with the Campus Safety Director and the President, to the full campus community, immediately. The notification will be made without delay unless

notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves. The PIO, in consultation with the Director of Campus Safety and the President will initiate a Timely Warning to the campus community.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements. Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators (President, Vice Presidents) will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises). In cases where immediate action needs to be taken, any authorized administrator (Campus Safety Director, PIO, President or designee) may act independently if safety of personnel will be negatively impacted due to a delay.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus during the Fall Semester, Great California Shake-Out. During this evacuation drill, all emergency communications capabilities are tested. The Building and Floor Marshalls, along with the emergency radio system, is tested. The Health Services

Department sets-up and conducts a triage of injured employees played by theater students. The Campus Safety Department manages the active shooter drill during the spring semester. During this drill, emergency communication systems are tested along with the Cisco phone system throughout the campus. The One-Command lockdown system for all electronic doors is also tested. There is an after-action briefing to identify areas to be improved for the future. The Campus Safety Department manages the emergency radio system on campus with monthly roll-calls. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

## Crime Statistics

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
Murder/Non-Negligent Manslaughter	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Rape	2020	1	0	1
	2019	0	0	0
	2018	0	0	0
Fondling	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Incest	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Statutory Rape	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Robbery	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Agravated Assault	2020	1	0	1
	2019	0	1	1
	2018	0	0	0
Burglary	2020	0	0	0
	2019	1	0	1
	2018	2	0	2
Motor Vehicle Theft	2020	0	0	0
	2019	3	0	3
	2018	2	0	2

<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
Liquor Law - Violation Arrests	2020	2	0	2
	2019	0	0	0
	2018	1	0	1
Drug Law - Violation Arrests	2020	0	0	0
	2019	0	0	0
	2018	3	0	3
Weapons Law - Violation Arrests	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Liquor Law - Referrals for Disciplinary Action	2020	0	0	0
	2019	1	0	1
	2018	0	0	0
Drug Law - Referrals for Disciplinary Action	2020	0	0	0
	2019	1	0	1
	2018	2	0	2
Weapons Law- Referrals for Disciplinary Action	2020	0	0	0
	2019	1	0	1
	2018	1	0	1
Arson	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Domestic Violence	2020	0	0	0
	2019	0	0	0
	2018	0	0	0
Dating Violence	2020	1	0	1
	2019	0	0	0
	2018	0	0	0
Stalking	2020	0	0	0
	2019	2	0	2
	2018	1	0	1
Unfounded Crimes	2020	0	0	0



## HATE CRIME REPORTING:

Hate Crime - On Campus									
Criminal Offense	Category of Bias for crimes reported in 2020								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated Assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0	0	0
l. Larceny - Theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crime - Public Property									
Criminal Offense	Category of Bias for crimes reported in 2020								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Rape	0	0	0	0	0	0	0	0	0
c. Fondling	0	0	0	0	0	0	0	0	0
d. Incest	0	0	0	0	0	0	0	0	0
e. Statutory Rape	0	0	0	0	0	0	0	0	0
f. Robbery	0	0	0	0	0	0	0	0	0
g. Aggravated Assault	0	0	0	0	0	0	0	0	0
h. Burglary	0	0	0	0	0	0	0	0	0
i. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
j. Arson	0	0	0	0	0	0	0	0	0
k. Simple Assault	0	0	0	0	0	0	0	0	0
l. Larceny - Theft	0	0	0	0	0	0	0	0	0
m. Intimidation	0	0	0	0	0	0	0	0	0
n. Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

There is no student housing at Fullerton College.

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 34). Reporting of a crime can also be accomplished by contacting Campus Safety Officers (714-992-7080, ext. 0) or the Fullerton Police Department as soon as possible, (accurate and prompt reporting of crime). The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714-738-6800. Fullerton College has an MOU with Fullerton Police Department to report and investigate all crimes on campus. If you are a victim of a crime and do not want to pursue action within the college system or criminal justice system, you may want to consider making a confidential report. With your permission, a Campus Safety Officer can file a report of the incident without revealing your identity, (except to the Title IX Coordinator for a sex offense or sexual harassment). The campus does not have any officially recognized student non-campus locations.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Fullerton College to inform staff and students of any criminal activity or security problems which may pose a safety threat to individuals. Crime prevention programs and services are provided to the campus community. Campus Safety provides information services to international student each semester. Campus Safety provides information services to all athletes at the beginning of the semester. Campus Safety participates each year in the sexual assault awareness program with information booths in the quad. Campus Safety produced a safety brochure with safety tips. Campus Safety provides safety escorts to anyone twenty fours a day. Campus Safety has security cameras throughout the campus along with emergency phones that connect directly to all Campus Safety officer's radio.

### **Crime Log**

Crime log entries include all crimes reported to the Campus Safety Department for the geographic area of the campus. The crime log is posted in the lobby of the Campus Safety Department, Building 1500.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

### **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.

2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.
6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

### **When Calling for Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

## **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

## **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evacuation. Stryker Chairs are on the upper floors of all building to evacuate disabled individuals.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance, if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?
  - Describe the language used. Well spoken? Irrational? Foul?
  - Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.



5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## **Weapons and Dangerous Objects**

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times.
2. Always be cautious with hazardous materials.
3. Always be prepared.
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask.
4. THINK AHEAD! BE READY.
  - Keep people away— isolate area— call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately.

Examples:

- Containers in bad condition.
  - Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents.
  7. Keep your work area clean.
    - Good housekeeping is a continuous job.
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material.

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF  
TRAINED PERSONNEL.*

### **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

### **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.
- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- Note location of emergency phones near your classrooms
- Like/Follow FC on Facebook and Twitter
- Expect text messages, voicemail and email through Regroup for emergencies. It is important to keep your contact information current in MyGateway.

Staff should:

- Note location of emergency phones near your work area
- Know they are part of Regroup, the District's emergency notification system. It is important to keep your contact information current in MyGateway.

Campus Safety and PIO can send emergency broadcasts through the college telephone (Cisco) system. Follow any emergency broadcast over the phone system. Fullerton College also has an emergency radio system. You may be notified by a building or floor marshal to evacuate or lockdown (shelter in place).

### **Planning and Preparation:**

- Identify escape routes from your classroom or office
- Identify hiding places and lockdown areas
- Identify emergency communications capabilities, emergency phones, classroom phones, cell phones, Fullerton PD 714-738-6700, Campus Safety 714-992-7777.

**Response:**

**RUN**

- If you can escape from the area of the shooter, do so
- Run until you are far away from the danger

**HIDE OR LOCKDOWN**

- If you are in an adjacent room or area, lockdown. If the door will not lock, barricade it with heavy objects.
- Silence your cell phone, turn off the lights, and hide away from doors and windows.
- Call 911, give police shooter’s location, description, type of weapon, number of injured.

**TAKE OUT OR FIGHT**

- There is no way to predict the best course of action. Options include hiding and placing objects between yourself and the shooter. As a last resort, attack the shooter with others.

**General Safety Concerns:**

Be aware of your surroundings. If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. Counselling services are available to both employee and students concerning drug and alcohol abuse. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College, controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. Fullerton College enforces California underage drinking and possession laws, both State and Federal. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <https://health.fullcoll.edu/>

## Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual assaults contact:

- Fullerton College Health Center Website: <https://health.fullcoll.edu/>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783)
- RAINN (Rape, Abuse & Incest National Network): 800-656-HOPE.
- The LGBT Center OC: 714-953-5428
- (LGBT) National Hotline – GLBT National Help Center: 888-843-4564.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy, accompaniment to hospitals, law enforcement interviews and individual group counseling). <http://projectsister.org/>
- The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)
- <https://www.cdc.gov/violenceprevention/index.html>
- <https://nij.ojp.gov/topics/articles/overview-rape-and-sexual-violence>
- Human Options (Shelter): 949-737-5242. <https://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 & 562-594-4555. <http://www.intervalhouse.org/>
- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>



## **Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The confidentiality of the victim is protected due to the exclusion of personally identifiable information. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the Title IX Officer for advice, options, information and filing a formal complaint. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX

Officer for the District is the Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes. The Fullerton Police Department can assist with filing a restraining order.

### **Definitions:**

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse 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** is defined as 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** is defined as 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.
- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Sexual Assaults (Sex Offenses).** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

**Consent (California Education Code Section 67386).** Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Prevention and Risk Reduction**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080, ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.
  - c. Delegate: Find others who can help you intervene in the situation.
  - d. Delay: Ask them, “Are you ok?” or “Can I help you?”
10. Title IX taught to all new and returning students and staff. Definitions of sexual assault, domestic violence, dating violence and stalking are included in the policy and training.

## **Title IX Training**

All new and returning students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. Included in District Policy is sexual assaults, dating violence, domestic violence and stalking. All managers attend mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus. Title IX “Sexual Misconduct on Campus Information

Pamphlet” is available in the campus safety lobby. It includes information on what to do if you have been sexually assaulted, reporting options and resources.

### **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim’s assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<https://health.fullcoll.edu/>). Community resource list is also available on the Campus Safety internet site,

(<https://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800.

Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

### **Procedures for Sexual Assault (VAWA) reports**

If a report of sexual assault, domestic violence, dating violence or stalking is made, the college will respond with the following procedures:

1. Inform victim and direct individual to the Title IX officer, immediately.
2. Provide access to medical assistance when appropriate for timely evidentiary reasons.
3. Mitigate immediate safety needs of complainant.
4. Assist with contacting local police as directed by complainant.
5. Provide assistance and referrals to on and off campus mental health services.
6. Provide victim with a written explanation of victim’s rights and options.

7. Provide victim with instructions for protective orders.
8. Provide the victim with a copy of the District policy on Harassment, Discrimination and Sexual Assaults, (VAWA), AP3434 and AP3540.
9. Enforce the anti-retaliation policy of the District.
10. Provide information and help for accommodations including academic, transportation and working situations.

### **Discipline Procedures**

Students and employees are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner by trained investigators of the District or outside experts. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused (student or employee) will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the “preponderance of the evidence” standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540 and 3434) can be found on the district internet site. This written policy will be given to the victims whether the incident occurred on or off campus. The college will, upon written request, disclose to the alleged victim of a crime of violence, the report on the results of any discipline proceedings conducted by such institution against a student who is alleged perpetrator of such crime or offense. If the victim is deceased, as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim.

BP 3540, Any Sexual Assault by employees are subject to all applicable punishment, including criminal procedures and disciplinary procedures of the District. Upon receiving a report of Sexual Harassment, the Title IX Coordinator will make a determination concerning the health and safety of the complainant and campus community as a whole. The District has the right to place an employee on administrative leave, (AP 3434). The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 days, (AP

3434). A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegation. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegation.

### **Weapons on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

### **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College.

Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800, 237 W. Commonwealth Ave., Fullerton, CA 92832. NOCCCD Administrative Procedures 3516 covers registered sex offender information

### **Campus Geography**

Fullerton College is part of the North Orange County Community College District (1830 West Romney Drive, Anaheim, California, 92801-1819).

Fullerton College is located at 321 East Chapman Avenue in Fullerton, California, 92832. The campus borders are:

- North side of campus border is Berkeley Street and Lemon Street.
- South side of campus border is Wilshire Avenue and Lemon Street.
- West side of campus border is Lemon Street.
- East side of campus border is Chapman Avenue and Berkeley Street.

Fullerton College has a building called the Ben Franklin House Building located at 315 North Pomona Avenue, Fullerton, California, 92832.

Fullerton College has unused out buildings located at the corner of Chapman Avenue and Newell Street at the following addresses:

325, 327, 400, 402, 405, 407, 409, 411 Newell Street, Fullerton, California, 92832

416, 418, 418A, 420, 428, 434, 438 Chapman Avenue, Fullerton, California, 92832

Fullerton College has a parking lot on Chapman Avenue just east of the campus located next to the following address: 1250 East Chapman Avenue, Fullerton, California, 92831 (Walgreen's Pharmacy).



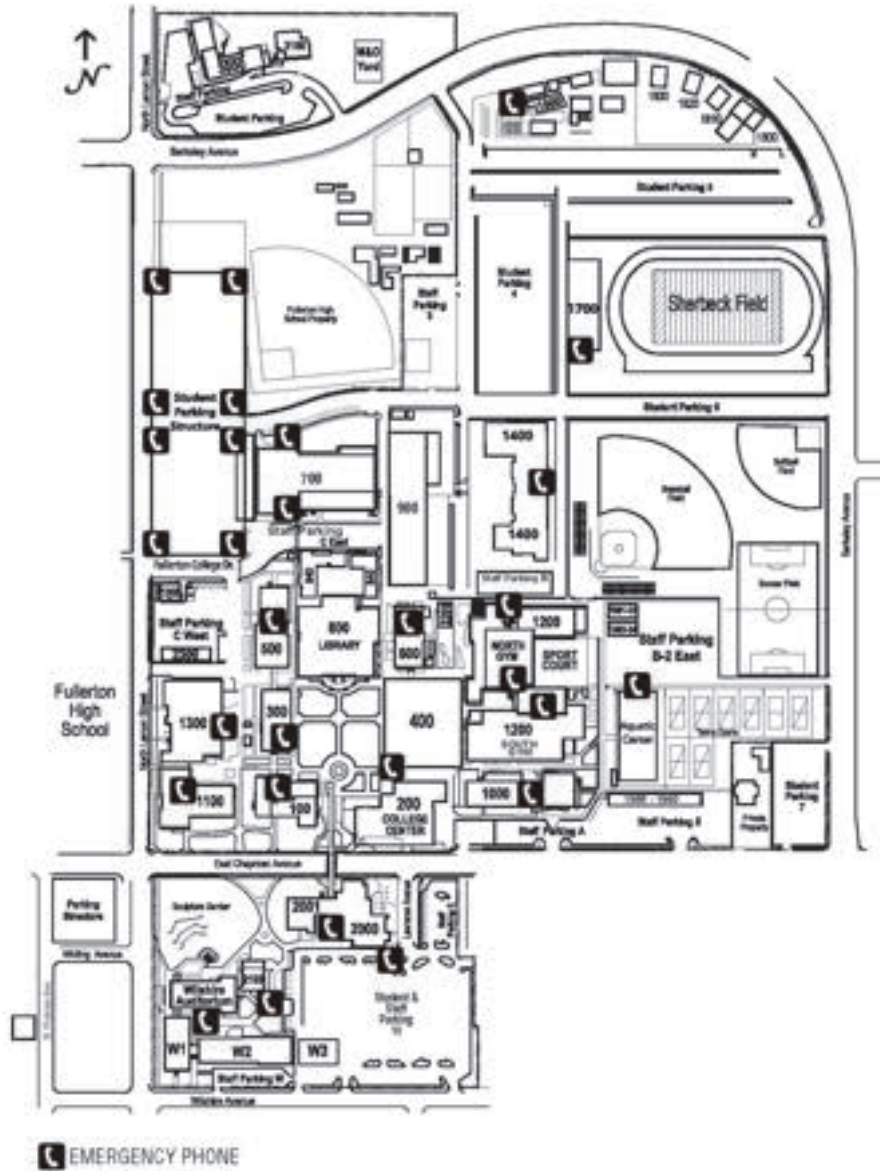
### **Campus Clery Boundaries**

Fullerton College's Campus Clery Boundaries include all of the above information under "Campus Geography" including all sidewalks, driveways, and alleyways surrounding the properties listed above which is owned by the North Orange County Community College District.

Students and staff are permitted to park in the City of Fullerton's Plummer Parking Structure (222 East Whiting Avenue, Fullerton, California, 92832) located at the corner of Chapman Avenue and Lemon Street.

# Fullerton College

## EMERGENCY PHONE LOCATIONS

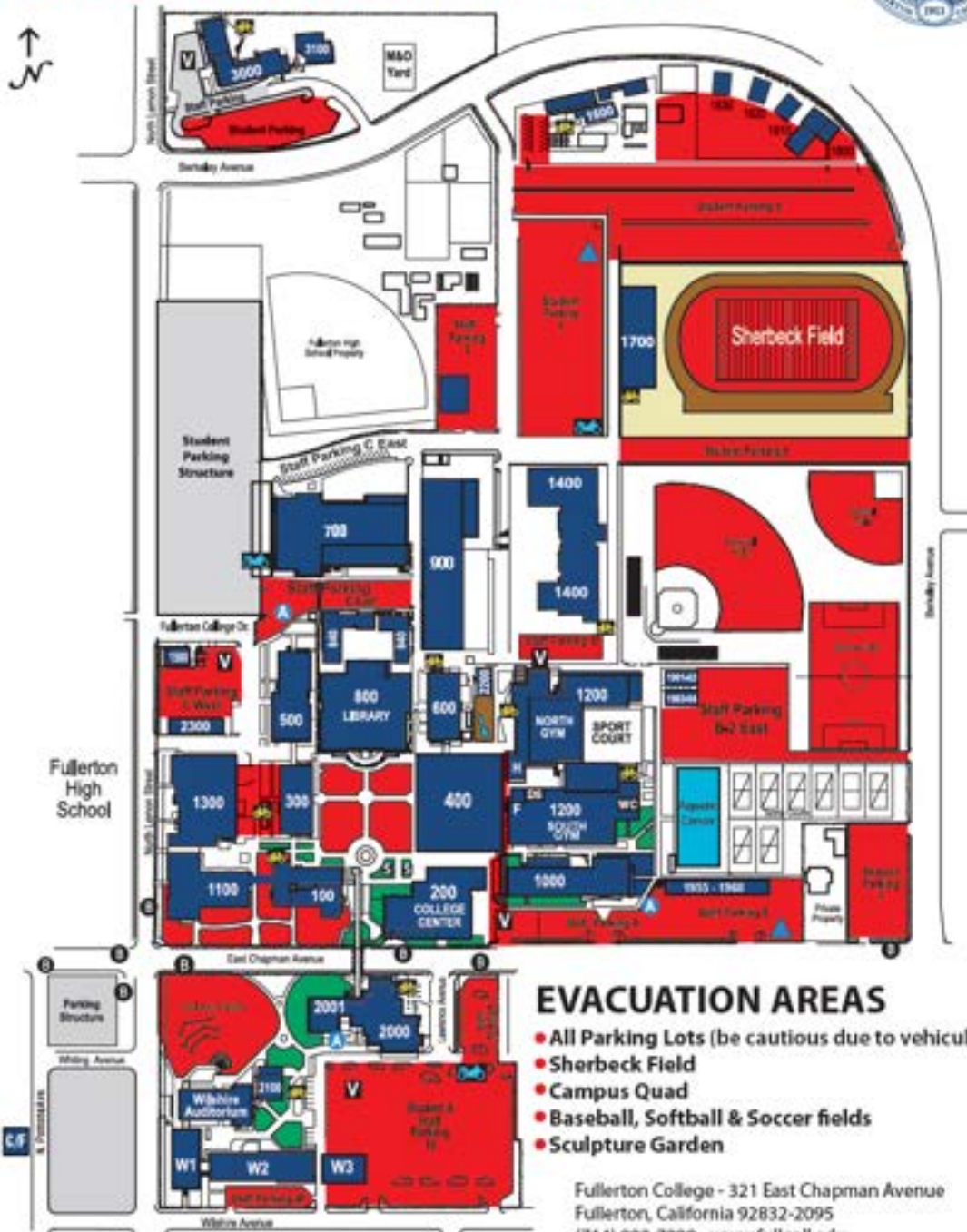


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Updated: JUNE 2015 RG

# Fullerton College

## EVACUATION AREAS



### EVACUATION AREAS

- All Parking Lots (be cautious due to vehicular traffic)
- Sherbeck Field
- Campus Quad
- Baseball, Softball & Soccer fields
- Sculpture Garden

