



# **ANNUAL SECURITY REPORT**

# **2018**

## **President's Message**

Los Angeles Mission College is committed to providing a safe environment for students, staff, and visitors on its campus. The College is working diligently to provide trainings and information to students, faculty, and staff and what to do in emergency situations. Our Black-Board Connect system allows us to notify students, faculty, and staff via text, email, and phone in case of an emergency situation.

The Sheriff's Office is responsible for various aspects of the campus including parking enforcement, building access, lost and found, public safety, and providing safety escort services to and from buildings and parking lots. Security Officers patrol 24 hours a day, seven days a week to respond to incidents.

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

Monte E. Perez, Ph.D.  
President

## CRIME STATISTICS

The following crime statistics for Los Angeles Mission College (LAMC) have been compiled by the Los Angeles County Campus Sheriff, in conjunction with local law enforcement agencies surrounding the campus. Campus crime, arrest and referral statistics include those reported to the Los Angeles County Campus Sheriff, campus security authorities, and local law enforcement agencies. The attached "Clery Act Definitions-Locations and Crime Categories" page includes definitions of "on campus," "non-campus" and "public property," and the crime categories required for disclosure under the Clery Act.

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

### PREPARATION OF CRIME STATISTICS

Crime analysts from the Los Angeles Sheriff Department ensure the statistics are placed in the appropriate geographic and crime categories pursuant to the Clery Act.



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY COLLEGE BUREAU  
2015 TO 2017 CLERY ACT CRIME STATISTICS  
LOS ANGELES MISSION COLLEGE



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	0	1	1	0	0	0	0	0	0
Rape	0	0	0				0	0	0
Fondling	0	1	1				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	0	0	0				0	0	0
AGGRAVATED ASSAULT	0	0	0				0	0	0
BURGLARY	0	1	0				0	0	0
MOTOR VEHICLE THEFT	1	0	0				0	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	0	0	0				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	0	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	0	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	0				0	0	0

<b>HATE CRIMES</b>
2015 - There were no reported hate crimes.
2016 - There were no reported hate crimes.
2017 - There were no reported hate crimes.

Date: 09/17/2018

Data Sources: LASD LARCIS, LASD Arrest Query Tool, LAPD Mission Division, LAPD Application Development and Support Division, and Campus Security Authorities.

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

Note: For 2015-2017, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Mission College's Clery defined geography. As a result, we excluded LAPD's Public Property statistics from the above table.



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



LOCATIONS
<b>On Campus:</b> Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).
<b>Non-Campus:</b> Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.
<b>Public Property:</b> All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).
CRIME CATEGORIES
<b>Murder/Non-Negligent Manslaughter:</b> The willful (non-negligent) killing of one human being by another.
<b>Negligent Manslaughter:</b> The killing of another person through gross negligence.
<b>Sex offenses:</b> Any sexual act directed against another person, forcibly or against that person's will. Includes rape, sodomy, sexual assault with an object, and fondling.
<b>Non-forcible sex offenses:</b> Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
<b>Robbery:</b> The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
<b>Aggravated Assault:</b> An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
<b>Burglary:</b> The unlawful entry of a structure to commit a felony or a theft.
<b>Motor vehicles:</b> The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.
<b>Arson:</b> The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
<b>Arrest:</b> A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).
<b>Disciplinary Referral:</b> The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.
<b>Weapons Laws:</b> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
<b>Drug Laws:</b> Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
<b>Liquor Laws:</b> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.
<b>Hate Crimes:</b> Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim.
<b>Domestic Violence:</b> A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, person with whom the victim shares a child in common, a person who is or has cohabitated with the victim as a spouse or intimate partner, or is having or has had a dating or engagement relationship.
<b>Dating Violence:</b> Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved.
<b>Stalking:</b> Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Date: 09/22/2014

**TIMELY WARNING POLICY**

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

The warning will be issued through Los Angeles Mission College's Blackboard Connect Communication System via e-mail, website, text message system, etc. to students, faculty and staff.