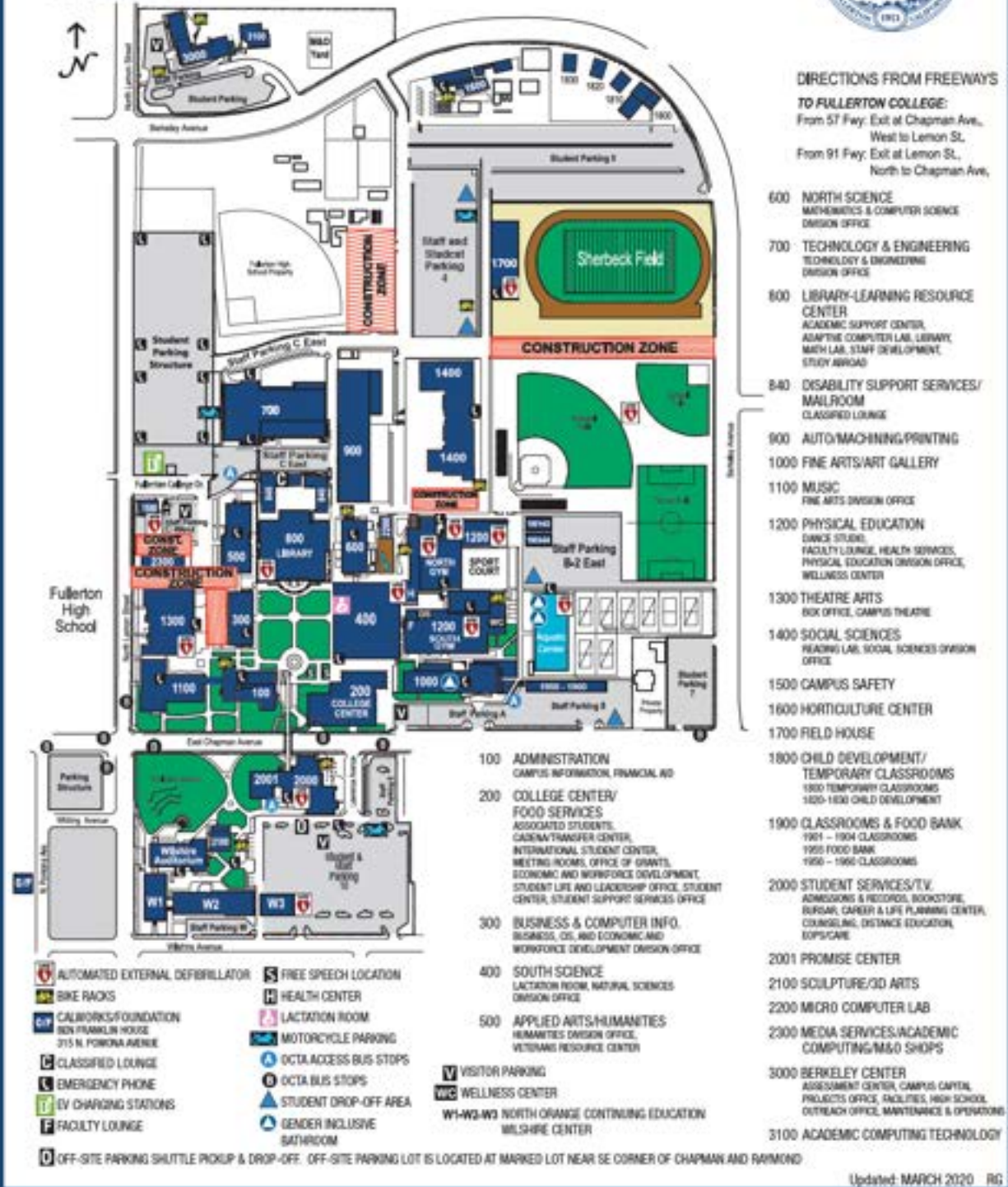
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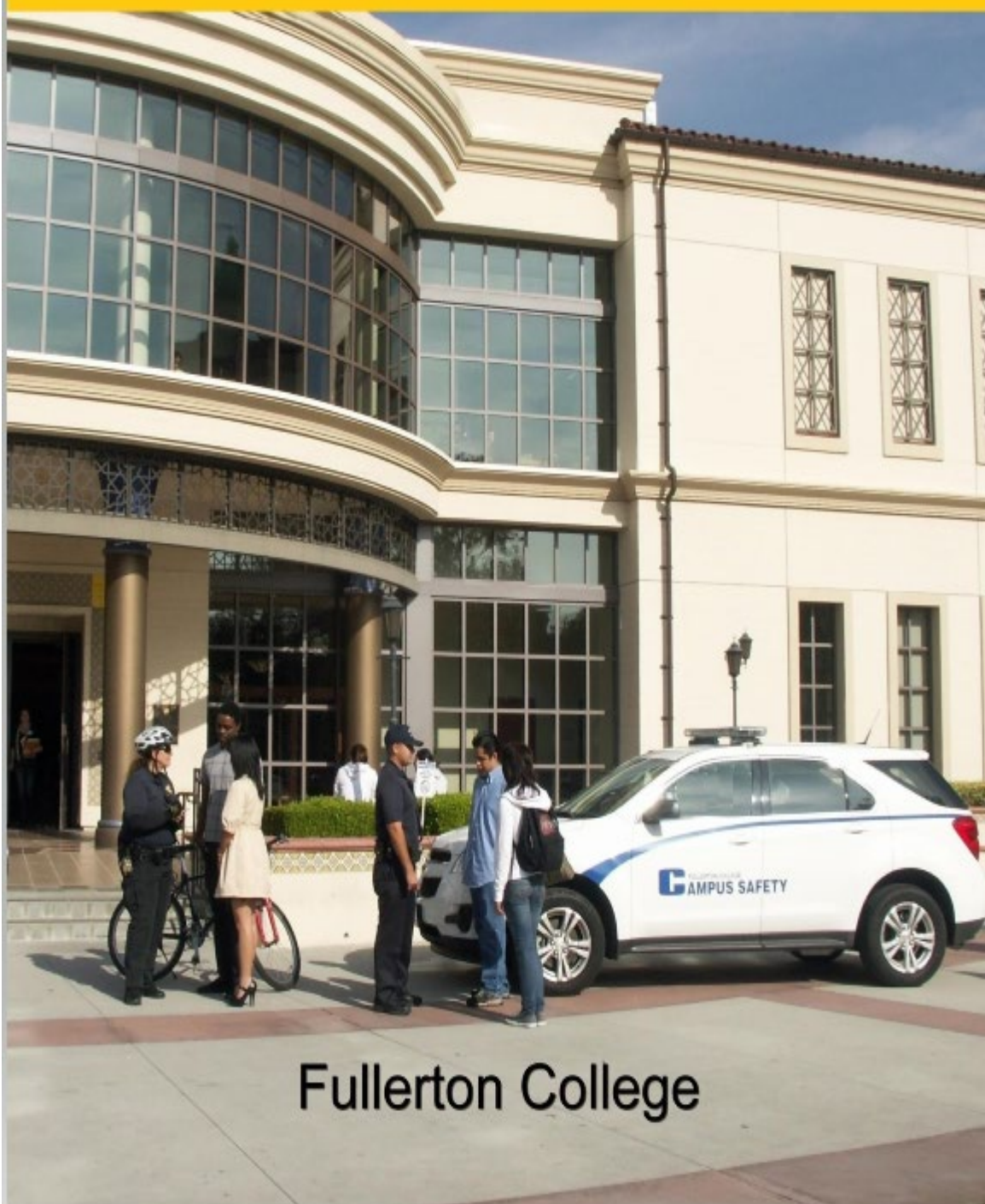
FALL 2020



Updated: MARCH 2020 RG



# Clery Annual Security Report 2020



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2020**

#### **Board of Trustees**

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## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty-four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, “We value the well-being of our campus community.”

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE  
2020 CLERY ANNUAL SECURITY REPORT  
CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>16</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>20</b>
<b>Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	23
Consent.....	23
Prevention.....	24
Title IX Training.....	24
Assistance to Victims.....	25
<b>Discipline Procedure.....</b>	<b>25</b>
<b>Weapons Prohibited on Campus.....</b>	<b>26</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>26</b>
<b>Campus Geography.....</b>	<b>27</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>28</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>29</b>
<b>Campus Map.....</b>	<b>30</b>



## **Purpose of the Clery Annual Security Report for 2020**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus
- Conduct campus-wide drills on earthquake preparedness and active shooter

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the active shooter drill on campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>	<b>2019 On Campus</b>	<b>2019 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible sex offenses	1	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	2	0	0	0	1
Burglary	0	0	2	0	1	0
Motor Vehicle Theft	2	0	2	0	3	0
Domestic Violence	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	1	0	5	0	2	0
Stalking	0	0	1	0	2	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>	<b>2019 On Campus</b>	<b>2019 Public Property</b>
Weapons Possession	0	0	0	0	0	0
Drug Abuse Violations	0	0	3	0	0	0
Liquor Law Violations	0	0	1	0	0	0
Hate Crimes	0	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>	<b>2019 On Campus</b>	<b>2019 Public Property</b>
Violation of Weapons	0	0	1	0	1	0
Violation of Drugs	1	0	2	0	1	0
Violation of Liquor Laws	1	0	0	0	1	0

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 28). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

### **Crime Log**

Crime log entries include all crimes reported to the Campus Safety Department for the geographic area of the campus. The crime log is posted in the lobby of the Campus Safety Department, Building 1500.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.

- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

### **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.



6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

### **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location. (This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.

- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evacuation.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?

- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## Weapons and Dangerous Objects

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times.
2. Always be cautious with hazardous materials.
3. Always be prepared.
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask.
4. Think ahead, be ready.
  - Keep people away— isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately.

Examples:

- Containers in bad condition.

- Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents.
  7. Keep your work area clean.
    - Good housekeeping is a continuous job.
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material.

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.
- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.



## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- Note location of emergency phones near your classrooms
- Like/Follow FC on Facebook and Twitter
- Expect text messages, voicemail and email through Regroup for emergencies. It is important to keep your contact information current in MyGateway.

Staff should:

- Note location of emergency phones near your work area
- Know they are part of Regroup, the District's emergency notification system. It is important to keep your contact information current in MyGateway.

Campus Safety and PIO can send emergency broadcasts through the college telephone (Cisco) system. Follow any emergency broadcast over the phone system. Fullerton College also has an emergency radio system. You may be notified by a building or floor marshal to evacuate or lockdown (shelter in place).

### **Planning and Preparation:**

- Identify escape routes from your classroom or office
- Identify hiding places and lockdown areas
- Identify emergency communications capabilities, emergency phones, classroom phones, cell phones, Fullerton PD 714-738-6700, Campus Safety 714-992-7777.

**Response:**

**RUN**

- If you can escape from the area of the shooter, do so
- Run until you are far away from the danger

**HIDE OR LOCKDOWN**

- If you are in an adjacent room or area, lockdown. If the door will not lock, barricade it with heavy objects.
- Silence your cell phone, turn off the lights, and hide away from doors and windows.
- Call 911, give police shooter’s location, description, type of weapon, number of injured.

**TAKE OUT OR FIGHT**

- There is no way to predict the best course of action. Options include hiding and placing objects between yourself and the shooter. As a last resort, attack the shooter with others.

**General safety concerns:**

Be aware of your surroundings. If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <https://health.fullcoll.edu/>

## Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <https://health.fullcoll.edu/>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783)
- RAINN (Rape, Abuse & Incest National Network: 800-656-HOPE.
- The LGBT Center OC: 714-953-5428
- (LGBT) National Hotline – GLBT National Help Center: 888-843-4564.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). <http://projectsister.org/>
- The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)
- <https://www.cdc.gov/violenceprevention/index.html>
- <https://nij.ojp.gov/topics/articles/overview-rape-and-sexual-violence>
- Human Options (Shelter): 949-737-5242. <https://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 & 562-594-4555. <http://www.intervalhouse.org/>
- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>

## **Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The confidentiality of the victim is protected. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes. The Fullerton Police Department can assist with filing a restraining order.

### **Definitions:**

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse 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** is defined as 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** is defined as 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.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Sexual Assaults (Sex Offenses).** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

- a. **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

**Consent (California Education Code Section 67386).** Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.
  - c. Delegate: Find others who can help you intervene in the situation.
  - d. Delay: Ask them, “Are you ok?” or “Can I help you?”

## **Title IX Training**

All students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. All managers attended mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus. Title IX “Sexual Misconduct on Campus Information Pamphlet” is available in the campus safety lobby. It includes information on what to do if you have been sexually assaulted, reporting options and resources.



## **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<https://health.fullcoll.edu/>). Community resource list is also available on the Campus Safety internet site, (<https://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

## **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the "preponderance of the evidence" standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540) can be found on the district internet site [https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25\\_50601.pdf](https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25_50601.pdf)

## **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

## **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.

NOCCCD Administrative Procedures 3516 covers registered sex offender information

## **Campus Geography**

Fullerton College is part of the North Orange County Community College District (1830 West Romneya Drive, Anaheim, California, 92801-1819).

Fullerton College is located at 321 East Chapman Avenue in Fullerton, California, 92832. The campus borders are:

- North side of campus border is Berkeley Street and Lemon Street.
- South side of campus border is Wilshire Avenue and Lemon Street.
- West side of campus border is Lemon Street.
- East side of campus border is Chapman Avenue and Berkeley Street.

Fullerton College has a building called the Ben Franklin House Building located at 315 North Pomona Avenue, Fullerton, California, 92832.

Fullerton College has unused out buildings located at the corner of Chapman Avenue and Newell Street at the following addresses:

325, 327, 400, 402, 405, 407, 409, 411 Newell Street, Fullerton, California, 92832

416, 418, 418A, 420, 428, 434, 438 Chapman Avenue, Fullerton, California, 92832

Fullerton College has a parking lot on Chapman Avenue just east of the campus located next to the following address: 1250 East Chapman Avenue, Fullerton, California, 92831 (Walgreen's Pharmacy).

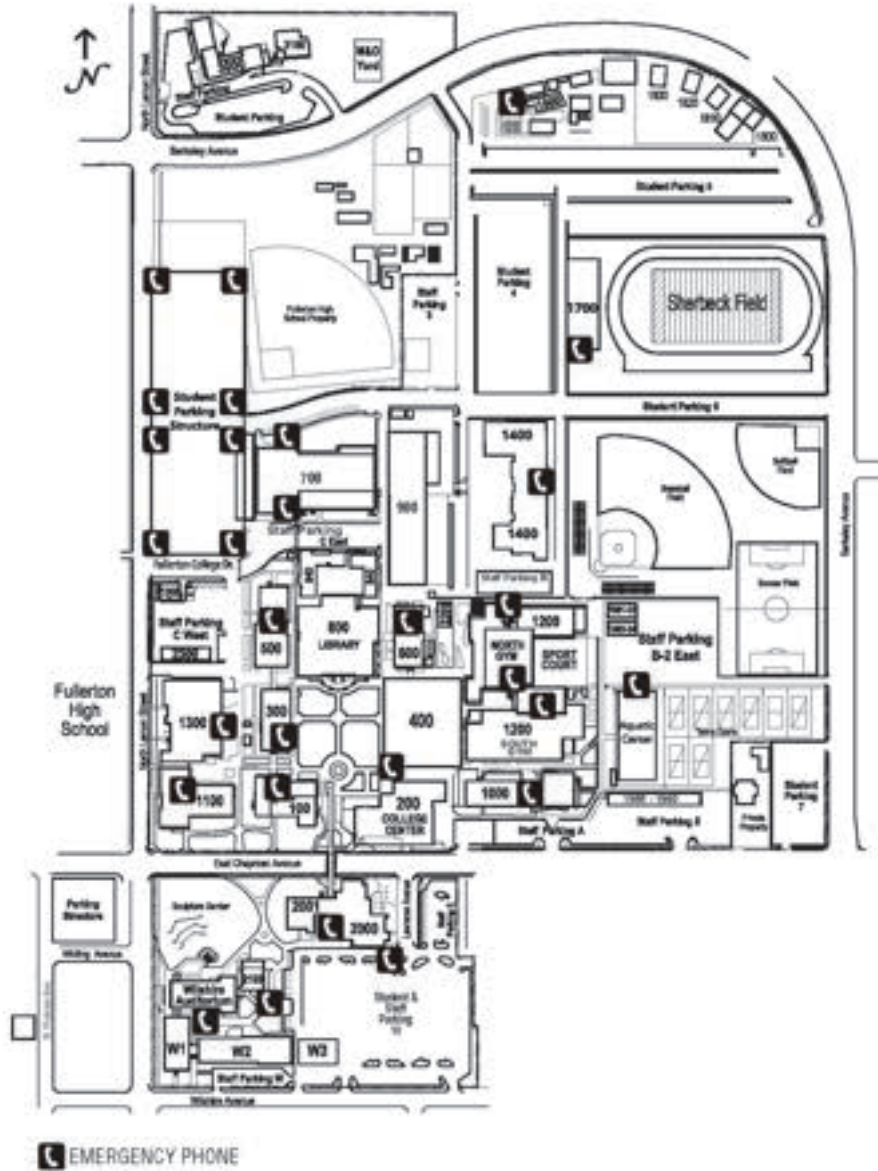
## **Campus Clery Boundaries**

Fullerton College's Campus Clery Boundaries include all of the above information under "Campus Geography" including all sidewalks, driveways, and alleyways surrounding the properties listed above which is owned by the North Orange County Community College District.

Students and staff are permitted to park in the City of Fullerton's Plummer Parking Structure (222 East Whiting Avenue, Fullerton, California, 92832) located at the corner of Chapman Avenue and Lemon Street.

# Fullerton College

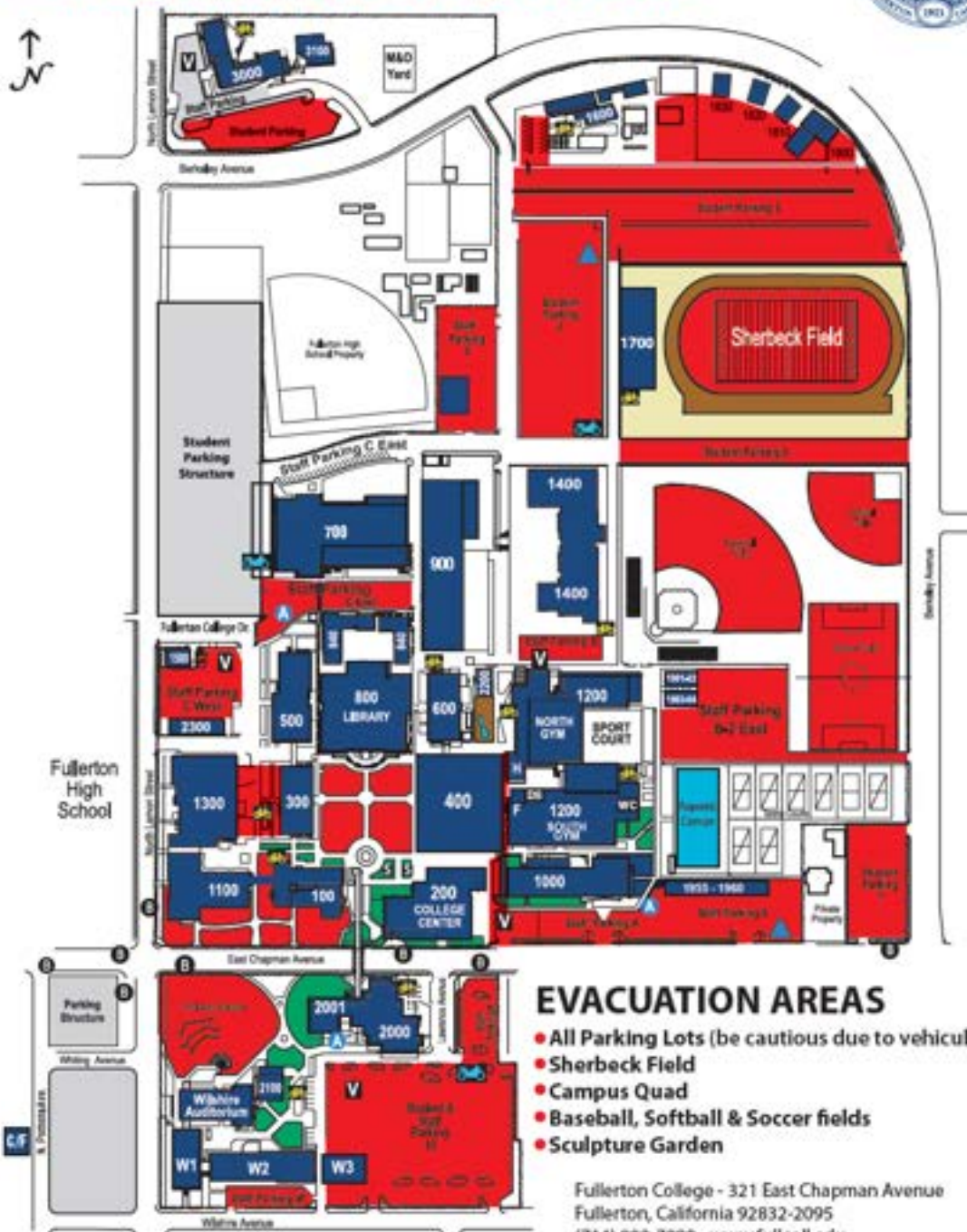
## EMERGENCY PHONE LOCATIONS



321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: JUNE 2015 RG

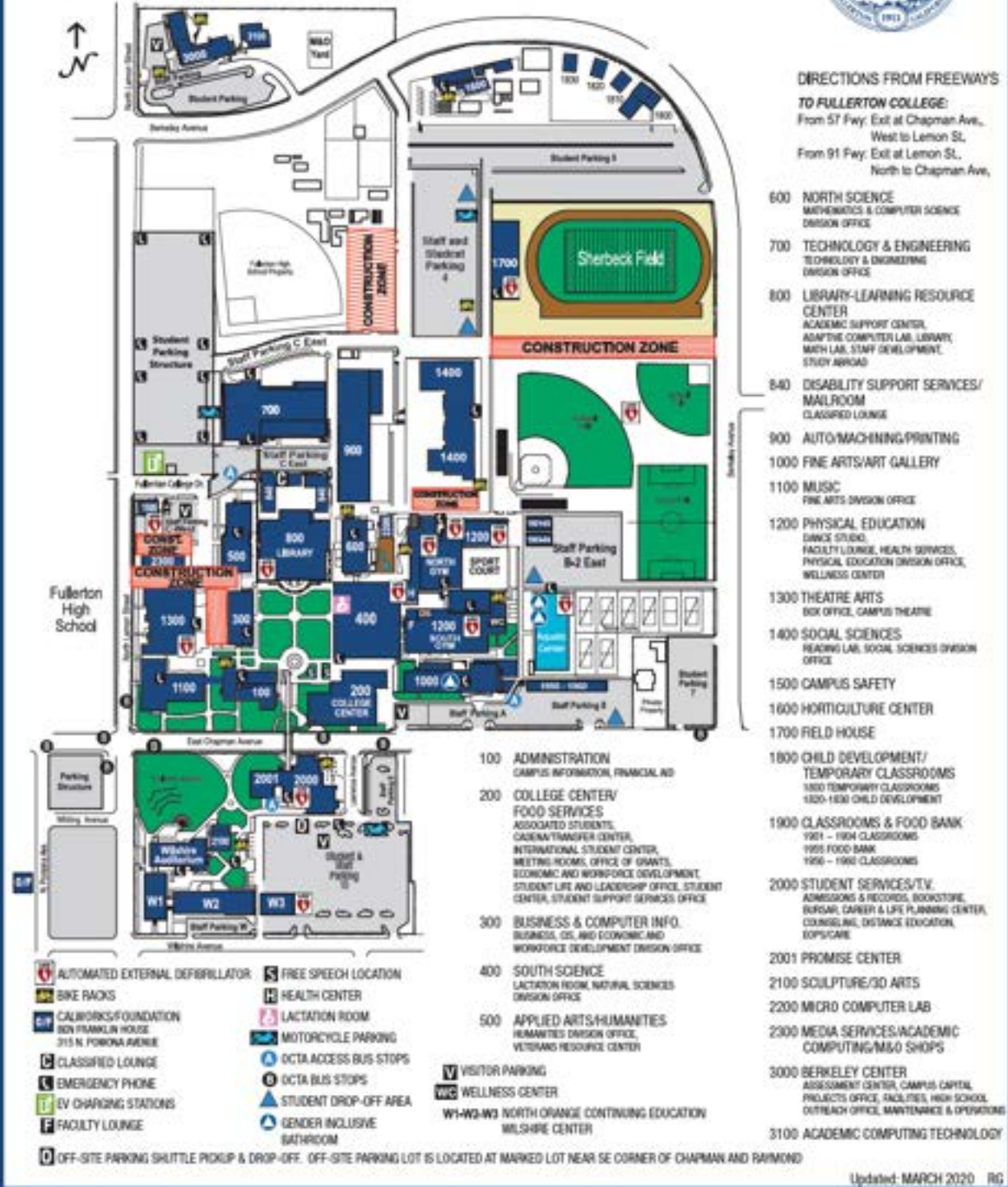
# Fullerton College EVACUATION AREAS



# Fullerton College

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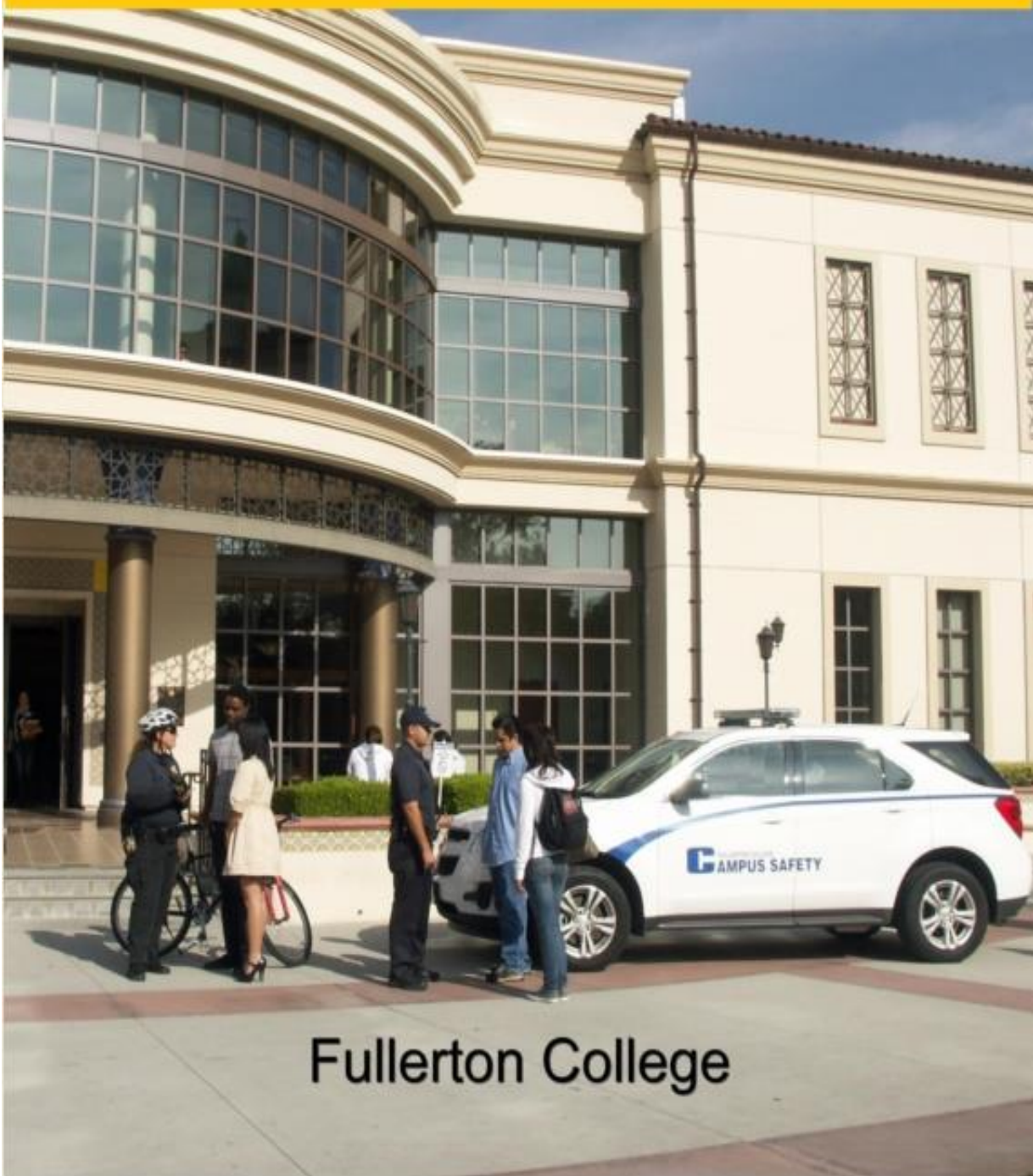
FALL 2020



Updated: MARCH 2020 RG



# Clery Annual Security Report 2019



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2019**

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## **MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY**

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, "We value the well-being of our campus community."

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE**  
**2019 CLERY ANNUAL SECURITY REPORT**  
**CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>16</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>20</b>
<b>Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	23
Consent.....	23
Prevention.....	24
Title IX Training.....	24
Assistance to Victims.....	25
<b>Discipline Procedure.....</b>	<b>25</b>
<b>Weapons Prohibited on Campus.....</b>	<b>26</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>26</b>
<b>Campus Geography.....</b>	<b>27</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>28</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>29</b>
<b>Campus Map.....</b>	<b>30</b>

## **Purpose of the Clery Annual Security Report for 2019**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus
- Conduct campus-wide drills on earthquake preparedness and active shooter

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/PROVOST/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the active shooter drill on campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2016 On Campus</b>	<b>2016 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	1	0	0	0
Rape	0	0	0	0	0	0
Fondling	1	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	2	0	0
Burglary	3	0	0	0	2	0
Motor Vehicle Theft	1	0	2	0	2	0
Domestic Violence	1	0	1	0	0	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	1	0	5	0
Stalking	0	0	0	0	1	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>
Weapons Possession	1	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	3	0
Liquor Law Violations	0	0	0	0	1	0
Hate Crimes	1	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>	<b>2018 On Campus</b>	<b>2018 Public Property</b>
Violation of Weapons	0	0	0	0	1	0
Violation of Drugs	9	0	1	0	2	0
Violation of Liquor Laws	1	0	1	0	0	0



## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 28). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

### **Crime Log**

Crime log entries include all crimes reported to the Campus Safety Department for the geographic area of the campus. The crime log is posted in the lobby of the Campus Safety Department, Building 1500.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.

- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

### **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.

6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

### **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location. (This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.

- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?

- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## Weapons and Dangerous Objects

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times.
2. Always be cautious with hazardous materials.
3. Always be prepared.
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask.
4. THINK AHEAD! BE READY.
  - Keep people away— isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately.

Examples:

- Containers in bad condition.



- Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents.
  7. Keep your work area clean.
    - Good housekeeping is a continuous job.
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material.

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.
- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- Note location of emergency phones near your classrooms
- Like/Follow FC on Facebook and Twitter
- Expect text messages, voicemail and email through Regroup for emergencies. It is important to keep your contact information current in MyGateway.

Staff should:

- Note location of emergency phones near your work area
- Know they are part of Regroup, the District's emergency notification system. It is important to keep your contact information current in MyGateway.

Campus Safety and PIO can send emergency broadcasts through the college telephone (Cisco) system. Follow any emergency broadcast over the phone system. Fullerton College also has an emergency radio system. You may be notified by a building or floor marshal to evacuate or lockdown (shelter in place).

### **Planning and Preparation:**

- Identify escape routes from your classroom or office
- Identify hiding places and lockdown areas
- Identify emergency communications capabilities, emergency phones, classroom phones, cell phones, Fullerton PD 714-738-6700, Campus Safety 714-992-7777.

**Response:**

**RUN**

- If you can escape from the area of the shooter, do so
- Run until you are far away from the danger

**HIDE OR LOCKDOWN**

- If you are in an adjacent room or area, lockdown. If the door will not lock, barricade it with heavy objects.
- Silence your cell phone, turn off the lights, and hide away from doors and windows.
- Call 911, give police shooter’s location, description, type of weapon, number of injured.

**TAKE OUT OR FIGHT**

- There is no way to predict the best course of action. Options include hiding and placing objects between yourself and the shooter. As a last resort, attack the shooter with others.

**General safety concerns:**

Be aware of your surroundings. If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <http://healthservices.fullcoll.edu>

## Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <http://healthservices.fullcoll.edu>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783)
- RAINN (Rape, Abuse & Incest National Network: 800-656-HOPE.
- The LGBT Center OC: 714-953-5428
- (LGBT) National Hotline – GLBT National Help Center: 888-843-4564.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). <http://projectsister.org/>
- The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)
- <https://www.cdc.gov/violenceprevention/index.html>
- <https://www.nij.gov/topics/crime/rape-sexual-violence/Pages/welcome.aspx>
- Human Options (Shelter): 949-737-5242. <http://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 and 562-594-4555.  
<http://www.intervalhouse.org/>

- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>

### **Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The confidentiality of the victim is protected. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of

Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes. The Fullerton Police Department can assist with filing a restraining order.

### **Definitions:**

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse 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** is defined as 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** is defined as 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.
- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Sexual Assaults (Sex Offenses).** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

**Consent (California Education Code Section 67386).** Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.
  - c. Delegate: Find others who can help you intervene in the situation.
  - d. Delay: Ask them, “Are you ok?” or “Can I help you?”

## **Title IX Training**

All students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. All managers attended mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus. Title I “Sexual Misconduct on Campus Information Pamphlet” is available in the campus safety lobby. It includes information on what to do if you have been sexually assaulted, reporting options and resources.

## **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<http://healthservices.fullcoll.edu>). Community resource list is also available on the Campus Safety internet site, (<http://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

## **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the "preponderance of the evidence" standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540) can be found on the district internet site [https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25\\_50601.pdf](https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25_50601.pdf)

## **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

## **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.

NOCCCD Administrative Procedures 3516 covers registered sex offender information

## **Campus Geography**

Fullerton College is part of the North Orange County Community College District (1830 West Romneya Drive, Anaheim, California, 92801-1819).

Fullerton College is located at 321 East Chapman Avenue in Fullerton, California, 92832. The campus borders are:

- North side of campus border is Berkeley Street and Lemon Street.
- South side of campus border is Wilshire Avenue and Lemon Street.
- West side of campus border is Lemon Street.
- East side of campus border is Chapman Avenue and Berkeley Street.

Fullerton College has a building called the Ben Franklin House Building located at 315 North Pomona Avenue, Fullerton, California, 92832.

Fullerton College has unused out buildings located at the corner of Chapman Avenue and Newell Street at the following addresses:

325, 327, 400, 402, 405, 407, 409, 411 Newell Street, Fullerton, California, 92832

416, 418, 418A, 420, 428, 434, 438 Chapman Avenue, Fullerton, California, 92832

Fullerton College has a parking lot on Chapman Avenue just east of the campus located next to the following address: 1250 East Chapman Avenue, Fullerton, California, 928 1 (Walgreen's Pharmacy).

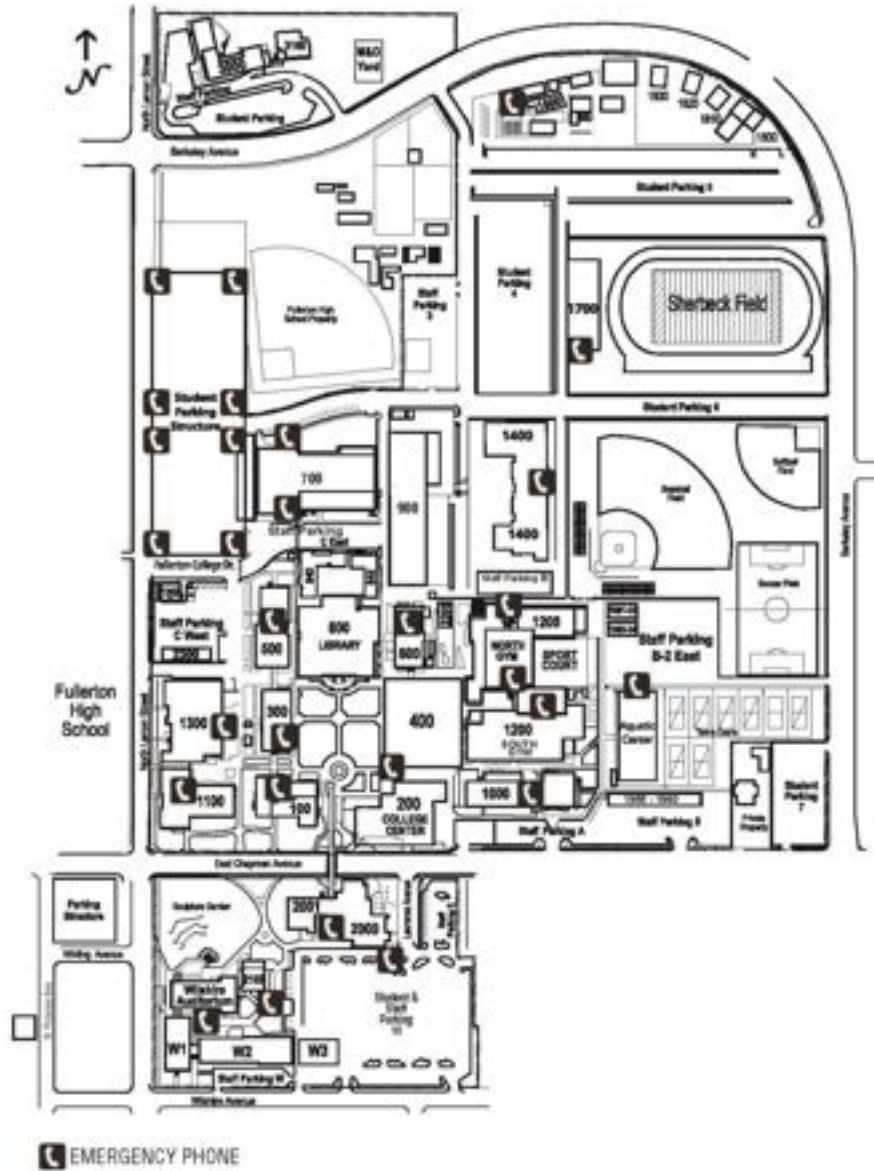
## **Campus Clery Boundaries**

Fullerton College's Campus Clery Boundaries include all of the above information under "Campus Geography" including all sidewalks, driveways, and alleyways surrounding the properties listed above which is owned by the North Orange County Community College District.

Students and staff are permitted to park in the City of Fullerton's Plummer Parking Structure (222 East Whiting Avenue, Fullerton, California, 92832) located at the corner of Chapman Avenue and Lemon Street.

# Fullerton College

## EMERGENCY PHONE LOCATIONS

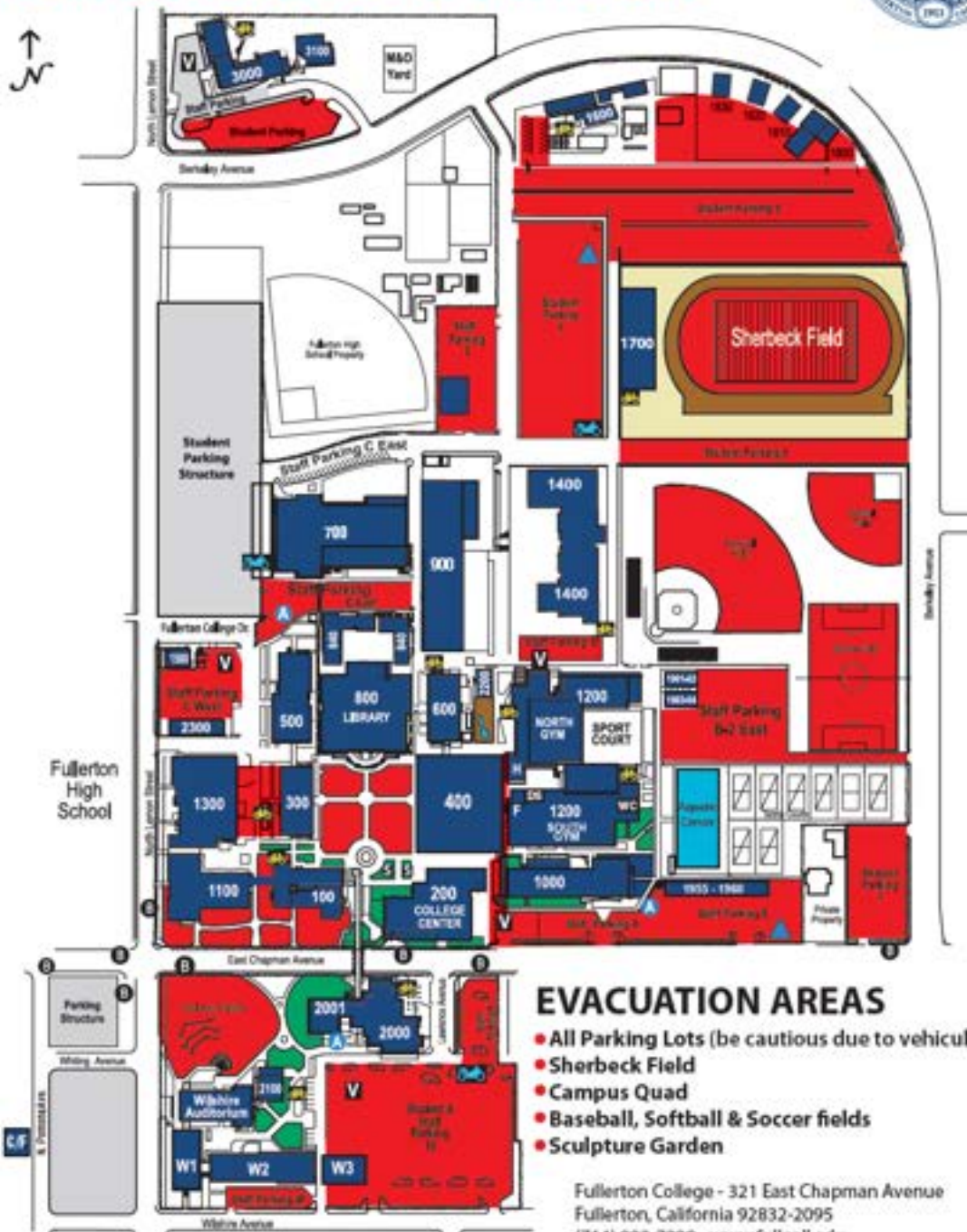


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Updated: JUNE 2015 RG

# Fullerton College

## EVACUATION AREAS



### EVACUATION AREAS

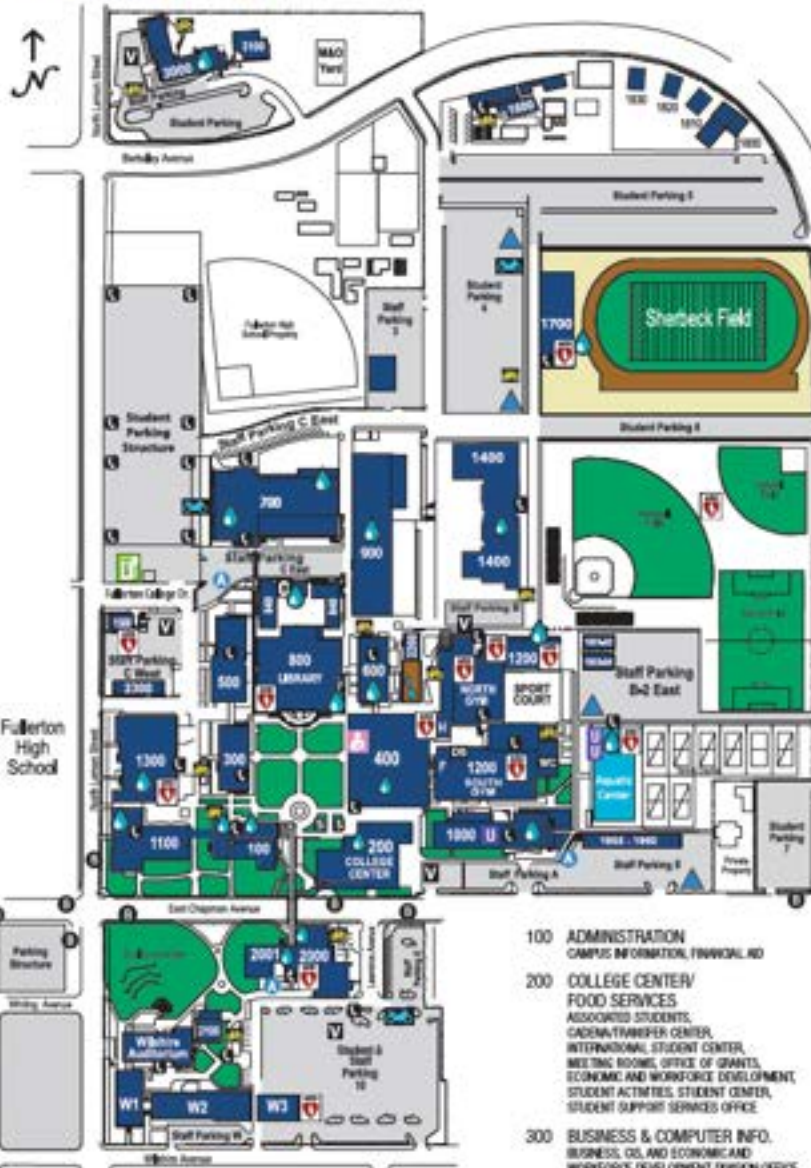
- All Parking Lots (be cautious due to vehicular traffic)
- Sherbeck Field
- Campus Quad
- Baseball, Softball & Soccer fields
- Sculpture Garden

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 Fullerton, California 92832-2095  
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# Fullerton College

FALL 2019



**DIRECTIONS FROM FREEWAYS TO FULLERTON COLLEGE:**  
 From 57 Frey: Exit at Chapman Ave., West to Lemon St.  
 From 91 Frey: Exit at Lemon St., North to Chapman Ave.

- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE  
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING  
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE  
CENTER  
ACADEMIC SUPPORT CENTER,  
ADAPTIVE COMPUTER LAB, LIBRARY,  
MATH LAB, STAFF DEVELOPMENT,  
STUDY ABROAD
- 840 DISABILITY SUPPORT SERVICES/  
MAILROOM  
CLASSIFIED LOUNGE, STUDENT'S CAFE
- 900 AUTO/MACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO,  
FACULTY LOUNGE, HEALTH SERVICES,  
PHYSICAL EDUCATION DIVISION OFFICE,  
WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, CAMPUS THEATRE
- 1400 SOCIAL SCIENCES  
READING LAB, SOCIAL SCIENCES DIVISION  
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/  
TEMPORARY CLASSROOMS  
1800 TEMPORARY CLASSROOMS  
1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1904 CLASSROOMS  
1905 FOOD BANK  
1906 - 1909 CLASSROOMS
- 2000 STUDENT SERVICES/T.V.  
ADMISSIONS & RECORDS, BOOKSTORE,  
BURSAR, CAREER & LIFE PLANNING CENTER,  
COUNSELLING, DISTANCE EDUCATION,  
EDPS/OMI
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC  
COMPUTING/M&O SHOPS
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, FACULTY, HIGH SCHOOL  
OUTREACH OFFICE, MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING TECHNOLOGY

- AUTOMATED EXTERNAL DEBRILLATOR
- BIKE RACKS
- CALWORKS FOUNDATION  
BEN FRANKLIN HOUSE  
315 N. POMONA AVENUE
- CLASSIFIED LOUNGE
- EMERGENCY PHONE
- EV CHARGING STATIONS
- FACULTY LOUNGE
- FREE SPEECH LOCATION
- HEALTH CENTER
- HYDRATION STATION
- LACTATION ROOM
- MOTORCYCLE PARKING
- OCTA ACCESS BUS STOPS
- OCTA BUS STOPS
- STUDENT DROP-OFF AREA
- UNISEX BATHROOM
- VISITOR PARKING
- WELLNESS CENTER
- W1-W2-W3 NORTH ORANGE CONTINUING EDUCATION I  
WILSHIRE CENTER

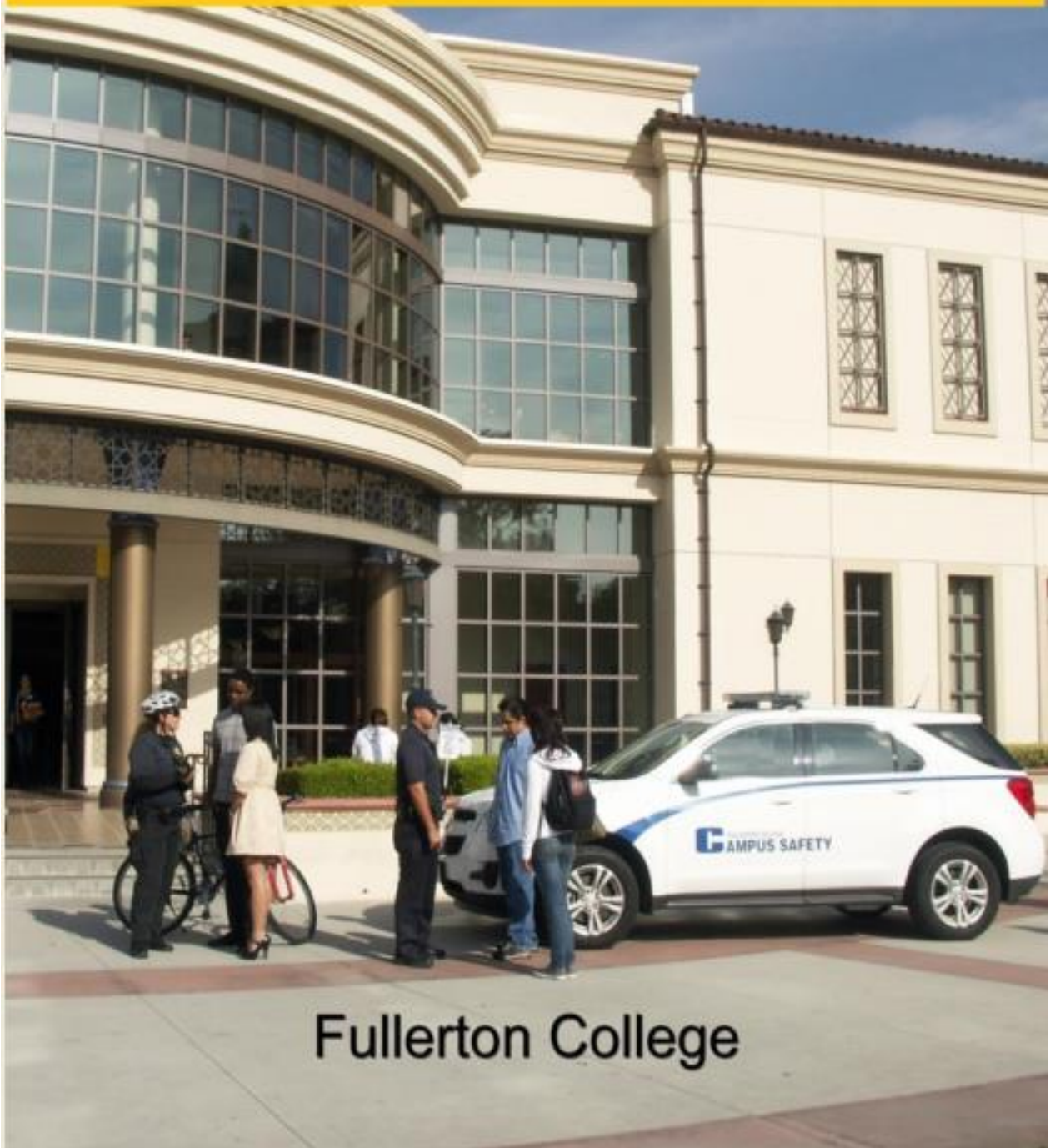
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# Clery Annual Security Report 2018



Fullerton College

# **FULLERTON COLLEGE**

## **CLERY ANNUAL SECURITY REPORT 2018**

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Fred Williams, Vice Chancellor, Finance and Facilities  
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### **Fullerton College Administration**

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## **MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY**

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, “We value the well-being of our campus community.”

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE  
2018 CLERY ANNUAL SECURITY REPORT  
CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>16</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>20</b>
<b>Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	23
Consent.....	23
Prevention.....	24
Title IX Training.....	24
Assistance to Victims.....	25
<b>Discipline Procedure.....</b>	<b>25</b>
<b>Weapons Prohibited on Campus.....</b>	<b>26</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>26</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>27</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>28</b>
<b>Campus Map.....</b>	<b>29</b>

## **Purpose of the Clery Annual Security Report for 2018**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus
- Conduct campus-wide drills on earthquake preparedness and active shooter

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.



The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/PROVOST/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the active shooter drill on campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2016 On Campus</b>	<b>2016 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	1	0
Rape	0	0	0	0	0	0
Fondling	0	0	1	0	0	0
Non-forcible sex offenses	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	2
Burglary	4	0	3	0	0	0
Motor Vehicle Theft	2	0	1	0	2	0
Domestic Violence	1	0	1	0	1	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	2	0	0	0	1	0
Stalking	2	0	0	0	0	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>
Weapons Possession	0	1	1	0	0	0
Drug Abuse Violation	3	0	0	0	0	0
Liquor Laws	0	0	0	0	0	0
Hate Crimes	0	0	1	0	0	0
<b>DISCIPLINARY ACTION</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2017 On Campus</b>	<b>2017 Public Property</b>
Violation of Weapons	0	0	0	0	0	0
Violation of Drugs	5	0	9	0	1	0
Violation of Liquor Laws	0	0	1	0	1	0

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 27). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

### **Crime Log**

Crime log entries include all crimes reported to the Campus Safety Department for the geographic area of the campus. The crime log is posted in the lobby of the Campus Safety Department, Building 1500.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.

- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

### **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.

6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

### **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. **DO NOT HANG UP!** Let the person you are talking to end the conversation; other information may be needed.

**FOR POWER OUTAGE CALL CAMPUS SAFETY FIRST.**

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.

- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

### **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

### **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:

- Exact wording of call.
- Background sounds/noises.
- Describe the caller's voice.
- Did you recognize the voice?
- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.



Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.

3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

### **Weapons and Dangerous Objects**

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

### **Hazardous Materials**

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times.
2. Always be cautious with hazardous materials.
3. Always be prepared.
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask.
4. THINK AHEAD! BE READY.
  - Keep people away— isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.

5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately.

Examples:

- Containers in bad condition.
- Unusual odors.
- Leaky containers.
- Illegible or missing labels.
- Facility damages.
- Equipment damages or malfunctions.

6. Handle hazardous material carefully.

- Pay attention at all times.
- Be alert to your surroundings.
- Ignorance and horseplay can cause serious accidents.

7. Keep your work area clean.

- Good housekeeping is a continuous job.
- Always maintain a clean uncluttered work area.
- Do not walk around in spilled material.

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.
- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- Note location of emergency phones near your classrooms
- Like/Follow FC on Facebook and Twitter
- Expect text messages, voicemail and email through Regroup for emergencies. It is important to keep your contact information current in MyGateway.

Staff should:

- Note location of emergency phones near your work area
- Know they are part of Regroup, the District's emergency notification system. It is important to keep your contact information current in MyGateway.

Campus Safety and PIO can send emergency broadcasts through the college telephone (Cisco) system. Follow any emergency broadcast over the phone system. Fullerton College also has an emergency radio system. You may be notified by a building or floor marshal to evacuate or lockdown (shelter in place).

### **Planning and Preparation:**

- Identify escape routes from your classroom or office
- Identify hiding places and lockdown areas
- Identify emergency communications capabilities, emergency phones, classroom phones, cell phones, Fullerton PD 714-738-6700, Campus Safety 714-992-7777.

**Response:**

**RUN**

- If you can escape from the area of the shooter, do so
- Run until you are far away from the danger

**HIDE OR LOCKDOWN**

- If you are in an adjacent room or area, lockdown. If the door will not lock, barricade it with heavy objects.
- Silence your cell phone, turn off the lights, and hide away from doors and windows.
- Call 911, give police shooter’s location, description, type of weapon, number of injured.

**TAKE OUT OR FIGHT**

- There is no way to predict the best course of action. Options include hiding and placing objects between yourself and the shooter. As a last resort, attack the shooter with others.

**General safety concerns:**

Be aware of your surroundings. If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <http://healthservices.fullcoll.edu>

## Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution. Violation of student conduct, full range of discipline and due process can be found on NOCCCD, Board Policy under sections BP 5500 and AP 5500.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <http://healthservices.fullcoll.edu>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783)
- RAINN (Rape, Abuse & Incest National Network): 800-656-HOPE.
- The LGBT Center OC: 714-953-5428
- (LGBT) National Hotline – GLBT National Help Center: 888-843-4564.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). <http://projectsister.org/>
- The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)
- <https://www.cdc.gov/violenceprevention/index.html>
- <https://www.nij.gov/topics/crime/rape-sexual-violence/Pages/welcome.aspx>
- Human Options (Shelter): 949-737-5242. <http://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 and 562-594-4555.  
<http://www.intervalhouse.org/>



- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>

### **Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence and stalking, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The confidentiality of the victim is protected. No public records or announcements (Timely Warning) will identify the victim. Confidentiality will be extended to any accommodation or protective measures to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence and stalking should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence and stalking, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of

Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes. The Fullerton Police Department can assist with filing a restraining order.

### **Definitions:**

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse 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** is defined as 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** is defined as 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.
- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Sexual Assaults (Sex Offenses).** Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Board Policy, BP 3540 covers sexual assault and other sexual misconduct

**Consent (California Education Code Section 67386).** Defines consent as “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.
  - c. Delegate: Find others who can help you intervene in the situation.
  - d. Delay: Ask them, “Are you ok?” or “Can I help you?”

## **Title IX Training**

All students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. All managers attended mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus. Title I “Sexual Misconduct on Campus Information Pamphlet” is available in the campus safety lobby. It includes information on what to do if you have been sexually assaulted, reporting options and resources.

## **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<http://healthservices.fullcoll.edu>). Community resource list is also available on the Campus Safety internet site, (<http://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

## **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the "preponderance of the evidence" standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540) can be found on the district internet site [https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25\\_50601.pdf](https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25_50601.pdf)

## **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

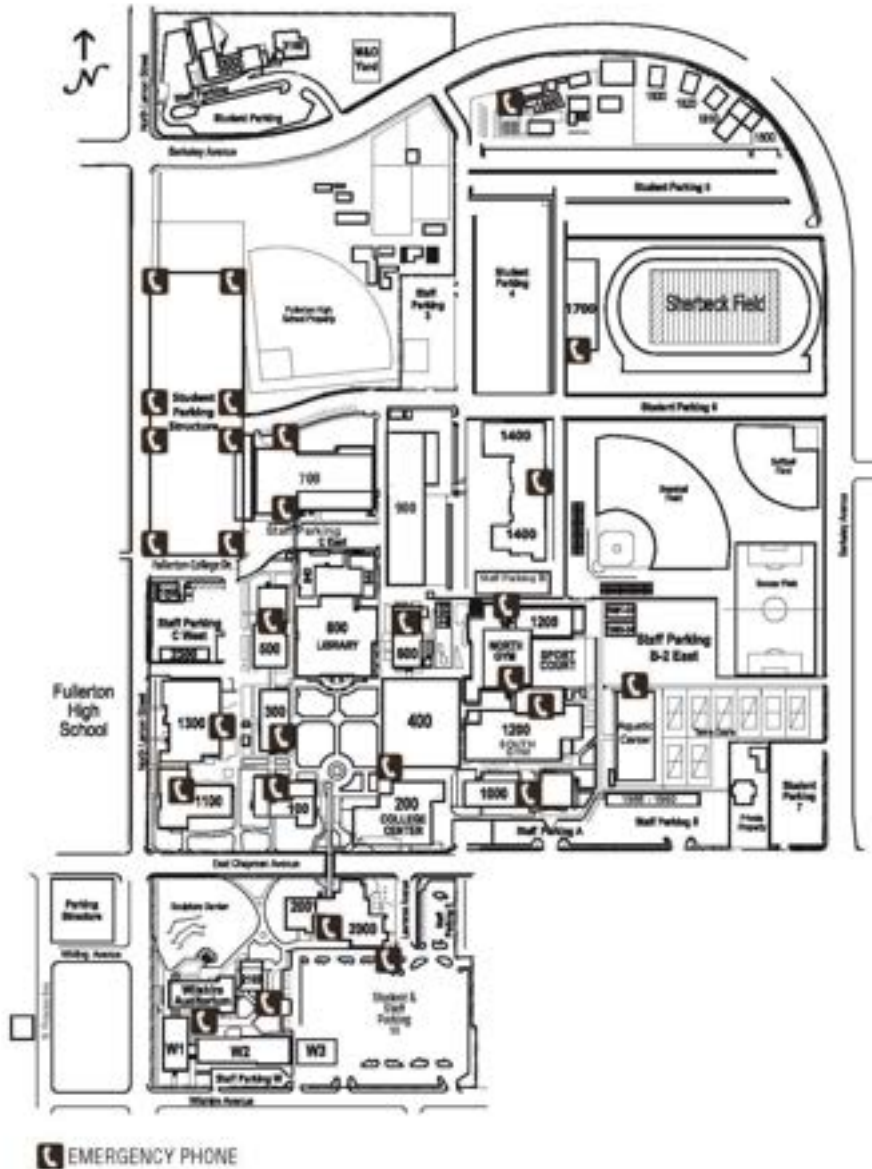
## **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.

NOCCCD Administrative Procedures 3516 covers registered sex offender information

# Fullerton College

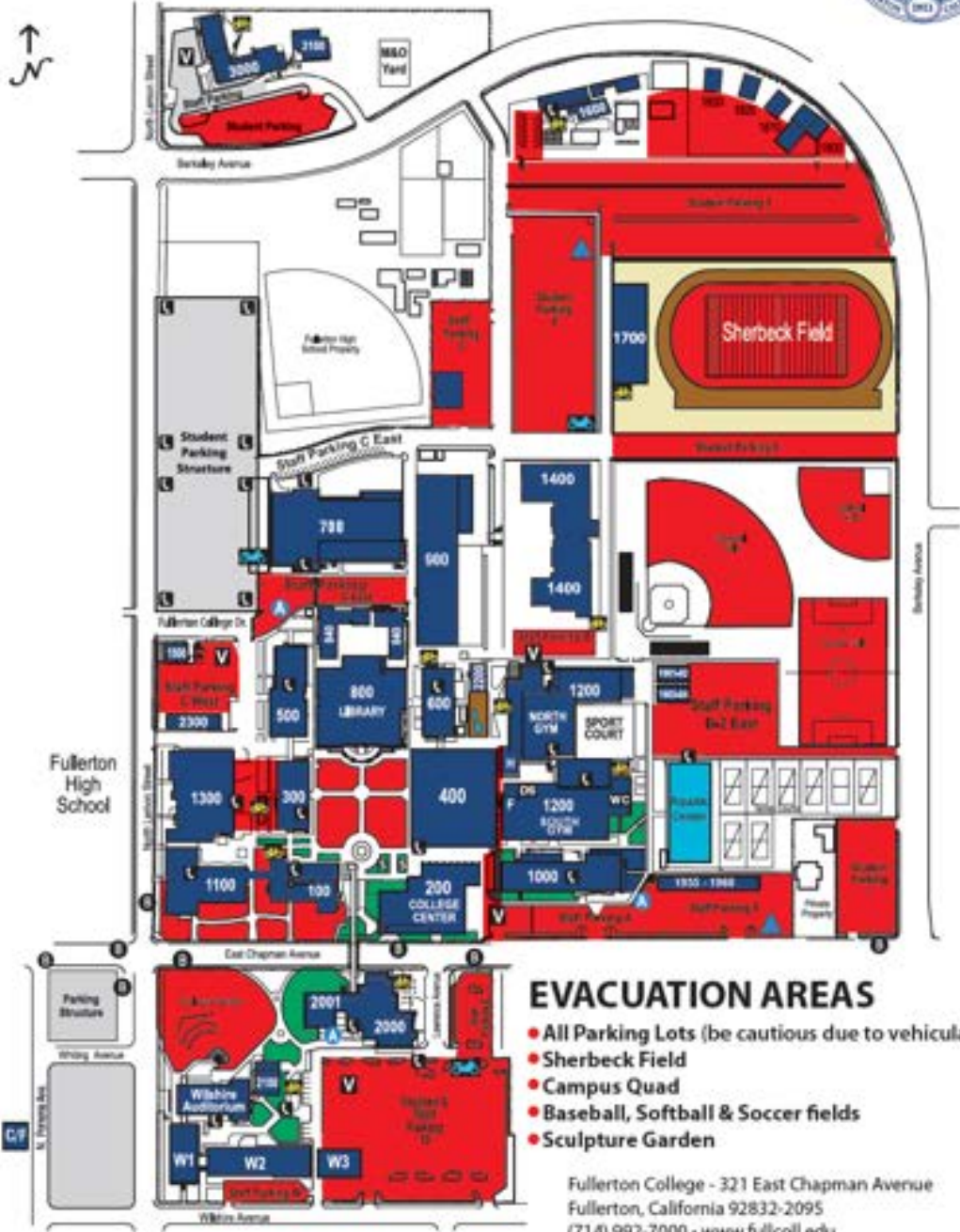
## EMERGENCY PHONE LOCATIONS



321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: JUNE 2015 RG

# Fullerton College EVACUATION AREAS



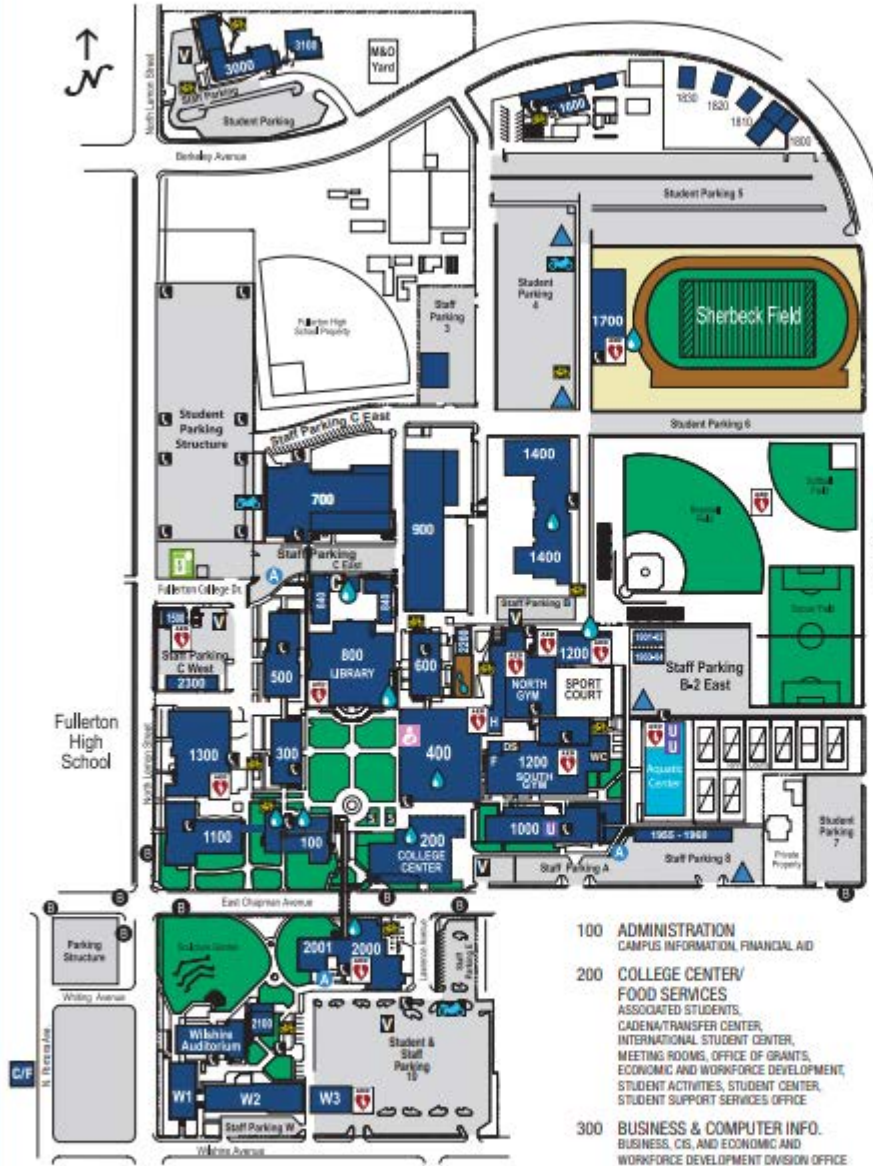


# Fullerton College

FALL 2018



**DIRECTIONS FROM FREEWAYS TO FULLERTON COLLEGE:**  
 From 57 Fwy: Exit at Chapman Ave., West to Lemon St.  
 From 91 Fwy: Exit at Lemon St., North to Chapman Ave.



- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE  
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING  
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE  
CENTER  
ACADEMIC SUPPORT CENTER,  
ADAPTIVE COMPUTER LAB, LIBRARY,  
MATH LAB, STAFF DEVELOPMENT,  
STUDY ABROAD
- 840 DISABILITY SUPPORT SERVICES/  
MAILROOM  
CLASSIFIED LOUNGE, STINGER'S CAFE
- 900 AUTO/MACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO,  
FACULTY LOUNGE, HEALTH SERVICES,  
PHYSICAL EDUCATION DIVISION OFFICE,  
WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, CAMPUS THEATRE
- 1400 SOCIAL SCIENCES  
READING LAB, SOCIAL SCIENCES DIVISION  
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/  
TEMPORARY CLASSROOMS  
1800 TEMPORARY CLASSROOMS  
1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1904 CLASSROOMS  
1955 FOOD BANK  
1956 - 1960 CLASSROOMS
- 2000 STUDENT SERVICES/T.V.  
ADMISSIONS & RECORDS, BOOKSTORE,  
BURSAR, CAREER & LIFE PLANNING CENTER,  
COUNSELING, DISTANCE EDUCATION,  
EOPS/CARE
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC  
COMPUTING/M&O SHOPS
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, FACILITIES, HIGH SCHOOL  
OUTREACH OFFICE, MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING TECHNOLOGY

- AUTOMATED EXTERNAL DEFIBRILLATOR
- BIKE RACKS
- CALWORKS/FOUNDATION  
BEN FRANKLIN HOUSE  
315 N. POMONA AVENUE
- CLASSIFIED LOUNGE
- EMERGENCY PHONE
- EV CHARGING STATIONS
- FACULTY LOUNGE
- FREE SPEECH LOCATION
- HEALTH CENTER
- HYDRATION STATION
- LACTATION ROOM
- MOTORCYCLE PARKING
- OCTA ACCESS BUS STOPS
- OCTA BUS STOPS
- STUDENT DROP-OFF AREA

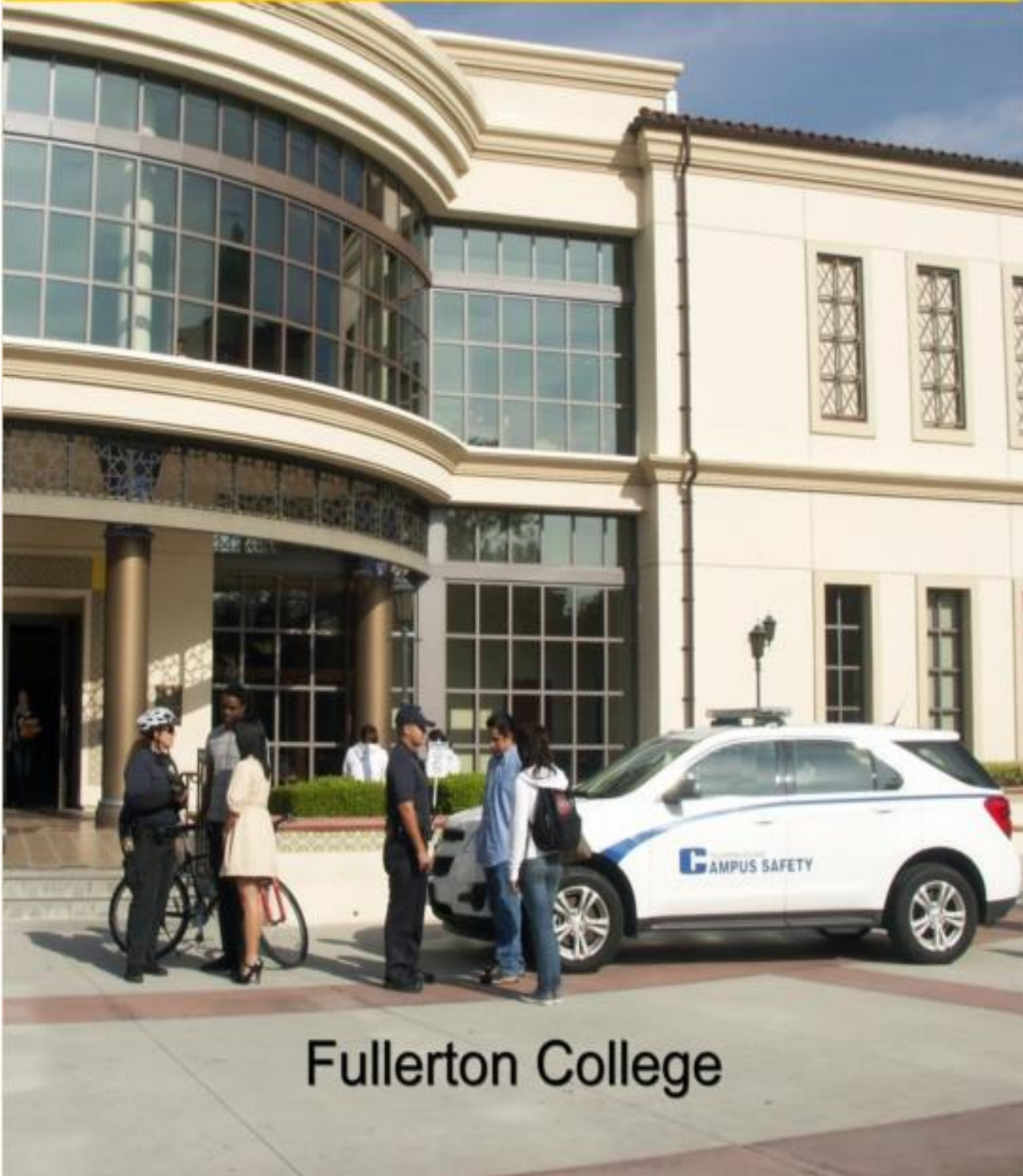
- 100 ADMINISTRATION  
CAMPUS INFORMATION, FINANCIAL AID
- 200 COLLEGE CENTER/  
FOOD SERVICES  
ASSOCIATED STUDENTS,  
CADEN/TRANSFER CENTER,  
INTERNATIONAL STUDENT CENTER,  
MEETING ROOMS, OFFICE OF GRANTS,  
ECONOMIC AND WORKFORCE DEVELOPMENT,  
STUDENT ACTIVITIES, STUDENT CENTER,  
STUDENT SUPPORT SERVICES OFFICE
- 300 BUSINESS & COMPUTER INFO.  
BUSINESS, CIS, AND ECONOMIC AND  
WORKFORCE DEVELOPMENT DIVISION OFFICE
- 400 SOUTH SCIENCE  
LACTATION ROOM, NATURAL SCIENCES  
DIVISION OFFICE
- 500 APPLIED ARTS/HUMANITIES  
HUMANITIES DIVISION OFFICE,  
VETERANS RESOURCE CENTER
- UNISEX BATHROOM
- VISITOR PARKING
- WELLNESS CENTER
- W1-W2-W3** NORTH ORANGE CONTINUING EDUCATION I  
WILSHIRE CENTER

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • www.fullcoll.edu

Updated: AUGUST 2018 RG



# Clery Annual Security Report 2017



Fullerton College

# **FULLERTON COLLEGE**

## **CLERY ANNUAL SECURITY REPORT 2017**

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Rodrigo Garcia, CPA, Vice President of Administrative Services

## **MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY**

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, “We value the well-being of our campus community.”

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE  
2017 CLERY ANNUAL SECURITY REPORT  
CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>15</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>19</b>
<b>Sexual Misconduct, Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	22
Consent.....	23
Prevention.....	23
Title IX Training.....	24
Assistance to Victims.....	24
<b>Discipline Procedure.....</b>	<b>24</b>
<b>Weapons Prohibited on Campus.....</b>	<b>25</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>25</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>27</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>28</b>
<b>Campus Map.....</b>	<b>29</b>

## **Purpose of the Clery Annual Security Report for 2017**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. Fullerton College staff and students may have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.



In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the issuance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/PROVOST/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2016 On Campus</b>	<b>2016 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible sex offenses	--	--	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	1	0	0	1	0
Non-forcible sex offenses	--	--	0	0	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated Assault	2	0	0	0	0	0
Burglary	1	0	4	0	3	0
Motor Vehicle Theft	3	0	2	0	1	0
Domestic Violence	0	0	1	0	1	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	2	0	0	0
Stalking	0	0	2	0	0	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2016 On Campus</b>	<b>2016 Public Property</b>
Weapons Possession	1	0	0	1	1	0
Drug Abuse Violation	5	0	3	0	0	0
Liquor Laws	0	0	0	0	0	0
Hate Crimes	1	0	0	0	1	0
<b>DISCIPLINARY ACTION</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>	<b>2016 On Campus</b>	<b>2016 Public Property</b>
Violation of Weapons	0	0	0	0	0	0
Violation of Drugs	2	0	5	0	9	0
Violation of Liquor Laws	3	0	0	0	1	0

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 27). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

## **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.
6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

## **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. **DO NOT HANG UP!** Let the person you are talking to end the conversation; other information may be needed.

## **FOR POWER OUTAGE CALL CAMPUS SAFETY FIRST.**

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?



- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area at least 20 feet away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## Weapons and Dangerous Objects

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than two and a half inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two and a half inches or more.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times!
2. Always be cautious with hazardous materials!
3. Always be prepared!
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask!
4. THINK AHEAD! BE READY!
  - Keep people away—isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately!

Examples:

- Containers in bad condition.

- Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents!
  7. Keep your work area clean.
    - Good housekeeping is a continuous job!
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material!

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.

- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- You are automatically part of the “Regroup” text messaging system
- Friend FC on Facebook and Twitter
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Staff should:

- Know they are part of the District’s “Regroup” system in MyGateway and keep information current
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Campus Safety and the PIO can send emergency broadcasts through the college telephone system. Obey any directions from these broadcasts. FC also has an emergency radio system throughout the campus. You may be notified by a building or floor marshal to evacuate or shelter in place (lockdown) during an emergency.

### **Planning and Preparation:**

- Review written materials regarding emergencies.
- Identify escape routes from your work area or classroom. Escape routes will differ for classrooms, theater events, athletic activities or quad.
- Identify possible hiding areas and lockdown areas.
- Identify emergency communications capabilities such as emergency campus phones, classroom phones, cell phones which should have Fullerton PD 714-738-6700 and Campus Safety 714-992-7777 on speed dial; staff should know locations of emergency radios.

**Response:**

Trapped with shooter in the same room

- There is no way to predict the best course of action in each active shooter situation. Options include hiding and place objects between yourself and the shooter. Try to run out an exit. If you can, run in a zigzag manner as it is harder for the shooter to hit you. As a last resort, attack the shooter with others.

Shelter in place or lockdown

- If you are in an adjoining classroom, office or building, shelter-in-place or lockdown the room. If you cannot lock the room, barricade the door with heavy objects. Silence your cell phone. Turn off the lights. Hide away from the door and windows. Call 911 and notify police. Give police the shooter’s location, description, type of weapon and number of victims.

Run

- If you are near the shooter and can safely run away, do so.
- If there is a location you can hide in with a locked door, do so.

**General Safety Concerns:**

- Be aware of your surroundings.
- If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <http://healthservices.fullcoll.edu>

## **Sexual Assault Information**

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution.



Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <http://healthservices.fullcoll.edu>
- National Domestic Violence Hotline: 1-800-799-7233.
- Orange County Rape Crisis Center: 866-WE-LISTEN (866-635-4783)
- RAINN (Rape, Abuse & Incest National Network): 800-656-HOPE.
- The LGBT Center OC: 714-953-5428
- (LGBT) National Hotline – GLBT National Help Center: 888-843-4564.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- Project Sister: 909-623-1619 (24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings; individual group counseling and so much more). <http://projectsister.org/>
- The National Center for Victims of Crime: 855-4-VICTIM (855-484-2846)
- <https://www.cdc.gov/violenceprevention/index.html>
- <https://www.nij.gov/topics/crime/rape-sexual-violence/Pages/welcome.aspx>
- Human Options (Shelter): 949-737-5242. <http://humanoptions.org/>
- Interval House (Shelter): 714-891-8121 and 562-594-4555.  
<http://www.intervalhouse.org/>
- Laura's House (Shelter): 866-498-1511. <https://www.laurashouse.org/>

## **Sexual Misconduct, Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence, stalking and sexual harassment.

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes.

## Definitions:

**Domestic Violence** is defined as violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that would cause a reasonable person to fear of his or her safety, the safety of others or suffers substantial emotional distress.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment under Title IX includes sexual violence (see definition below).

## Sexual Assaults

- a. **Rape** is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.
- b. **Sexual battery** is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.
- c. **Forcible sodomy** is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity.

- d. **Sexual assault** with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

**Consent** is the affirmative unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.

- c. Delegate: Find others who can help you intervene in the situation.
- d. Delay: Ask them, “Are you ok?” or “Can I help you?”

### **Title IX Training**

All students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. All managers attended mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus.

### **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim’s assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<http://healthservices.fullcoll.edu>). Community resource list is also available on the Campus Safety internet site, (<http://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

### **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the

accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the “preponderance of the evidence” standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540) can be found on the district internet site

[https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25\\_50601.pdf](https://www.nocccd.edu/files/3540apfinalreviseddcc-2017-09-25_50601.pdf)

### **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

### **Convicted Sexual Offender Registration Laws**

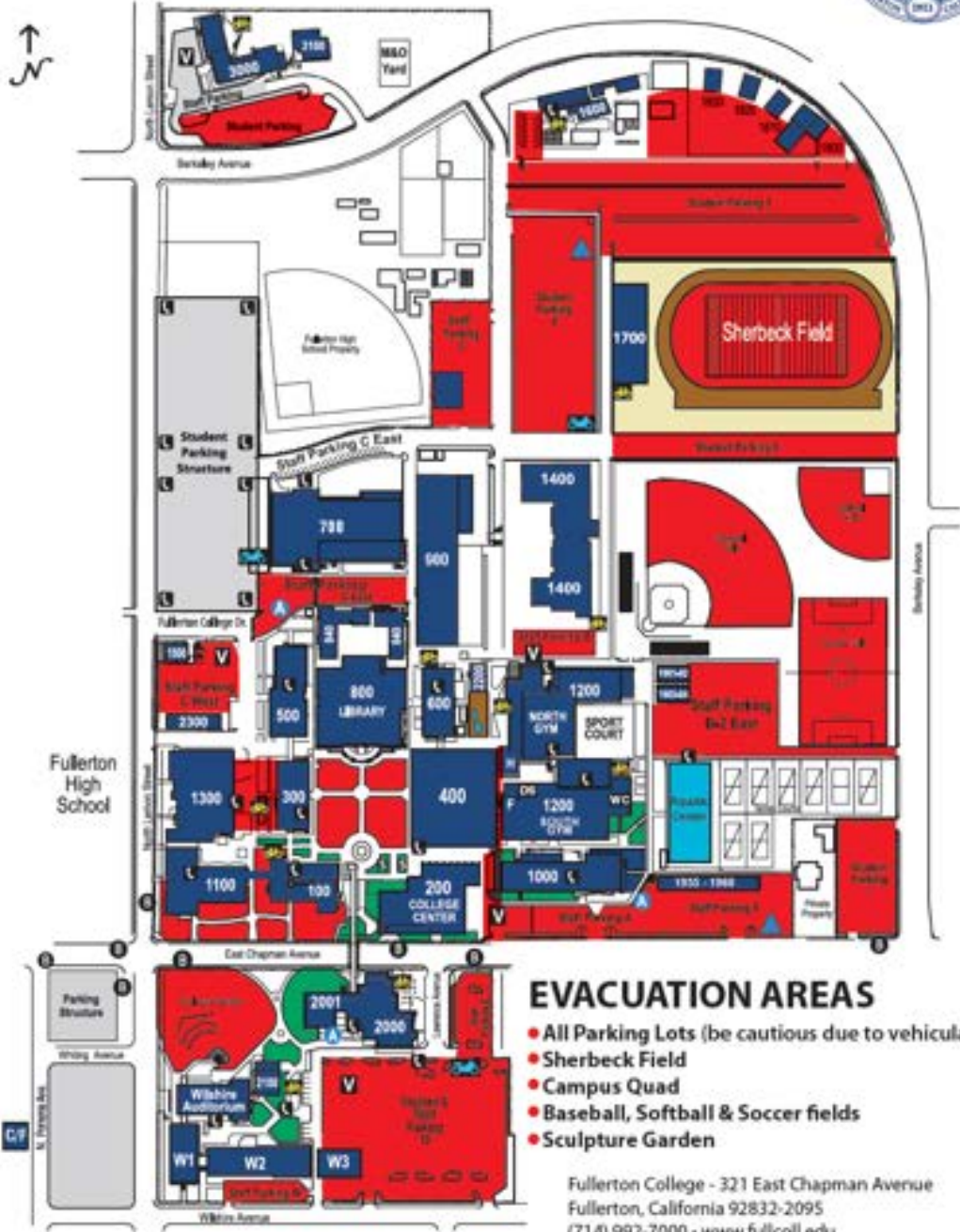
Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College.

Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.





# Fullerton College EVACUATION AREAS



# Fullerton College

FALL 2017



## DIRECTIONS FROM FREEWAYS

**TO FULLERTON COLLEGE:**  
 From 57 Freeway: Exit at Chapman Ave.,  
 West to Lemon St.  
 From 91 Freeway: Exit at Lemon St.,  
 North to Chapman Ave.



- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE  
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING  
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE  
CENTER  
ACADEMIC SUPPORT CENTER,  
ADAPTIVE COMPUTER LAB, LIBRARY,  
MATH LAB, STAFF DEVELOPMENT,  
STUDY ABOARD
- 840 DISABILITY SUPPORT SERVICES/  
MAILROOM  
STONER'S CAFE
- 900 AUTOMACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO,  
FACULTY LOUNGE, HEALTH SERVICES,  
PHYSICAL EDUCATION DIVISION OFFICE,  
WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, CAMPUS THEATRE
- 1400 CLASSROOM OFFICE BUILDING  
READING LAB, SOCIAL SCIENCES DIVISION  
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/  
TEMPORARY CLASSROOMS  
1801-1804 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1904 CLASSROOMS  
1905 FOOD BANK  
1906 - 1909 CLASSROOMS
- 2000 STUDENT SERVICES/IT  
ADMISSIONS SERVICES, BOOKSTORE,  
BURIAL, CAREER & LIFE PLANNING CENTER,  
COUNSELING, DISTANCE EDUCATION,  
YOUTH CARE
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC  
COMPUTING/MISO SHOPS
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, FACILITIES,  
MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING TECHNOLOGY

- BIKE RACKS
- EMERGENCY PHONE
- FACULTY LOUNGE
- FREE SPEECH LOCATIONS
- HEALTH CENTER
- MOTORCYCLE PARKING
- VISITOR PARKING
- OCIA ACCESS BUS STOPS
- OCIA BUS STOPS
- STUDENT DROP-OFF AREA
- W1-W2-W3 WULSHIRE CONTROLLING ED.
- CALWAY FOUNDATION  
205 FARMINGTON HOUSE  
375 N. POMONA AVENUE
- AUTOMATED EXTERNAL DEFIBRILLATOR
- EV CHARGING STATIONS

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: MARCH 7, 2017 RG



# Clery Annual Security Report 2016



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2016**

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## **MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY**

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, “We value the well-being of our campus community.”

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE  
2016 CLERY ANNUAL SECURITY REPORT  
CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>15</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>19</b>
<b>Sexual Misconduct, Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	22
Consent.....	23
Prevention.....	23
Title IX Training.....	24
Assistance to Victims.....	24
<b>Discipline Procedure.....</b>	<b>24</b>
<b>Weapons Prohibited on Campus.....</b>	<b>25</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>26</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>27</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>28</b>
<b>Campus Map.....</b>	<b>29</b>

## **Purpose of the Clery Annual Security Report for 2016**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for

providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.



## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. All Fullerton College staff and students have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the insurance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/PROVOST/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	--	--	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	1	0	0
Non-forcible sex offenses	0	0	--	--	0	0
Arson	0	0	0	0	0	0
Robbery	0	0	0	0	0	1
Aggravated Assault	3	0	2	0	0	0
Burglary	5	0	1	0	4	0
Motor Vehicle Theft	1	1	3	0	2	0
Domestic Violence	2	0	0	0	1	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	1	0	0	0	2	0
Stalking	0	0	0	0	2	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>
Weapons Possession	1	0	0	1	0	1
Drug Abuse Violation	4	0	0	5	3	0
Liquor Laws	0	0	0	0	0	0
Hate Crimes	0	0	0	1	0	0
<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>	<b>2015 On Campus</b>	<b>2015 Public Property</b>
Violation of Weapons	1	0	0	0	0	0
Violation of Drugs	3	0	2	0	5	0
Violation of Liquor Laws	1	0	3	0	0	0

**There were no reported Hate Crimes.**

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 27). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

## **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.
6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

## **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. **DO NOT HANG UP!** Let the person you are talking to end the conversation; other information may be needed.

## **FOR POWER OUTAGE CALL CAMPUS SAFETY FIRST.**

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.

Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.



## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?

- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## Weapons and Dangerous Objects

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than 2 inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two or more inches.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times!
2. Always be cautious with hazardous materials!
3. Always be prepared!
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask!
4. **THINK AHEAD! BE READY!**
  - Keep people away—isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately!

Examples:

- Containers in bad condition.

- Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents!
  7. Keep your work area clean.
    - Good housekeeping is a continuous job!
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material!

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.

- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- You are automatically part of the “Regroup” text messaging system
- Friend FC on Facebook and Twitter
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Staff should:

- Know they are part of the District’s “Regroup” system in MyGateway and keep information current
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Campus Safety and the PIO can send emergency broadcasts through the college telephone system. Obey any directions from these broadcasts. FC also has an emergency radio system throughout the campus. You may be notified by a building or floor marshal to evacuate or shelter in place (lockdown) during an emergency.

### **Planning and Preparation:**

- Review written materials regarding emergencies.
- Identify escape routes from your work area or classroom. Escape routes will differ for classrooms, theater events, athletic activities or quad.
- Identify possible hiding areas and lockdown areas.
- Identify emergency communications capabilities such as emergency campus phones, classroom phones, cell phones which should have Fullerton PD 714-738-6700 and Campus Safety 714-992-7777 on speed dial; staff should know locations of emergency radios.

**Response:**

Trapped with shooter in the same room

- There is no way to predict the best course of action in each active shooter situation. Options include hiding and place objects between yourself and the shooter. Try to run out an exit. If you can, run in a zigzag manner as it is harder for the shooter to hit you. As a last resort, attack the shooter with others.

Shelter in place or lockdown

- If you are in an adjoining classroom, office or building, shelter-in-place or lockdown the room. If you cannot lock the room, barricade the door with heavy objects. Silence your cell phone. Turn off the lights. Hide away from the door and windows. Call 911 and notify police. Give police the shooter’s location, description, type of weapon and number of victims.

Run

- If you are near the shooter and can safely run away, do so.
- If there is a location you can hide in with a locked door, do so.

**General Safety Concerns:**

- Be aware of your surroundings.
- If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter

Police Action on Campus

Civil Unrest

Severe Weather

Accidental Chemical Spill

Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.



## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <http://healthservices.fullcoll.edu>

## **Sexual Assault Information**

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <http://healthservices.fullcoll.edu>
- National Domestic Violence Hotline: 1-800-799-7233.
- A Toll Free Rape Crisis Hotline: 800-656-HOPE.
- GLBT (Gay, Lesbian, Bisexual, Transgender) Hotline: 888-843-4564.
- National Sexual Assault Hotline: 800-656-4673.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- GLBT Information/Referrals: 714-534-0862.
- Project Sister: 909-626-4357 (24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court).
- National Center for Victims of Crime, Abuse, Domestic Violence and Rape:
  - Information and Referrals: 800-349-2255
  - TTY/TDD: 800-211-7996
- [www.cdc.gov/violenceprevention/sexualviolence/index.html](http://www.cdc.gov/violenceprevention/sexualviolence/index.html)
- [www.4woman.gov/faq/sexualassault.htm](http://www.4woman.gov/faq/sexualassault.htm)
- [www.ojp.gov/nij/topics/crime/rape-sexual-violence/welcome.htm](http://www.ojp.gov/nij/topics/crime/rape-sexual-violence/welcome.htm)
- Human Options (Shelter): 949-737-5242.
- Interval House (Shelter): 714-891-8121.
- Laura's House (Shelter): 949-361-3775.

## **Sexual Misconduct, Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence, stalking and sexual harassment.

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Dean of Student Services at 714-992-7088.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes.

## **Definitions:**

**Domestic Violence** is defined as violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that would cause a reasonable person to fear of his or her safety, the safety of others or suffers substantial emotional distress.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment under Title IX includes sexual violence (see definition below).

## **Sexual Assaults**

- a. **Rape** is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.
- b. **Sexual battery** is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.
- c. **Forcible sodomy** is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity.

- d. **Sexual assault** with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

**Consent** is the affirmative unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.
9. Consider Bystander Intervention when safe. Bystander intervention:
  - a. Direct: Step in and address the situation directly. “That’s not cool, please stop.”
  - b. Distract: Distract either person in the situation to intervene.

- c. Delegate: Find others who can help you intervene in the situation.
- d. Delay: Ask them, “Are you ok?” or “Can I help you?”

### **Title IX Training**

All students registering for classes are required to read and acknowledge Title IX information and District policy on harassment, discrimination and sexual assaults. All managers attended mandatory Title IX training. All athletes attended InterACT Troupe focusing on eliminating sexual assaults on campus.

### **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim’s assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<http://healthservices.fullcoll.edu>). Community resource list is also available on the Campus Safety internet site, (<http://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

### **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the

accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the “preponderance of the evidence” standard. District policy on sexual assaults and other sexual misconduct (Administrative Procedure 3540) can be found on the district internet site <http://nocc.edu/Policies/PoliciesAndProcedures.htm>

### **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

### **Convicted Sexual Offender Registration Laws**

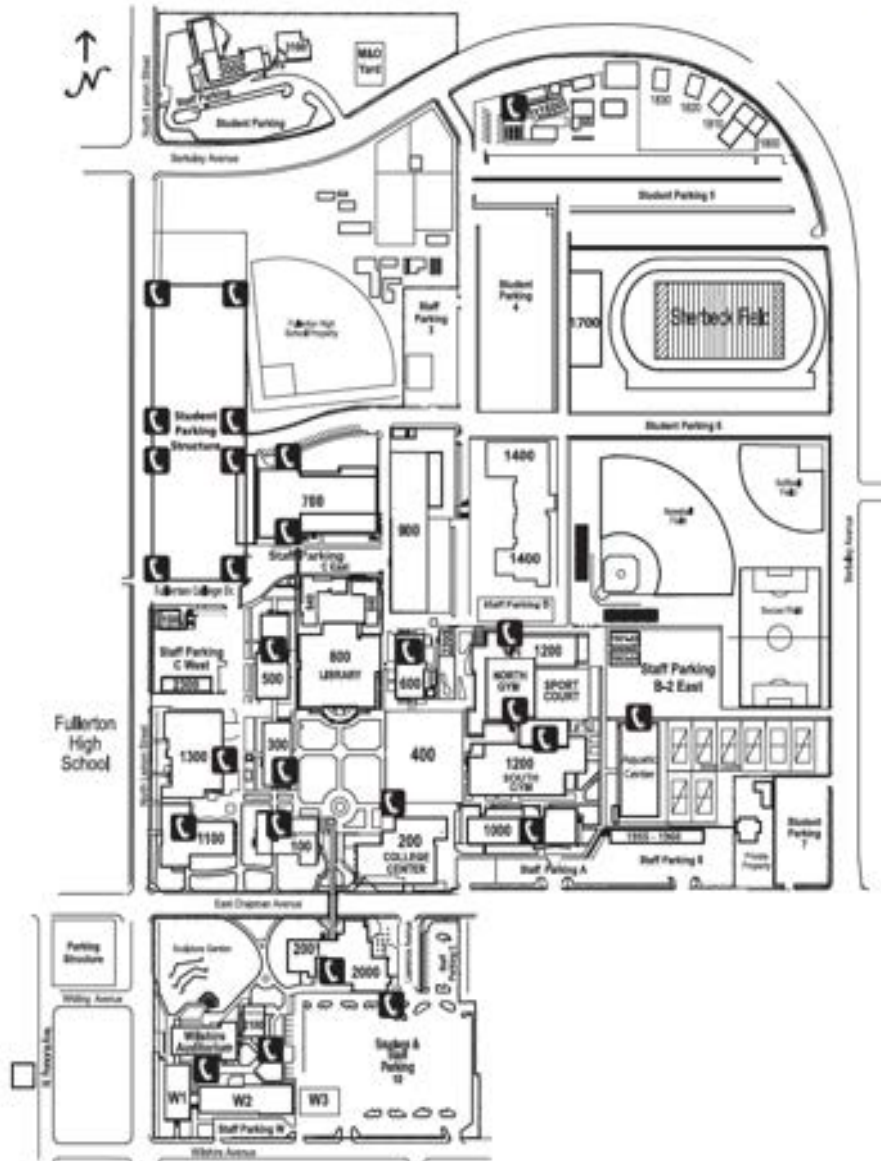
Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College.

Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.



# Fullerton College

## EMERGENCY PHONE LOCATIONS

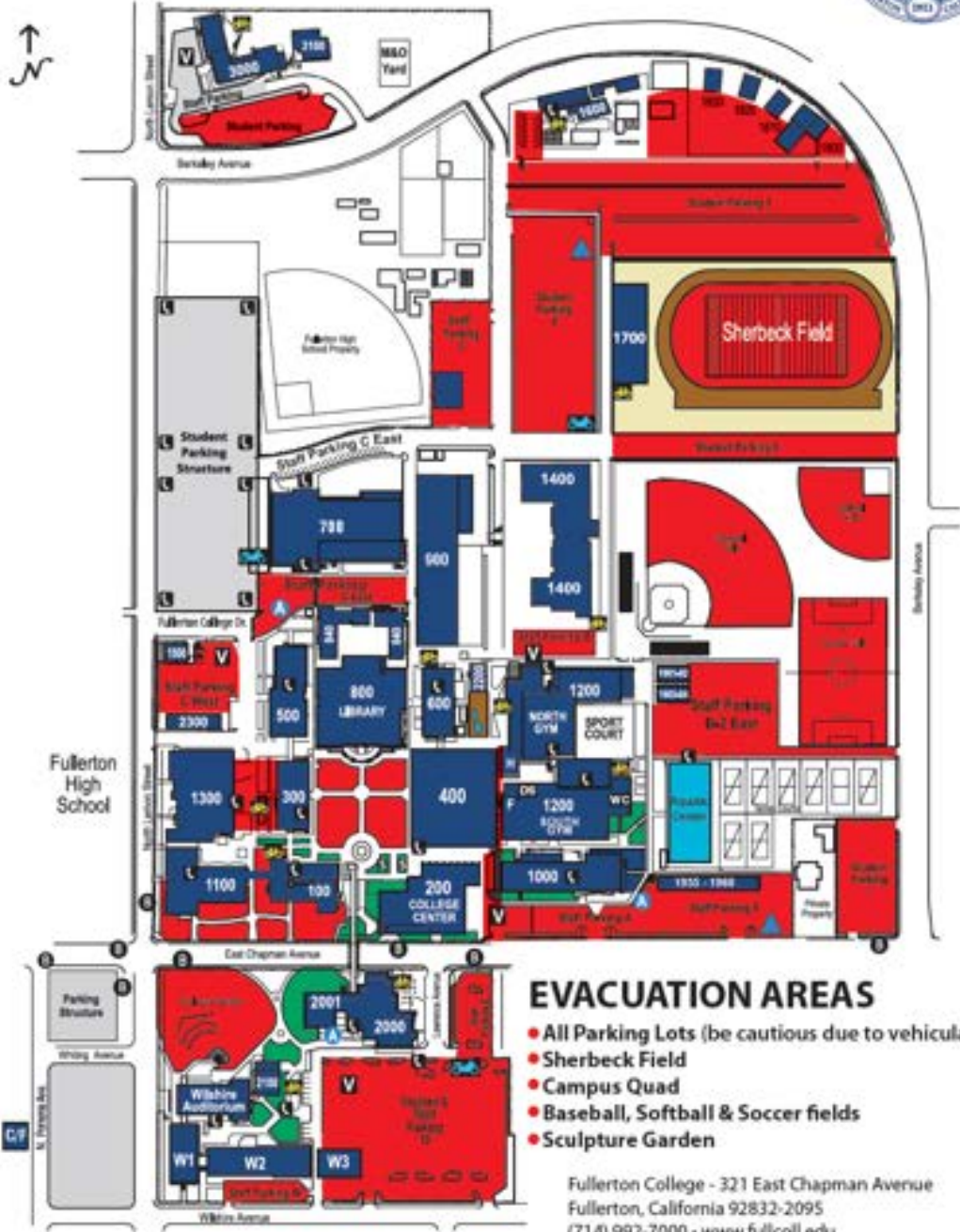


EMERGENCY PHONE

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: FEBRUARY 2015 R0

# Fullerton College EVACUATION AREAS



## EVACUATION AREAS

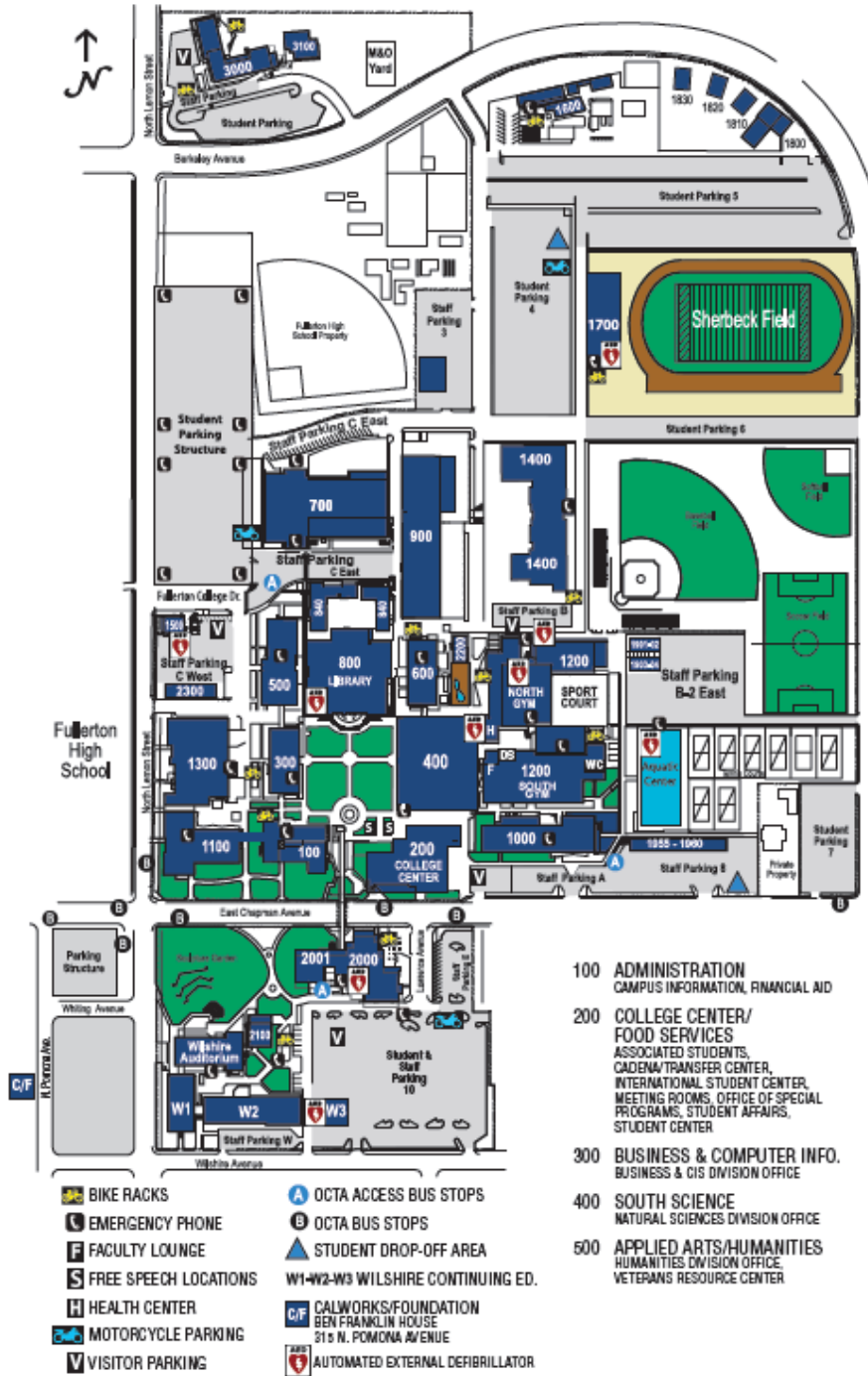
- All Parking Lots (be cautious due to vehicular traffic)
- Sherbeck Field
- Campus Quad
- Baseball, Softball & Soccer fields
- Sculpture Garden

Fullerton College - 321 East Chapman Avenue  
 Fullerton, California 92832-2095  
 (714) 992-7000 • www.fullcoll.edu

Updated: MARCH 2015 RG

# Fullerton College

FALL 2015



**DIRECTIONS FROM FREEWAYS  
TO FULLERTON COLLEGE:**  
From 57 Fwy: Exit at Chapman Ave.,  
West to Lemon St,  
From 91 Fwy: Exit at Lemon St.,  
North to Chapman Ave.

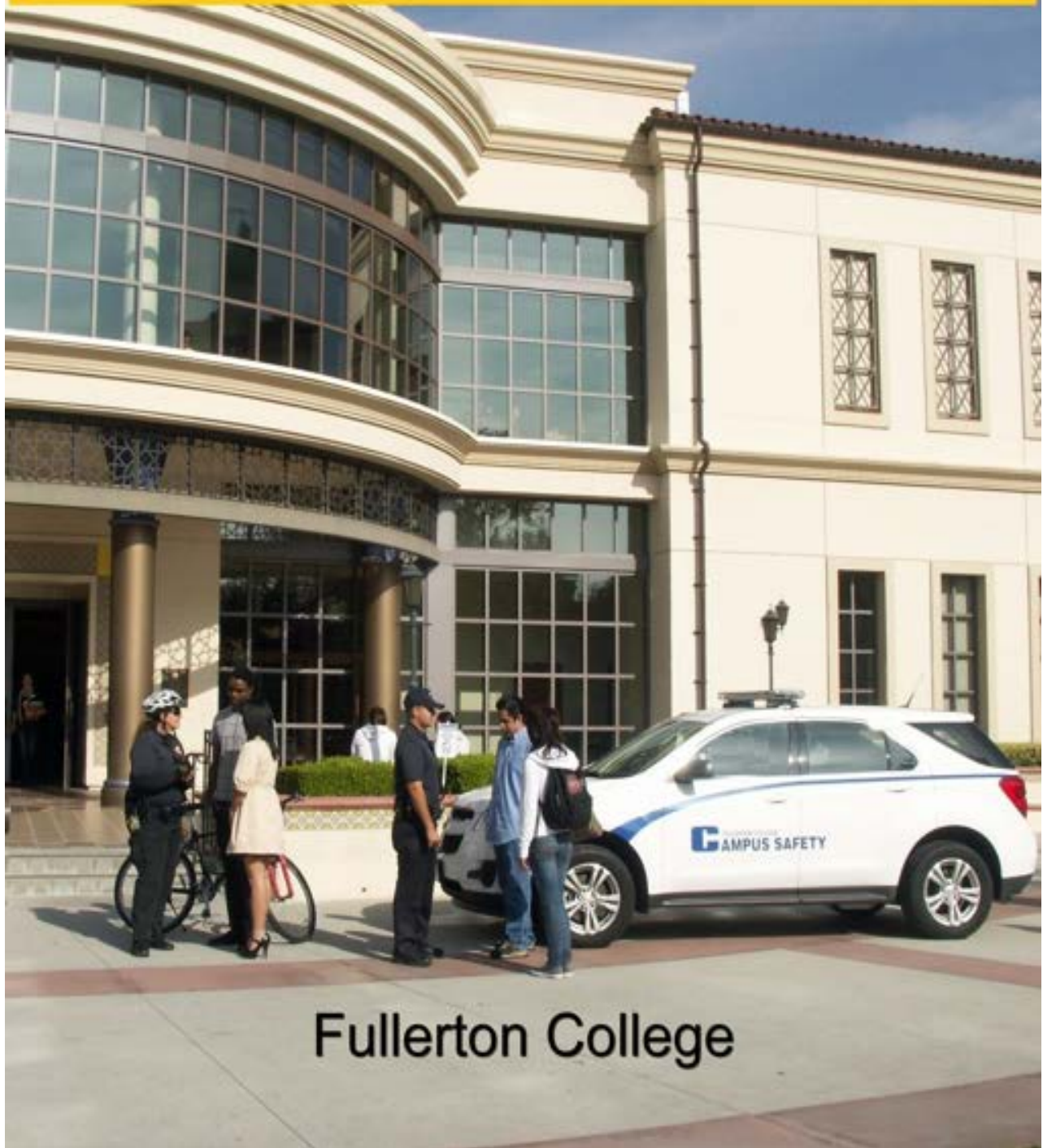
- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE  
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING  
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE  
CENTER  
ACADEMIC SUPPORT CENTER,  
ADAPTIVE COMPUTER LAB, LIBRARY,  
MATH LAB, STAFF DEVELOPMENT,  
STUDY ABROAD
- 840 DISABILITY SUPPORT SERVICES/  
MAILROOM  
STINGER'S CAFE
- 900 AUTOMACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO,  
FACULTY LOUNGE, HEALTH SERVICES,  
PHYSICAL EDUCATION DIVISION OFFICE,  
WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, CAMPUS THEATRE
- 1400 CLASSROOM OFFICE BUILDING  
READING LAB, SOCIAL SCIENCES DIVISION  
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/  
TEMPORARY CLASSROOMS  
1800 TEMPORARY CLASSROOMS  
1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1904 CLASSROOMS  
1915 FOOD BANK  
1916 - 1960 CLASSROOMS
- 2000 STUDENT SERVICES/T.V.  
ADMISSIONS & RECORDS, BOOKSTORE,  
BURSAR, CAREER & LIFE PLANNING,  
COUNSELING, DISTANCE EDUCATION,  
EDPS, STUDENT SUPPORT SERVICES  
OFFICE, WORKFORCE CENTER
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC  
COMPUTING/M&O SHOPS
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, FACILITIES,  
MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING

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Updated: JULY 2015 RG



# Clery Annual Security Report 2015



Fullerton College

## **FULLERTON COLLEGE**

### **CLERY ANNUAL SECURITY REPORT 2015**

#### **Board of Trustees**

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Irma Ramos, Vice Chancellor for Human Resources  
Brian Fahnestock, Interim Vice Chancellor for Finance and Facilities  
Dr. W. Cherry Li-Bugg, Vice Chancellor for Educational Services and Technology  
Deborah Ludford, District Director for Information Services  
Kai Stearns Moore, District Director for Public Affairs

#### **Fullerton College Administration**

Greg Schultz, Ed.D., Interim President  
Savannah Jones, Interim Vice President of Student Services  
José Ramón Núñez, Ph.D., Vice President of Instruction  
Richard Storti, CPA, Vice President of Administrative Services

## **MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY**

The information provided in the Annual Security Report is a requirement of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. The overall goal is to inform and educate the full campus community about safety. This includes steps each one of us can take to ensure our own personal safety. I invite and encourage the full campus community to read the information in this report and practice suggestions for your own personal safety. You can find the report at <http://campussafety.fullcoll.edu> Click on the Annual Security Report.