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

## **HOW TO REPORT CRIME**

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

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

Campus Sheriff @ (818) 364-7843  
President @ (818) 364-7795  
Vice President, Administrative Services @ (818) 364-7772  
Vice President, Academic Affairs @ (818) 364 - 7623  
Vice President, Student Services @ (818) 364-7642  
Deans in Academic Affairs @ (818) 364-7758  
Dean in Student Services @ (818) 364-7643  
ASO Advisor @ (818) 364-7820

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

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

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

## TIMELY WARNING POLICY

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

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

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

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

## HOW TO REPORT CRIME

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

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

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
President	Dr. Monte E. Perez	(818) 364-7795	Campus Services Bldg.
VP, Administrative Services	Daniel G. Villanueva	(818) 364-7772	Campus Services Bldg.
VP, Academic Affairs	Nicole Albo-Lopez	(818) 364-7623	Instructional Building
VP, Student Services	Vacant	(818) 364-7766	Library
Dean of Academic Affairs	Darlene Montes	(818) 364-7758	Instructional Building
Dean of Academic Affairs	Madeline Hernandez	(818) 364-7618	Instructional Building
Dean of Student Services	Ludi Villegas-Vidal	(818) 364-7643	Instructional Building
Dean of Academic Affairs	Marla Uliana	(818) 364-7729	Culinary Arts Building

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## SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitors must adhere to the Code of Conduct, LACCD Board Rule Chapter IX, Article VIII ("Conduct on Campus"), available at:

[http://www.laccd.edu/board\\_rules/documents/Ch.IX-ArticleVIII.pdf](http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf)

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

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

Los Angeles Mission College does not have any campus residences.

## CAMPUS LAW ENFORCEMENT

### Authority of the Los Angeles County Campus Sheriff

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

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

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

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

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

### Professional Counselors

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

## **PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES**

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

## **PROGRAMS REGARDING PREVENTION OF CRIMES**

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

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

And here’s what parents can do:

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

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

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

Los Angeles Mission College does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by Los Angeles Mission College.

## **POLICY REGARDING POSSESSION, USE, AND SALE OF**



## ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

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

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

### Penalties

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

<http://www.usdoj.gov/dea/agency/penalties.pdf>

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

### Health Risks

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

### Drug and Alcohol Prevention Programs

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

### Resources for Counseling, Treatment and Rehabilitation

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

Los Angeles Community College District Employee Assistance Program (EAP)

[http://www.laccd.edu/faculty\\_staff/hr/eap.htm](http://www.laccd.edu/faculty_staff/hr/eap.htm)

(800) 342-8111

National Council on Alcoholism and Drug Dependence

[www.ncadd.org](http://www.ncadd.org)

(800) NCA-CALL

California Department of Alcohol and Drug Programs

[www.adp.ca.gov](http://www.adp.ca.gov)

(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control  
<http://publichealth.lacounty.gov/sapc/>  
(800) 564-6600

Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)  
(800) 923-8722

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

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

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

## **DISCLOSURES TO THE ALLEGED VICTIM OF A CRIME OF VIOLENCE OR A NON-FORCIBLE SEX OFFENSE**

Los Angeles Mission College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by Los Angeles Mission College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim 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 the request.

As defined by Section 16 of Title 18 of the United States Code, a “crime of violence” is “(a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.”

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

Allegations of dating violence, domestic violence, and stalking are handled pursuant to the LACCD Board Rules, Chapter XV (“Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct (Title IX)”) and LACCD Administrative Regulation C-14 (“Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints”), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx>  
<http://www.laccd.edu/About/Documents/AdministrativeRegulations/C-14.docx>

### **Educational Programs and Campaigns to Promote the Awareness of Dating Violence, Domestic Violence, Sexual Assault and Stalking**

Los Angeles Mission College provides the following primary prevention and awareness programs to promote the awareness of rape, acquaintance rape dating violence, domestic violence, sexual assault and stalking for all incoming students and new employees:

The District prohibits dating violence, domestic violence, sexual assault, and stalking. These terms are defined by the Clery Act as follows:

- **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. (i) 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. (ii) For purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. (34 C.F.R. § 668.46.)

- **Domestic violence:** (i) A felony or misdemeanor crime of violence committed—(A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or (E) 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. (34 C.F.R. § 668.46.)
- **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 (see below).
  - **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.
  - **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.
    - **A. 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.
    - **B. Incest** --Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - **C. Statutory Rape** --Sexual intercourse with a person who is under the statutory age of consent. (34 C.F.R. § 668.46, Appendix A.)
- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that cause a reasonable person to—(A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition—(A) 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. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (34 C.F.R. § 668.46.)

Violations of the LACCD's Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy may also be criminal offenses under California law. The definitions of dating violence, domestic violence, sexual assault, and stalking under the California Penal Code are included in **Appendix A** at the end of this report.

The LACCD's Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy uses the following definitions:

- **"Dating Violence"** is included in Intimate Partner Violence, below. (C-14, Section II.I.)
- **"Domestic Violence"** is included in Intimate Partner Violence, below. (C-14, Section II.M.)
- The term **"Intimate Partner"** refers to a person with whom one has or had a close personal relationship that may be characterized by some or all of the following: the partners' emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a

couple, and familiarity with and knowledge about each other's lives. Intimate Partner relationships include current or former:

- spouses (married spouses, common-law spouses, civil union spouses, domestic partners)
- boyfriends/girlfriends
- dating partners
- ongoing sexual partners

Intimate Partners may or may not cohabit. Intimate Partners can be opposite or same sex. If the Alleged Victim and the Respondent have a child in common and a previous relationship but no current relationship, then by definition they fit into the category of former Intimate Partners. (C-14, Section II.R.)

- **“Intimate Partner Violence”** refers to behavior involving physical force or intimidation of such force, intended to hurt, damage, or kill an Intimate Partner, as defined above; this frequently arises in the form of Sexual Misconduct. (C-14, Section II.S.)
- **“Sexual Misconduct”** refers to non-consensual sexual activity, where clear, knowing, and voluntary Consent, as defined herein, both prior to and during the sexual activity is absent. Sexual misconduct includes “sexual harassment” as that term is defined herein.
  1. Sexual Misconduct offenses include but are not limited to Non-Consensual Sexual Intercourse, defined as
    - a. Any sexual penetration or intercourse (anal, oral, or vaginal)
    - b. However slight
    - c. With any object
    - d. By a person upon another person
    - e. That is without Consent and/or by force
    - f. Sexual penetration includes vaginal, oral or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth or genital contact, or genital to mouth contact.
    - g. Non-Consensual Sexual Intercourse includes but is not limited to rape, forced sodomy, forced copulation, or rape by foreign object.
  2. Sexual Misconduct offenses also include Non-Consensual Sexual Contact, defined as
    - a. Any intentional sexual touching
    - b. However slight
    - c. With any object
    - d. By another person upon another person
    - e. That is without Consent and/or by force.
    - f. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
    - g. Non-Consensual Sexual Intercourse includes but is not limited to sexual battery or threat of sexual assault.
  3. In addition to those acts specified above, Sexual Misconduct also specifically includes Sexual Harassment, Stalking, Dating Violence, Domestic Violence, and Intimate Partner Violence. (C-14, Section II.DD.)
- **“Sexual Violence”** refers to a forceful physical sexual act that is committed or attempted by another person without freely given Consent. (C-14, Section II.GG.)
- **“Consent”** when used regarding Sexual Misconduct matters refers to a mutual honest, direct agreement. Consent is never implied and cannot be assumed, even in the context of a relationship.

1. Consent must be:
  - a. Informed (knowing)
  - b. Voluntary (freely given)
  - c. Active, (not passive)
  - d. By clear words or actions, with regard to agreed-upon (sexual) activity, and
  - e. Must indicate permission to engage in mutually agreed upon (sexual) activity.
  - f. It must also be continuous throughout the sexual interaction.
  