Fullerton College has a long history of providing a safe and secure learning environment for staff, students and visitors. We are a very diverse campus community with varied interest. When you visit the campus, you will see people enjoying the many activities this campus offers. It may range from a science fair, debate contest, theater event or a competitive sporting event. The activities are wide-ranging and enrich the educational experiences of our active students and our staff. Behind each activity is the planning and hard work of our Campus Safety Department. Campus Safety officers are on campus twenty four hours a day, seven days a week to provide support services to anyone on campus. Please feel free to call us at 714-992-7080, extension 0 if you need assistance.

Fullerton College has low incidents of crime on campus. Part of that is due to the continued vigilance of staff, students and visitors. We also enjoy a great professional relationship with Fullerton Police Department who will respond promptly to any crime on campus. In closing, it is helpful to remember one of our core values, “We value the well-being of our campus community.”

Sincerely,

Steven Selby  
Director of Campus Safety

**FULLERTON COLLEGE**  
**2014 CLERY ANNUAL SECURITY REPORT**  
**CONTENTS**

<b>Purpose of Clery Annual Security Report.....</b>	<b>1</b>
<b>Fullerton College Campus Safety Department.....</b>	<b>1</b>
Services Provided.....	2
<b>Law Enforcement Authority and Interagency Cooperation.....</b>	<b>2</b>
<b>Access to Campus Buildings and Facilities.....</b>	<b>3</b>
<b>Safety of College Property.....</b>	<b>3</b>
<b>Emergency Notification &amp; Timely Warning Notice.....</b>	<b>3</b>
<b>Emergency Preparedness.....</b>	<b>5</b>
<b>Clery Act Crime Statistics.....</b>	<b>6</b>
<b>Crime Reporting Procedures.....</b>	<b>7</b>
<b>Emergency Procedures.....</b>	<b>7</b>
Addressing Disruptive Student Behavior.....	7
Responding to Disruptive or Threatening Behavior.....	7
<b>General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake.....</b>	<b>8</b>
<b>Evacuation.....</b>	<b>9</b>
<b>Evacuation of Disabled Persons.....</b>	<b>10</b>
<b>Power Outage.....</b>	<b>11</b>
<b>Bomb Threat.....</b>	<b>11</b>
<b>Explosion.....</b>	<b>12</b>
<b>Fire.....</b>	<b>12</b>
<b>Earthquake.....</b>	<b>13</b>
<b>Weapons and Dangerous Objects.....</b>	<b>14</b>
<b>Hazardous Materials.....</b>	<b>14</b>
<b>Chemicals and Solvents.....</b>	<b>15</b>
<b>Radioactive Material Spills.....</b>	<b>15</b>
<b>Active Shooter Emergency Plan.....</b>	<b>17</b>
Communications.....	17
Planning and Preparation.....	17
Response.....	18
General Safety Concerns.....	18
Shelter-In-Place or Lockdown Guidelines.....	18
Active Shooter Situations.....	19
<b>Substance Abuse, Drugs, and Alcoholic Beverages.....</b>	<b>19</b>
<b>Sexual Assault Information.....</b>	<b>19</b>
<b>Sexual Misconduct, Violence Against Women Act (VAWA).....</b>	<b>21</b>
Definitions.....	22
Sexual Assaults.....	22
Consent.....	23
Prevention.....	23
Assistance to Victims.....	24
<b>Discipline Procedure.....</b>	<b>24</b>
<b>Weapons Prohibited on Campus.....</b>	<b>24</b>
<b>Convicted Sexual Offender Registration Laws.....</b>	<b>25</b>
<b>Campus Map - Location of Emergency Phones.....</b>	<b>26</b>
<b>Campus Map - Evacuation Areas.....</b>	<b>27</b>
<b>Campus Map.....</b>	<b>28</b>

## **Purpose of the Clery Annual Security Report for 2014**

The Clery Act requires colleges and universities to do the following:

- Publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other university officials having significant responsibility for student and campus activity.
- Publish timely warning notices where crimes have occurred on or near campus that, in the judgment of the Campus Safety Department, constitute an ongoing or continuing threat to the members of the campus community.

The Campus Safety Department is responsible for preparing the annual report. The Campus Safety Department works with the Fullerton Police Department to gather crime statistics that are part of this report. The campus community is encouraged to use this report as a guide for safe practices on the campus. The report is available on the Fullerton College Campus Safety Department web site. Anyone desiring a printed copy of this report can contact the Campus Safety Department, 321 East Chapman Ave., Fullerton, California 92832, 714-992-7080, ext. 0.

### **Fullerton College Campus Safety Department**

The mission of the Campus Safety Department is to provide a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism and to increase awareness through appropriate crime prevention programs.

The Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for



providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

- Responding to medical emergencies
- Provide access to campus buildings and facilities
- Manage lost and found property
- Provide escort service to staff, students and visitors
- Assist in starting vehicles through a jump-start service
- Provide unlock service for individuals who locked themselves out of their vehicle
- Provide direction and general service to staff, students and visitors
- Complete incident reports on crime incidents, unusual activities and violation of board policy
- General safety services
- Summoning outside emergency services to mitigate dangerous situations on campus

### **Law Enforcement Authority and Interagency Cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

Fullerton College has a Memorandum of Understanding (MOU) with the Fullerton Police Department to handle crime related reporting and investigations on the Fullerton College campus.

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at 714-992-7777.

## **Access to Campus Buildings and Facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled use or special events. All Fullerton College staff and students have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff members, who require access to buildings during off-hours, should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule.

## **Safety of College Property**

No district property may be removed from the campus without expressed written permission from the division dean or area supervisor. Unauthorized removal of district property, from the campus, is a violation of the law and the involved individual may be prosecuted by the district.

## **Emergency Notification and Timely Warning Notice**

Emergency Notification is made to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety to staff or students. Some examples may include earthquakes, terrorist incident, explosion, extreme weather conditions or hazardous material incident.

Timely Warning is a warning of certain Clery reported crimes that are a continuous and ongoing threat to the campus community. The intent of the warning is to enable members of the campus community to protect themselves.

In the case of a serious or ongoing threat to any campus community of the North Orange County Community College District, as approved by a designated District/campus authority and in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a “timely warning” or “emergency notification” will be prepared and distributed to students, staff, and faculty, without delay. These alerts may be used to seek information that could lead to arrest and conviction of an offender when violent crime against persons or substantial property crime has been reported.

The information may be disseminated in various forms, including one or more of the following: MyGateway, email, text messages, web and social media postings, warning flyers, phone alerts and PA announcements.

Every attempt will be made to distribute the timely warning or emergency notification within a reasonable amount of time after the incident is reported to the District/campus; however, the release is subject to the availability of accurate and confirmed facts concerning the incident and investigation restraints.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message. A release will typically include the following information, if known:

- A succinct statement of the incident.
- Any connection to previous incidents.
- The nature and severity of the threat.
- Location of the incident and persons who might be affected.
- Physical description or composition drawing of a suspect, if appropriate.
- Date and time the alert was released.
- Other appropriate safety steps/tips.

The authority for the insurance of a timely warning or emergency notification rests with the following authorized administrators only.

- The Campus/District PIO.
- CEO (President/PROVOST/Chancellor/designee).
- Campus Safety Office.

Ideally, before a message goes out, several top-level administrators will have been consulted, including the campus President/Provost, Campus Safety Director, with the District/Campus PIO actually crafting the message and sending it out. (Other staff may also be consulted as the need arises.) In cases where immediate action needs to be taken, though, any authorized administrator may act independently.

NOTE: If a Timely Warning or Emergency Notification is released, the campus administrator responsible for the message must make sure to send a copy to the District Director of Public Affairs, who will be responsible for relating the appropriate information to the Chancellor and Board of Trustees, and all other PIO's.

### **Emergency Preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college's Emergency Operations Center which is guided by National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) protocol.

### Clery Act Crime Statistics

<b>CRIMES</b>	<b>2012</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>
Murder/Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible sex offenses	1	0	0	--	--
Rape	0	0	0	0	0
Fondling	0	0	0	0	1
Non-forcible sex offenses	0	0	0	--	--
Arson	0	0	0	0	0
Robbery	2	0	0	0	0
Aggravated Assault	2	3	0	2	0
Burglary	7	5	0	1	0
Motor Vehicle Theft	2	1	1	3	0
Domestic Violence	0	2	0	0	0
Dating Violence	0	0	0	0	0
Sexual Assault	0	1	0	0	0
Stalking	0	0	0	0	0
<b>SPECIAL CATEGORY ARREST</b>	<b>2012</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>
Weapons Possession	0	1	0	1	0
Drug Abuse Violation	2	4	0	5	0
Liquor Laws	0	0	0	0	0
Hate Crimes	0	0	0	1	0
<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>2012</b>	<b>2013 On Campus</b>	<b>2013 Public Property</b>	<b>2014 On Campus</b>	<b>2014 Public Property</b>
Violation of Weapons	0	1	0	0	0
Violation of Drugs	6	3	0	2	0
Violation of Liquor Laws	0	1	0	3	0

#### **Hate Crimes on Campus**

There was one reported hate crime (Battery 242 PC) due to sexual orientation.

## **Crime Reporting Procedures (Policy Statement)**

Campus safety is everyone's responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety. (Map of locations of emergency phones is located on page 26). Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at: 237 West Commonwealth Fullerton, CA 92832, 714- 738-6800. Fullerton College has an MOU with Fullerton Police Department to investigate all crimes on campus.

## **Emergency Procedures**

### **Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to the NOCCCD Policy, AP 55003.1.1 for students.

### **Responding to Disruptive or Threatening Behavior**

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that Campus Safety take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

## **General Emergency Procedures for Fire, Power Failure, Bomb Threat, or Earthquake**

In the event of a major emergency on campus, the Incident Command Center (ICC) will be activated at the Campus Safety Office located in the 1500 building, phone (714) 992-7777 or Ext. 27777. The Officer-In-Charge of Campus Safety will assume command.

Notifications:

1. Call Campus Safety to identify emergency.
2. For fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
  - Fire: Identify a safe exit route and exit building.
  - Bomb Threat: Notify Campus Safety and Maintenance and Operations.
  - Power Failure: Notify Campus Safety and await instruction.
  - Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.
  - Staff shall instruct students to gather all belongings prior to evacuation, if time permits.
  - If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.
6. Campus Safety will work with administrative staff to determine whether classes will be dismissed.
7. Direct people to nearest safe exits and evacuation routes, when appropriate.

## **When Calling For Help**

**Fullerton Fire Department: 714-738-6122.**

**Fullerton Police Department: 714-738-6800.**

**Police and Fire Department Emergencies: 911.**

**Campus Safety Department Emergency: 714-992-7777.**

1. Give your name.
2. Give the building number and room number or other specific location.  
(This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. **DO NOT HANG UP!** Let the person you are talking to end the conversation; other information may be needed.

## **FOR POWER OUTAGE CALL CAMPUS SAFETY FIRST.**

### **Evacuation**

Some emergencies may require evacuation of the building. In this event:

- Verbal notice or fire bells will be used to sound the evacuation.
- Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."
- Follow instructions of the Campus Safety or other emergency personnel.
- Seek out and give needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Exit using the stairway. Do not use elevators.
- Go to an open, outside area away from the building as identified on evacuation color chart. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions. Do not reenter the building until instructed to do so by the Campus Safety or other emergency personnel.



Non-ambulatory persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their wellbeing. Always consult with the person in the chair regarding:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.
- Ability to be carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

### **Evacuation of Disabled Persons**

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual, get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down, now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

## **Power Outage**

- Notify Campus Safety, 714- 992-7777 and Facilities, 714- 992-7024.
- If evacuation of the building is required, exit using the stairway. Do not attempt to use elevators. Seek out any disabled persons and provide assistance if possible.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have carried out in the event of a future power outage, make prior arrangements with Physical Plant/Facilities or Campus Safety.
- When mechanical ventilation is interrupted, chemical vapors may reach hazardous concentrations. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, evacuate and prevent persons from entering until power is restored.

If people are trapped in an elevator:

1. Tell the passengers to stay calm and that you will get help.
2. Call Campus Safety, 714-992-7777.

## **Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?
9. Pay attention for, and take notes about:
  - Exact wording of call.
  - Background sounds/noises.
  - Describe the caller's voice.
  - Did you recognize the voice?

- Describe the language used. Well spoken? Irrational? Foul?
- Your thoughts.

Call Campus Safety, 714-992-7777.

## **Explosion**

In the event of an explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. After the effects of the explosion have subsided, call the Campus Safety, 714-992-7777.
3. If necessary, activate the building alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons to evacuate the building. Exit using the stairway. Do not use elevators.
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Safety or other emergency personnel. Do not reenter the building until they instruct you to do so.

Call Campus Safety 714-992-7777 and your site administrator.

You will be given instructions by your site administrator and/or Campus Safety.

In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

## **Fire**

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 714-738-6122.

1. Immediately call Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:

1. Pull emergency alarm and give verbal alarm.
2. Call Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
6. Wait for further instruction from Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so. If someone's clothes are on fire, have them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

## **Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.

If [evacuation](#) is ordered:

1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

## Weapons and Dangerous Objects

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, Taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than 2 inches.
- It is a misdemeanor to possess any switchblade or gravity activated knife with a blade length of two or more inches.
- Any other weapons are either unlawful or in violation of the **District's Zero Tolerance Policy**.

If a student is found in possession of a weapon(s) or other dangerous object(s):

1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

## Hazardous Materials

The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials.

For your safety, remember:

1. Practice safety at all times!
2. Always be cautious with hazardous materials!
3. Always be prepared!
  - Check the labels for information.
  - It pays to know the specific hazards of the chemicals you are handling.
  - If you don't know, ask!
4. **THINK AHEAD! BE READY!**
  - Keep people away— isolate area—call for help (see emergency numbers).
  - Activate safety procedures for injuries.
5. Report anything unusual to Physical Plant/Facilities and Campus Safety immediately!

Examples:

- Containers in bad condition.

- Unusual odors.
  - Leaky containers.
  - Illegible or missing labels.
  - Facility damages.
  - Equipment damages or malfunctions.
6. Handle hazardous material carefully.
    - Pay attention at all times.
    - Be alert to your surroundings.
    - Ignorance and horseplay can cause serious accidents!
  7. Keep your work area clean.
    - Good housekeeping is a continuous job!
    - Always maintain a clean uncluttered work area.
    - Do not walk around in spilled material!

*CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.*

## **Chemicals and Solvents**

If immediate fire hazard exists or medical assistance is required, call Campus Safety, 714-992-7777. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to Campus Safety, 714-992-7777.

## **Radioactive Material Spills**

Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.

For a major spill involving external radiation hazard to personnel:

- Keep all persons as far away from accident scene as is practical.
- Perform life-saving rescues and emergency first aid, in cases of injuries.

- Avoid spreading contamination.
- Call Campus Safety, 714-992-7777.
- Detain all persons involved with the incident at the scene until they are monitored.

For spills not involving immediate danger to life or property:

- Confine the spill. If liquid, drop absorbent paper over contamination.
- Limit access and traffic.
- Call Campus Safety, 714-992-7777.

When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:

If the person is conscious:

- Call Campus Safety, 714-992-7777.
- Call Poison Control Center, 9-1-800-876-4766.
- Do not give counteragents unless directed by Poison Control Center or a physician.
- Do not follow directions for neutralizing poisons found on the container.

If the person is unconscious, call 911 Fire Department and then Campus Safety, 714-992-7777.

## **Active Shooter Emergency Plan**

**Active Shooter:** An active shooter is a situation where one or more suspects participate in a random or systematic shooting spree. These situations are dynamic and evolve rapidly. They require immediate response by law enforcement to stop the shooting. The following information may keep you safe during these situations. Individuals should take an active role in their personal safety.

### **Communications:**

Students should:

- You are automatically part of the “Regroup” text messaging system
- Friend FC on Facebook and Twitter
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Staff should:

- Know they are part of the District’s “Regroup” system in MyGateway and keep information current
- Note locations of emergency phones near your classes to notify Campus Safety of the emergency

Campus Safety and the PIO can send emergency broadcasts through the college telephone system. Obey any directions from these broadcasts. FC also has an emergency radio system throughout the campus. You may be notified by a building or floor marshal to evacuate or shelter in place (lockdown) during an emergency.

### **Planning and Preparation:**

- Review written materials regarding emergencies.
- Identify escape routes from your work area or classroom. Escape routes will differ for classrooms, theater events, athletic activities or quad.
- Identify possible hiding areas and lockdown areas.
- Identify emergency communications capabilities such as emergency campus phones, classroom phones, cell phones which should have Fullerton PD 714-738-6700 and Campus Safety 714-992-7777 on speed dial; staff should know locations of emergency radios.



**Response:**

Trapped with shooter in the same room

- There is no way to predict the best course of action in each active shooter situation. Options include hiding and place objects between yourself and the shooter. Try to run out an exit. If you can, run in a zigzag manner as it is harder for the shooter to hit you. As a last resort, attack the shooter with others.

Shelter in place or lockdown

- If you are in an adjoining classroom, office or building, shelter-in-place or lockdown the room. If you cannot lock the room, barricade the door with heavy objects. Silence your cell phone. Turn off the lights. Hide away from the door and windows. Call 911 and notify police. Give police the shooter’s location, description, type of weapon and number of victims.

Run

- If you are near the shooter and can safely run away, do so.
- If there is a location you can hide in with a locked door, do so.

**General Safety Concerns:**

- Be aware of your surroundings.
- If you see someone acting in a dangerous or threatening manner, notify Campus Safety immediately.

**Shelter-In-Place or Lockdown Guidelines**

Shelter-In-Place or lockdown is an action taken to increase safety of individuals on campus during an emergency. The action is to stay in a locked area of the building. The emergency may include the following situations:

Active Shooter	Police Action on Campus	Civil Unrest
Severe Weather	Accidental Chemical Spill	Radiological Incident

The notice to Shelter-In-Place or lockdown may be issued by Campus Safety, the PIO or College Administration. The notice may be received by word of mouth, emergency radio system, Cisco Phone system, and text messaging or other means. Respond immediately to a notice of Shelter-In-Place or lockdown.

## **Active Shooter Situations**

- Lock or barricade the door.
- Shut off the lights and move away from windows and doors to interior wall.
- Silence cell phone.
- Dial 911 and tell police location of shooter, suspect information, weapon used and number of victims.
- Notify Campus Safety.
- If police enter room, show them empty hands.

## **Substance Abuse, Drugs and Alcoholic Beverages**

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse contact the Health Center at 714-992-7093 or visit the Health Center website at <http://healthservices.fullcoll.edu>

## **Sexual Assault Information**

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution.

Any sexual assault should be reported immediately to the Campus Safety Department and the Fullerton Police Departments. These reports are confidential in nature and the names of students are confidential.

Victims of sexual assault are informed of counseling and referral services through Health Services, 714-992-7093.

To receive information and/or counseling regarding sexual abuse contact:

- Fullerton College Health Center Website: <http://healthservices.fullcoll.edu>
- National Domestic Violence Hotline: 1-800-799-7233.
- A Toll Free Rape Crisis Hotline: 800-656-HOPE.
- GLBT (Gay, Lesbian, Bisexual, Transgender) Hotline: 888-843-4564.
- National Sexual Assault Hotline: 800-656-4673.
- SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317.
- GLBT Information/Referrals: 714-534-0862.
- Project Sister: 909-626-4357 (24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court).
- National Center for Victims of Crime, Abuse, Domestic Violence and Rape:
  - Information and Referrals: 800-349-2255
  - TTY/TDD: 800-211-7996
- [www.cdc.gov/violenceprevention/sexualviolence/index.html](http://www.cdc.gov/violenceprevention/sexualviolence/index.html)
- [www.4woman.gov/faq/sexualassault.htm](http://www.4woman.gov/faq/sexualassault.htm)
- [www.ojp.gov/nij/topics/crime/rape-sexual-violence/welcome.htm](http://www.ojp.gov/nij/topics/crime/rape-sexual-violence/welcome.htm)
- Human Options (Shelter): 949-737-5242.
- Interval House (Shelter): 714-891-8121.
- Laura's House (Shelter): 949-361-3775.