2. Consent cannot be the result of:
  - a. Force,
  - b. Physical Violence,
  - c. Threats,
  - d. Intimidation,
  - e. Coercion, including consideration of frequency, intensity, isolation and duration, or
  - f. Incapacity as a result of drugs, alcohol, sleep, mental or cognitive impairment, injury, or other condition, which was or should have been known to the accused. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault or sexual misconduct.
  
3. The absence of "No" does not mean "Yes". (C-14, Section II.H.)
  - **"Stalking"** refers to a course of conduct (two or more acts), directed at a specific person, on the basis of actual or perceived membership in a protected class, that is unwelcome, and would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking is defined as the repeated following, watching, and harassing of another person. Stalking may include legal, appropriate behavior such as sending someone flowers or waiting outside someone's workplace for her/him to appear. However when these acts are coupled with an intent to instill fear or injury, they may be part of a pattern of stalking behavior. (C-14, Section II.HH.)

Los Angeles Mission College provides the following information regarding risk reduction:

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

Los Angeles Mission College provides the following ongoing prevention and awareness campaigns for all current students and employees:

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

**Procedures Victims Should Follow in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Los Angeles Mission College strongly encourages the timely reporting of crimes of alleged dating violence, domestic violence, sexual assault or stalking, so that evidence may be collected and preserved. It is important to preserve evidence that may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order.

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, you should contact the LACCD Title IX Coordinator, Kelly Enos at **(818) 364-7610**

The Title IX Coordinator will inform the victim of his/her options to report the matter to either campus law enforcement or the local police department; be assisted by campus authorities in notifying law enforcement if the victim chooses; and decline to notify such authorities. (See C-14, Section IX.A.) The Sheriff's Department on campus may be contacted at: 818-364-7843.

The Title IX Coordinator will also inform the victim of legal and disciplinary options, including criminal prosecutions, civil action, and relevant District disciplinary processes. (C-14, Section IX.A.)

A victim is entitled to pursue independently civil remedies, including but not limited to injunctions, restraining orders, or other orders. (C-14, Section XIV.) Information regarding domestic violence restraining orders is also available at: <http://www.courts.ca.gov/selfhelp-domesticviolence.htm>

The District may also seek a temporary restraining order on behalf of an employee, if the employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out at the workplace. (Code of Civil Procedure section 527.8.)

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

All persons involved in investigations of complaints shall have a duty to maintain the confidentiality of matters discussed, except as may be required or permitted by law, including the rules and regulations of the District. (C-14, Section V.) The Title IX Coordinator will inform law enforcement of an incident for Clery Act reporting purposes, without providing any personally identifying information (e.g., name) of the victim. (C-14, Section IX.A.)

Los Angeles Mission College will maintain as confidential any accommodation 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.

### **Counseling, Health, Mental Health, Victim Advocacy, Legal Assistance, Visa and Immigration Assistance, Student Financial Aid and Other Services Available for Victims**

Los Angeles Mission College 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 Los Angeles Mission College and in the community.

### **Requesting Changes to Academic, Transportation, and Working Situations or Protective Measures**

Los Angeles Mission College will provide a victim written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Los Angeles Mission College will comply with a victim's request for an academic situation change following an alleged offense, if such changes are reasonably available, and regardless of whether the victim chooses to report the crime to campus law enforcement. For example, Los Angeles Mission College may, consistent with Board policy, provide the option of taking a "withdrawal" or an "incomplete" grade.

The College President or his/her designee shall refer an Alleged Victim to the Title IX Coordinator if he/she experiences academic difficulties as a result of the sexual assault. The Title IX Coordinator, in cooperation with the Vice President of Academic Affairs and/or Student Services may provide temporary sanctions to alleviate the immediate impact of the sexual assault. The President shall also refer a non-student Reporting Individual to the Title IX Coordinator for assistance with workplace or immediate difficulties that may arise. (C-14, Section IX.C.)

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

## **Procedures for Disciplinary Action for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Complaints regarding dating violence, domestic violence, sexual assault or stalking at Los Angeles Mission College should be directed to the Title IX Coordinator; such complaints are investigated by the District's Office for Diversity, Equity and Inclusion.

A Compliance Officer shall complete an investigation and make a written report to the College President in 60 days. (C-14, Section X.A.) The College President shall send a summary of the Compliance Officer's report to the parties, and the Alleged Victim and Respondent have a right to make an oral statement to the College President within 15 days of receipt of the summary of the report. (C-14, Section X.B.)

The College President shall send a Written Decision to the parties. The Alleged Victim or Respondent may appeal within 15 days of the date of the Written Decision. The District's Board of Trustees may review the matter and act within 45 days; if 45 days have elapsed without action by the Board of Trustees, the Written Decision is considered the final District decision. In cases not involving employment, there is also a right to file a written appeal to the State Chancellor within 30 days after the final District decision is issued by the Board of Trustees, or the 45-day period has elapsed. (C-14, Section XI.)

If discipline is to be taken, the College President or his/her designee shall initiate the applicable disciplinary process within ten (10) business days of issuing the Written Decision, or, for good cause, as soon thereafter as is practical. (C-14, Section XII.)

### **Disciplinary Action for Students**

Complaints involving dating violence, domestic violence, sexual assault, and stalking perpetrated by a student may be filed with the Title IX Coordinator. After the investigation by the Office for Diversity, Equity and Inclusion, and subsequent Written Decision by the College President, COLLEGE may initiate student discipline consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available in its entirety at: <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXI.pdf>

The Chief Student Services Officer or designee initiates student discipline appropriate to the misconduct, by sending a Notice of Charges and proposed disciplinary action. (Board Rule 91101.12.) Pending the conclusion of the disciplinary process, the Chief Student Services Officer or designee may also immediately suspend a student from all District locations in emergency situations to protect lives or property and/or to ensure the maintenance of order. (Board Rule 91101.11.)

*For proposed suspensions less than 10 days*, the accused may request a hearing before the Chief Student Services Officer or designee. The hearing before the Chief Student Services Officer or designee is scheduled within ten (10) days of the request. The Chief Student Services Officer or designee provides written notice of his/her decision within five (5) days of the hearing, and that decision is final. (Board Rule 91101.13.)

*For proposed suspensions greater than 10 days or expulsions*, the accused may request a hearing before a disciplinary hearing committee. The hearing before the committee is scheduled within ten (10) days of the request. The hearing committee issues its recommendation to the College President within five (5) days of the hearing. (Board Rule 91101.14.)

Within ten (10) days after receipt of the committee's recommendation, the College President issues his/her decision. If the College President's decision is to suspend a student, the decision is final. (Board Rule 91101.15.) If the College President's decision is to recommend expulsion to the District's Board of Trustees, the accused may submit an appeal of the College President's recommendation within five (5) days. (Board Rules 91101.15, 91101.16.) The College President's recommendation (and the appeal, if any) shall be immediately transmitted to the Chancellor. If the Chancellor does not accept the President's recommendation for expulsion, the matter is returned to the college for further action. If the Chancellor accepts the President's recommendation for expulsion, the expulsion matter is scheduled for consideration for the Board of Trustees at any

regularly scheduled meeting held within 30 days of the Chancellor's receipt of the recommendation. The Board of Trustees may confirm, modify, remand, or reject the Chancellor's recommendation, but the Board's action is final. (Board Rule 91101.17.)

### **Disciplinary Action for Employees**

If the alleged perpetrator is a District employee, disciplinary action shall be pursued in accordance with state law, the LACCD Board Rules, the LACCD Personnel Commission, and/or any applicable collective bargaining agreement or memoranda of understanding. (C-14, Section XII.C.)

### **Standard of Evidence Used**

The LACCD uses a "preponderance of evidence" standard. (C-14, Section XI.B.1.)

### **Possible Sanctions Following a Disciplinary Proceeding for an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Possible sanctions following a student disciplinary hearing include warnings, probation, suspension or expulsion from all of the District's colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include verbal warnings, letters of reprimand, notices of unsatisfactory service, suspensions, demotions, or dismissals. (C-14, Section XII.C.)