## **Sexual Misconduct, Violence Against Women Act, (VAWA)**

Fullerton College is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the college prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and District policy. The District will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates these policies. Suspected violators may also be subjected to arrest and prosecution through the criminal justice system. The rights of the complainant and respondent will be protected. Immediate steps may be taken to protect the complainant pending the outcome of an investigation.

The college is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act) and the Violence Against Women Act 2013 (VAWA). The Clery Act adds requirements of the college to campus victims of sexual assault, dating violence, domestic violence, stalking and sexual harassment.

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any college official or Campus Security Authority must be reported to the Title IX Officer by the person receiving the report, immediately. The Title IX Officer for the District is the Director of Human Resources, 714-808-4818. The campus Title IX Officer is the Vice President of Student Services at 714-992-7074.

Victims of sexual assault, dating violence, stalking and domestic violence are encouraged to immediately contact Campus Safety Department 714-992-7777 and Fullerton Police Department 714-738-6700. For victims of crimes, it is critical that the crime is reported immediately to Fullerton Police Department for care, counseling and evidentiary purposes.

## **Definitions:**

**Domestic Violence** is defined as violence committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** is behavior in which a person repeatedly engages in conduct directed at a specific person that would cause a reasonable person to fear of his or her safety, the safety of others or suffers substantial emotional distress.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment under Title IX includes sexual violence (see definition below).

## **Sexual Assaults**

- a. **Rape** is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace or fear. Also, where a person is prevented from resisting by any intoxicating or controlled substances or when a person is unconscious.
- b. **Sexual battery** is unsolicited and unwanted touching of an intimate part (sexual organ, anus, groin, buttocks, and breast of a female) or another person's body. This includes situations where the victim is unable to resist due to alcohol or drug use.
- c. **Forcible sodomy** is oral or anal sexual intercourse with another person, by force or fear, and against their will. Also when the person is incapable of giving consent because of age or mental or physical incapacity.

- d. **Sexual assault** with an object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against their will or where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

**Consent** is the affirmative unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

## **Prevention**

1. Avoid excessive use of drugs, alcohol and any other substances that interfere with your ability to think clearly and communicate effectively.
2. Be aware of your surroundings! Stay away from isolated areas, day or night.
3. If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a lighted, populated place, police or fire station.
4. Lock all doors to your car.
5. Communicate with friends/family so they know when to expect you and where you are supposed to be.
6. Campus Escorts are available at all times and especially during evening hours to assure your safety on campus and in parking lots. Call Campus Safety at 714-992-7080 Ext. 0.
7. Emergency phones are located throughout the campus and parking lots for you to access Campus Safety immediately should you need assistance with any emergency occurrence.
8. Consider Bystander Intervention when appropriate.
9. Personal safety devices like pepper spray and an Alarm Fob can be purchased in the bookstore.

## **Assistance to Victims**

Fullerton College is committed to ensuring that students, employees and visitors are treated with sensitivity, dignity and confidentiality. Victims will be provided with counseling services and resource information to support the victim. Victim's assistance may include changing academic environment; retake a class without penalty or working situations. Every effort is made to ensure that our educational environment promotes and assists prompt reporting and compassionate support services. This service is provided to both men and women. Counseling services and community references are available at Health Services, (<http://healthservices.fullcoll.edu>). Community resource list is also available on the Campus Safety internet site, (<http://campussafety.fullcoll.edu/>) and at Fullerton Police Department, 714-738-6800. Harassment/Discrimination complaints can be made to the Vice Chancellor of Human Resources, 714-808-4822, the Vice President of Student Services 714-992-7074 and the District Director of Equity and Diversity, 714-808-4830. Complaints can also be made at Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), 800-884-1684.

## **Discipline Procedures**

Students are subject to discipline if they violate Domestic Violence, Dating Violence, Stalking, Sexual Assaults. Consideration will be given to recommendations for protection and no contact orders. The allegations of misconduct shall be investigated in a fair, prompt and impartial manner. Both the accuser and accused are entitled to the same opportunity to have others present during internal discipline proceedings, accompanied by an advisor of their choice. Both the accuser and accused will receive written notice of the outcome of the discipline hearing, and the appeal process. The burden of proof will be based on the "preponderance of the evidence" standard.

## **Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his or her employment and has been authorized by a

District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.

Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by and official law enforcement agency shall be reported to the administrator in charge, or the Campus Safety Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the administrator in charge, or Campus Safety.

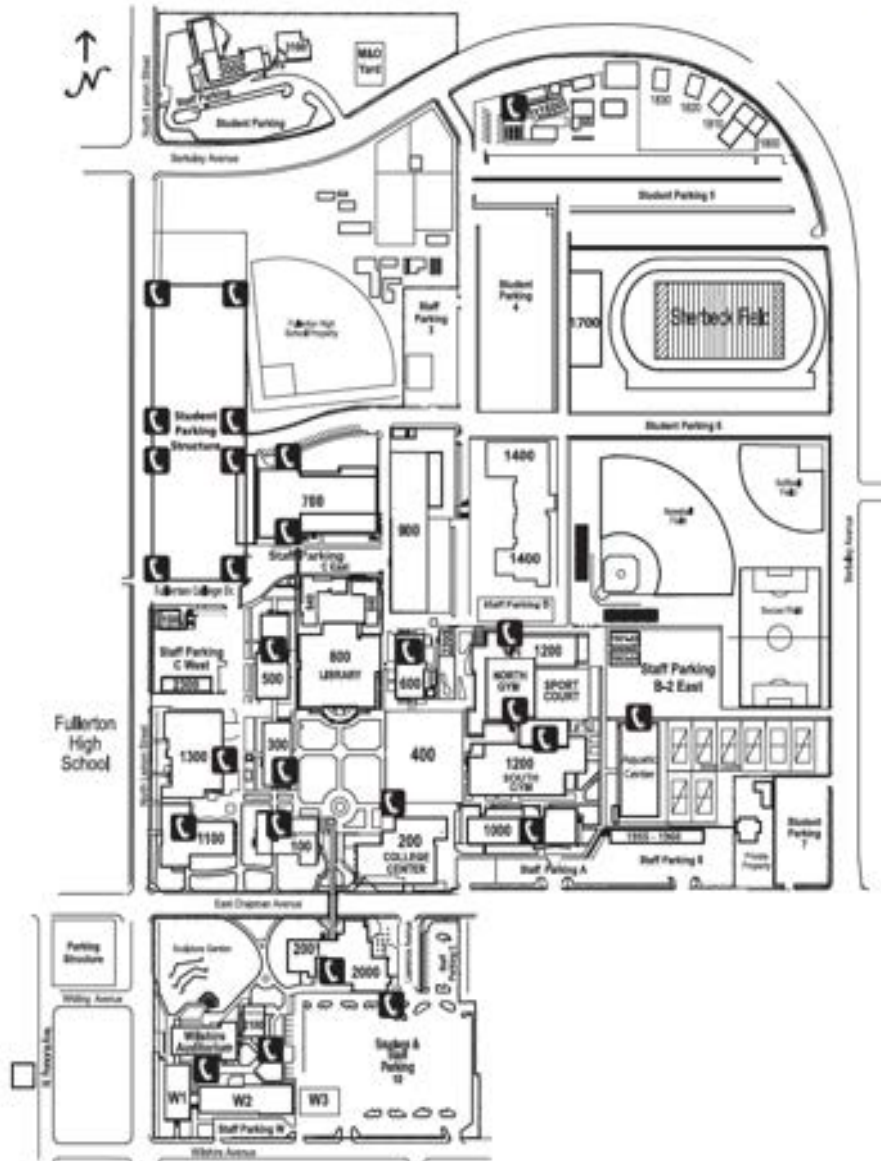
### **Convicted Sexual Offender Registration Laws**

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vocation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at 714-738-6800.



# Fullerton College

## EMERGENCY PHONE LOCATIONS

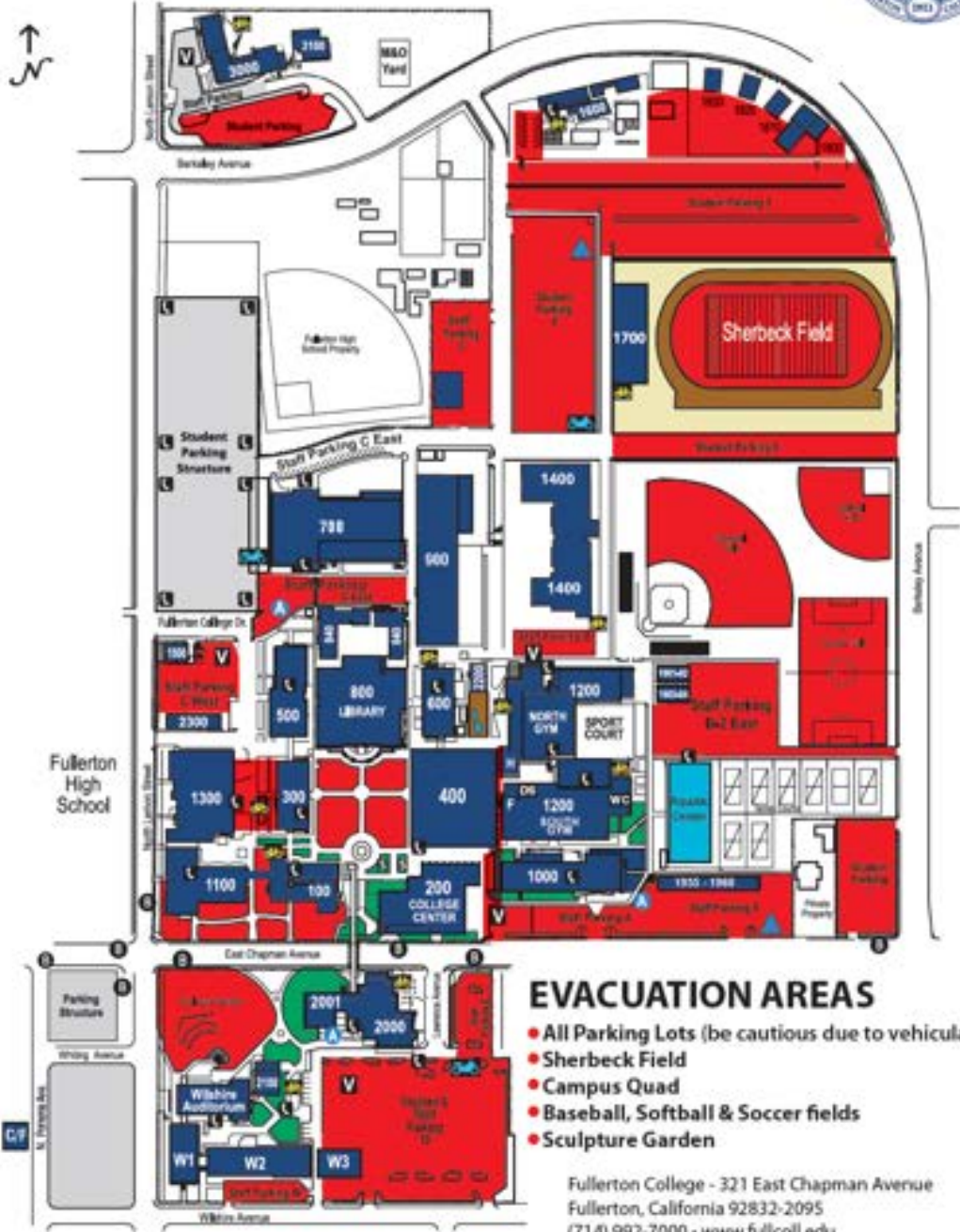


EMERGENCY PHONE

321 East Chapman Avenue, Fullerton, California 92832-2095 • (714) 992-7000 • [www.fullcoll.edu](http://www.fullcoll.edu)

Updated: FEBRUARY 2015 R0

# Fullerton College EVACUATION AREAS



## EVACUATION AREAS

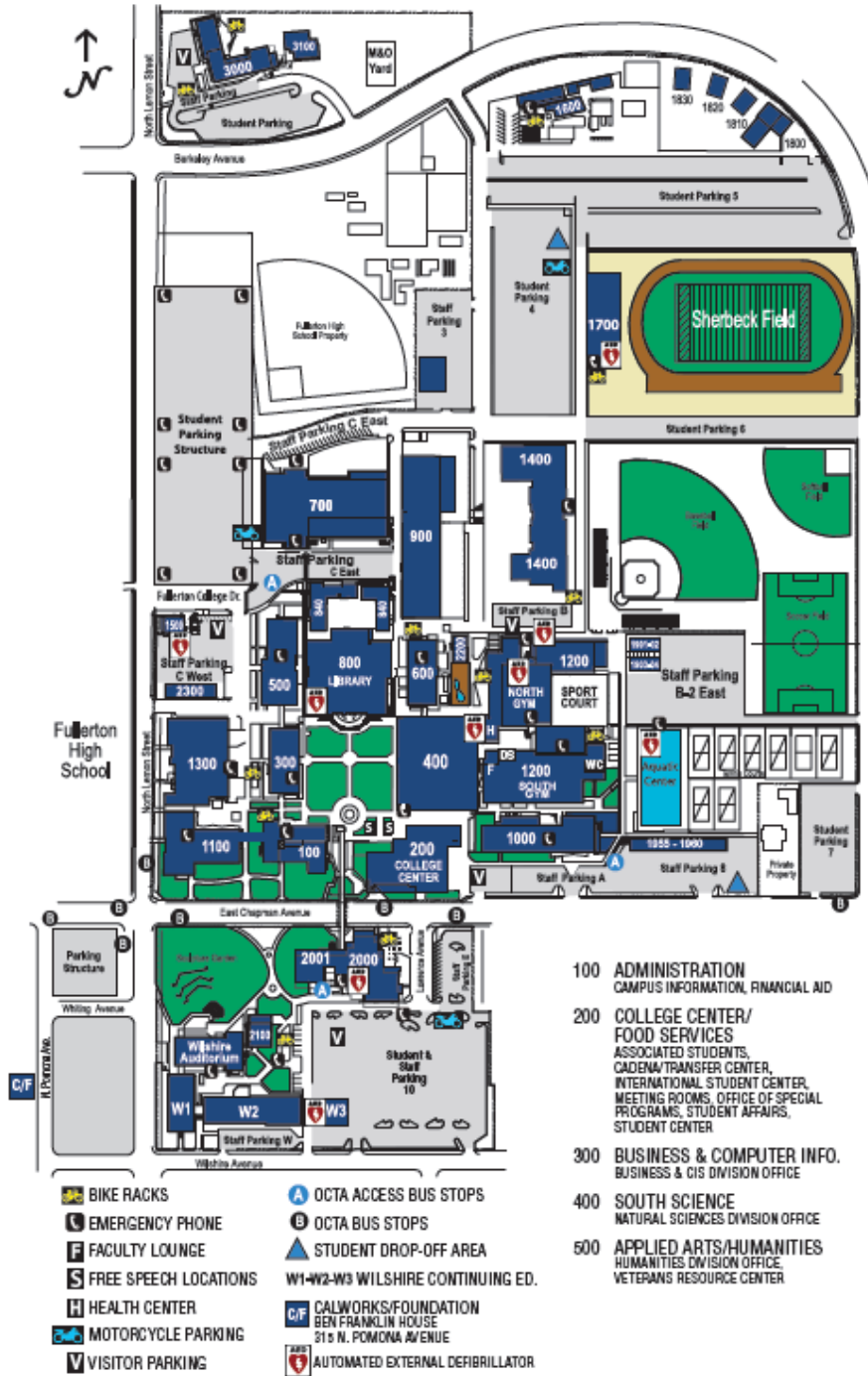
- All Parking Lots (be cautious due to vehicular traffic)
- Sherbeck Field
- Campus Quad
- Baseball, Softball & Soccer fields
- Sculpture Garden

Fullerton College - 321 East Chapman Avenue  
Fullerton, California 92832-2095  
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Updated: MARCH 2015 RG

# Fullerton College

FALL 2015



**DIRECTIONS FROM FREEWAYS  
TO FULLERTON COLLEGE:**  
From 57 Fwy: Exit at Chapman Ave.,  
West to Lemon St,  
From 91 Fwy: Exit at Lemon St.,  
North to Chapman Ave.

- 600 NORTH SCIENCE  
MATHEMATICS & COMPUTER SCIENCE  
DIVISION OFFICE
- 700 TECHNOLOGY & ENGINEERING  
TECHNOLOGY & ENGINEERING  
DIVISION OFFICE
- 800 LIBRARY-LEARNING RESOURCE  
CENTER  
ACADEMIC SUPPORT CENTER,  
ADAPTIVE COMPUTER LAB, LIBRARY,  
MATH LAB, STAFF DEVELOPMENT,  
STUDY ABROAD
- 840 DISABILITY SUPPORT SERVICES/  
MAILROOM  
STINGER'S CAFE
- 900 AUTOMACHINING/PRINTING
- 1000 FINE ARTS/ART GALLERY
- 1100 MUSIC  
FINE ARTS DIVISION OFFICE
- 1200 PHYSICAL EDUCATION  
DANCE STUDIO,  
FACULTY LOUNGE, HEALTH SERVICES,  
PHYSICAL EDUCATION DIVISION OFFICE,  
WELLNESS CENTER
- 1300 THEATRE ARTS  
BOX OFFICE, CAMPUS THEATRE
- 1400 CLASSROOM OFFICE BUILDING  
READING LAB, SOCIAL SCIENCES DIVISION  
OFFICE
- 1500 CAMPUS SAFETY
- 1600 HORTICULTURE CENTER
- 1700 FIELD HOUSE
- 1800 CHILD DEVELOPMENT/  
TEMPORARY CLASSROOMS  
1800 TEMPORARY CLASSROOMS  
1820-1830 CHILD DEVELOPMENT
- 1900 CLASSROOMS & FOOD BANK  
1901 - 1904 CLASSROOMS  
1915 FOOD BANK  
1916 - 1960 CLASSROOMS
- 2000 STUDENT SERVICES/T.V.  
ADMISSIONS & RECORDS, BOOKSTORE,  
BURSAR, CAREER & LIFE PLANNING,  
COUNSELING, DISTANCE EDUCATION,  
EDPS, STUDENT SUPPORT SERVICES  
OFFICE, WORKFORCE CENTER
- 2100 SCULPTURE/3D ARTS
- 2200 MICRO COMPUTER LAB
- 2300 MEDIA SERVICES/ACADEMIC  
COMPUTING/M&O SHOPS
- 3000 BERKELEY CENTER  
ASSESSMENT CENTER, FACILITIES,  
MAINTENANCE & OPERATIONS
- 3100 ACADEMIC COMPUTING

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Updated: JULY 2015 RG

**Crime Statistics for Anaheim Campus  
2014 - 2023**

The following statistics from the 2024 Annual Safety & Security Report for Anaheim Campus are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Campus Safety Department compiled the reports of all Clery reportable offenses received by the Campus Safety Department and the Anaheim Police Department within the Clery reporting geography, which consists of District-owned Anaheim Campus property and public property that is accessible and immediately adjacent to the campus.

<b>Anaheim Campus – On-Campus</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	1	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	1
Stalking	0	0	1
<b>Judicial/Discipline Referrals</b>			
Weapons Violations	0	0	1
Drug Abuse Violations	0	0	1
Liquor Law Violations	0	0	0

The following is an excerpt from the 2021 Cypress College Annual Security Report. Anaheim Campus Crime Stats are included in the Cypress College report due to the Cypress College Culinary Program being housed at the Anaheim Campus. At that time, NOCE did not produce a separate report for the Anaheim Campus.

**Anaheim Campus Crime Statistics**

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Anaheim Campus Safety Department collected the statistics offered in this section. These statistics include all reports of offenses received by the Anaheim Campus Safety Department, the Anaheim Police Department and all designated Anaheim Campus Security Authorities.

<b>Crime Classifications</b>	<b>Year</b>	<b>On Campus Total</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Off Campus Total</b>
<b>Criminal Homicide</b>					
Murder & Non-negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Manslaughter by negligence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Sex Offenses</b>					
Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Fondling	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Incest	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Crimes</b>					
Robbery	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
Burglary	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2020	1	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Continued on next page.

Crime Classifications	Year	On Campus Total	Non-Campus	Public Property	Off Campus Total
<b>Arrests</b>					
Liquor law	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Drug law	2020	1	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Weapons law	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Referrals for Disciplinary Action</b>					
Liquor law	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Drug law	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Weapons law	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Violence Against Women Act</b>					
Dating Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Domestic Violence	2020	1	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Stalking	2020	0	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
<b>Unfounded Crimes</b>					
	2020	0	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
<b>Unfounded Crime Details</b>					
<b>2019</b> Sexual Battery. Unfounded.					

## ***Crime Statistics — Anaheim Campus***

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Cypress College Campus Safety Department compiled the statistics, which are reported separately from incidents on the Cypress College campus. These statistics include all reports of offenses received by the Anaheim Campus Safety Department, the Anaheim Police Department and Anaheim Personnel with significant responsibility for students and campus activities.

<b>Anaheim Campus — On-Campus</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	1
Stalking	0	1	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	1

Continued on next page.

<b>Anaheim Campus — Public Property</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
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Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0



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Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women's Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	1
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0

Continued on next page.

<b>Anaheim Campus — Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
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Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
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Hate Simple Assault	0	0	0
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Hate Destruction/Damage/Vandalism	0	0	0
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Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0