### **Range of Protective Measures That May Be Offered to Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

### **A Prompt, Fair, and Impartial Process**

Proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking will include a prompt, fair, and impartial process from the initial investigation to the final result.

Proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Title IX Coordinator is responsible for organizing training opportunities for administrators and other employees regarding Title IX sexual misconduct issues. (C-14, Sections III.B.2, III.B.3.)

The accused and accuser may have others present during a campus disciplinary hearing.

In cases of domestic violence, dating violence, sexual assault and/or stalking, all parties (Respondent and Alleged Victim) must receive the same notifications, mailed at the same time, regarding all steps of the disciplinary process. They must all be given equivalent rights to be heard and access to an Advocate. All parties must be notified that disciplinary action is being taken, with specific details sufficient to ameliorate concerns of the person who was the object of the violations, subject to legal and District limitations related to the privacy of the parties. (C-14, Section XII.B.) (An "Advocate" is someone trained by a Title IX coordinator, and an Advocate's assistance can include providing moral support as well as information regarding procedural issues, throughout the pendency of an investigation, through the last internal appeal. (C-14, Section II.A.))

When a student or employee reports to Los Angeles Mission College that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, Los Angeles Mission College will provide the student or employee a written explanation of the student's or employee's rights and options.



## INFORMATION REGARDING SEX OFFENDERS

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

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

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

## SEXUAL ASSAULT POLICY

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

### Educational Programs

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

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

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

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

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

### Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Campus Sheriff or Healthy Advocacy Response Team. Los Angeles Mission College's Campus Response Team includes the following members:

- Deputy Sukarno Brown, LAMC Campus Sheriff's Office-(818) 364-7843
- Vacant, Vice President, Student Services-(818) 367-7766
- Ludi Villegas-Vidal, Dean, Student Services-(818) 364-7643
- Michong Park, Chair of Counseling Department-(818) 364-7868

Los Angeles Mission College strongly encourages timely reporting of sexual assaults, so that evidence may be collected and preserved. Campus law enforcement and the Campus Response Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

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

### **On-Campus Resources for Victims of Sexual Assault**

- Deputy Sukarno Brown, LAMC Campus Sheriff's Office
- Vacant, Vice President, Student Services
- Ludi Villegas-Vidal, Dean, Student Services
- Michong Park, Chair of Counseling Department

### **Off Campus Resources for Victims of Sexual Assault**

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

### **Changes to Academic Situation**

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

### **Student Discipline for Sex Offenses**

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

[http://www.laccd.edu/board\\_rules/documents/Ch.IX-ArticleXI.pdf](http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleXI.pdf)

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

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

## INFORMATION REGARDING SEX OFFENDERS

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

Information regarding *registered* sex offenders may be obtained at the California Department of Justice, Office of Attorney General's "Megan's Law" website, at: <http://www.meganslaw.ca.gov/>

If you are doing a search on the Megan's Law site for sex offenders residing in the local area, Los Angeles Mission College's zip code is 91342.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

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

### Notification Procedures

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

Communications checklist for critical information:

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

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

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

## Emergency Response General Procedures

### I. Evacuation Emergencies

**A. Blackboard Connect – College Webpage – sign up for cell phone notification at LAMC.edu**

**B. Earthquake** – take cover under your desk. When the shaking stops evacuate the building.

### C. Fire/Explosion/Hazardous Material Release

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

### D. Power Outage

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

### E. Active Shooter

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

## II. Evacuation procedures checklist

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

## III. Evacuation of persons with Disabilities - Use the following guidelines to plan for the evacuation of persons with disabilities:

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

## Testing of Procedures

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

Los Angeles Mission College publicizes its emergency response and evacuation procedures by:

1. Posting emergency procedures in each classroom
2. Posting emergency response and evacuation procedures on the Los Angeles MC website,
3. Providing emergency information in the College Catalog,
4. Providing other emergency notifications and procedures through Blackboard Connect, e-mail or loud speaker system.

Los Angeles Mission College will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

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

## Evacuation Response:

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



